2025 Annual Security Report

Lowry Campus

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Introduction

The Community College of Aurora (CCA) provides for the safety and security of all members of its campus community. CCA believes academic freedom can only flourish in an environment free of criminal or other disruptive activity and unsafe conditions. The College is committed to maintaining the campus community as a place of study and work free from abuse, intimidation and harassment and where everyone is treated with respect and courtesy. The College will not tolerate criminal activity and will actively pursue internal discipline, criminal prosecution, or both, for all offenders.

CCA is a state-supported institution of higher education, located primarily within Aurora, Colorado. As part of the Colorado Community College System (CCCS), CCA operates three education facilities: the CentreTech Campus located at 16000 E. CentreTech Pkwy, in Aurora; the Lowry Campus, located at 710 Alton Way, which spans Aurora and Denver, and; the Centennial campus located at 12650 E Arapahoe Rd, in Centennial. There are no college-recognized fraternity or sorority houses on or off campus.

CCA amplifies its available resources through a cooperative effort in order to support a safe, secure environment on campus. The College insists police officers treat all subjects as individuals and use their access to both college discipline and the criminal justice system to benefit individuals and the community as a whole. Law enforcement agencies can access the College Discipline System at their discretion. The CCA community includes just under 11,000 students annually, 263 faculty and instructors, and numerous staff, visiting guests, and members of the public.

On October 1st of each year, CentreTech's Department of Security publishes a new Annual Security Report (ASR). The ASR is created for the previous calendar year. A paper copy of the Annual Security Report for both campuses is available upon request at the CentreTech Campus. Similar to the daily crime log, anyone may request a hardcopy of the ASR from CentreTech's Security Department and receive their copy within two business days.

Campus Security

CCA's security officers have the authority to ask a person for identification and to determine whether an individual has lawful business at CCA. CCA security officers have the authority to issue parking tickets, which are billed to the financial account of students, faculty and staff. Security officers possess the power to detain and restrain individuals when there is an incident that may be criminal in nature and present an immediate threat to the safety or security of students, staff, faculty, or visitors of the college until law enforcement arrives. Criminal incidents are referred to the local police. The College works with police from Aurora and Denver to provide a safe and secure environment for members of the campus community, and has a memorandum of understanding with both departments. Aurora and Denver police officers have the authority to enforce federal, state, and local laws. The Aurora and Denver Police Departments maintain close relations with all federal, state, and local law enforcement entities. Criminal cases are filed in the Denver, Arapahoe or Adams County Courts or alternatively into the Aurora or Denver Municipal Courts.

CCA's Department of Security provides information to students and employees about campus security procedures and practices, encourages them to be responsible for their own security and the security of others, and informs them about the prevention of crime, through regular programs and literature

distribution. The department conducts numerous programs throughout the academic year concerning various crime prevention topics. The following list highlights some of the past programs held at CCA:

- Public Safety Training
- Safety Series
- First Aid/CPR
- DUI Safety Fair
- Under the Influence: Marijuana and Alcohol Safety
- Alcohol Awareness Week
- Denim Day

Reporting of Criminal Activities or Emergencies

Both CCA and Lowry Security Departments work closely with the Aurora and Denver Police Departments as well as Arapahoe County Sheriffs Office. Administrative offices are located at 15001 E Alameda Pkwy, Aurora, 1331 Cherokee St, Denver or 13101 E Broncos Pkwy, Centennial. The Departments have officers available 24 hours a day and the Departments can be reached by calling Aurora: (303) 627-3100, Denver: (303) 913-2000, ACSO 303-795-4711 or 911 for emergencies. The appropriate police department responds to all campus incidents reported by students, faculty, staff, and members of the general public. Moreover, these agencies are contacted annually and a request for each campus's crime statistics is arranged.

Emergency response for fire, ambulance, or hazardous materials is the joint responsibility of the Aurora or Denver Fire Department and the Aurora or Denver Police Department.

To Report a Crime or Emergency

Students, staff, and visitors should promptly report criminal incidents, accidents, and other emergencies to the Aurora or Denver Police Department by dialing 911. Individuals may also report incidents in person at the campus security office at the CentreTech, Lowry or Centennial Campus. Members of the campus community are encouraged to report any activity, situation, or conduct that disrupts, adversely affects, or interferes with the function of the College and the pursuit of its educational purpose.

Campus Security Authorities (CSAs)

The definition of "Campus Security Authority," according to federal law, is as follows: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings."

Should an individual choose not to report directly to the Police Department, they may report the incident to one of the following CCA Campus Security Authorities:

- College President's Office
- Security
- Vice Presidents
- Dean of Student Success/Senior Student Affairs Officer

- Deans
- Office of Disability and Equity
- Admissions/Enrollment Director
- Vice President of Human Resources and Personnel Success
- Club and Organization Advisors

The above-mentioned CSAs will report criminal activity to Campus Security. Additionally, in January, each CSA receives a letter requesting them to provide information on any criminal act reported to them for the previous calendar year.

Anonymously Reporting Crimes

Individuals may report directly to a college CSA by completing the crime reporting form located at https://ccaurora.edu/about-cca/campus-safety-security/report-an-incident-concern/. Individuals may also report crimes and crime tips anonymously through Safe2Tell. The phone line is not recorded and has no caller ID. In Colorado, Safe2Tell reporting parties are anonymous under the State Law. Please remember details are critical to an effective intervention. The number for Safe2Tell is 1-877-542-SAFE (7233).

For the purposes of making timely warnings and annual statistical disclosures, a voluntary confidential report of a crime can be made to any CSA by any person directly associated with the college. Additionally, members of the CCA community may call 303-360-4790 to make a confidential report of criminal activity.

The college does not employ professional or pastoral counselors but does have a contract with professional counselors for anyone in the college community to visit if psychological assistance is needed. These counselors are not campus security authorities, but the College encourages them to ask persons they are counseling to report crimes on a voluntary and confidential basis for inclusion in the annual crime statistics.

Monitoring and Reporting of Criminal Activity Off-Campus

While CCA does have student organizations traveling off-campus for events, student organizations are housed on campus. No contract exists with outside businesses to hold regularly scheduled off-campus events, nor does any student organization frequent an off-campus business. If an off-campus crime occurs involving an individual affiliated with CCA, the crime will be reported to the appropriate agencies, though due to the location, it will not be counted as a Clery Act crime for the institution. Crimes that happen within one mile of CCA Campuses are reported to Security by either Aurora or Denver Police Departments.

Timely Warnings

There are multiple circumstances in which a Timely Warning will be issued by the Community College of Aurora. Any condition or incident potentially compromising the safety or well-being of any member of the CCA community will result in an appropriate timely warning being issued. Once the institution receives

necessary and pertinent information, it will be sent through the emergency notification system. The message will be crafted in order to afford the campus community with information allowing them to take the needed precautions to protect themselves. The warning will be communicated to the college community in one or more of the following ways: e-mail, emergency text and voicemail messaging system (D2L, AppArmor), notices on the college's website (MyCCA portal), and posters/flyers posted around campus. The President's Office, the Security Department, or the Dean of Student Success/ Senior Student Affairs Officer will issue the warning.

Depending on the particular circumstances of the condition or incident, especially in any situation that could pose an immediate threat to the community and individuals, the Security office may also post an electronic bulletin notice on the main page of the CCA Website at http://www.ccaurora.edu, to provide the college community with additional immediate notification. In such instances, a copy of the notice is posted on each door by security. The electronic bulletin is immediately accessible via computer by all faculty, staff and students.

Any member of the community who is aware of an incident or emergency should immediately notify an employee of the college who will in turn notify the President, Office of the Vice President of Academic Success, or the Security Department so a timely warning can be issued. The nature of the crime, the continuing danger to the campus community, and the risk of compromising law enforcement efforts are all factors in determining if a timely warning will be issued.

Emergency Response and Evacuation Procedure

The Community College of Aurora has contracted with AppArmor, a software program that allows staff to send alert text messages to cellular phones and distribute voice messages in the event of an emergency situation which may pose an immediate threat to the health or safety of the campus community. While CCA encourages every member of the college community to participate in the emergency notification system, opting in to the receive alerts is no longer required, as the notification system is automatically populated. CCA will, without delay, determine the appropriate content of a notification and initiate the notification system unless the notification will, in the professional judgment of authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The content and initiation of the notification system will be determined by the College President, or their designee. For the purposes of this procedure, the College President, in addition to preserving this authority themselves, has appointed appropriate campus officials as safety designees. The identity of these officials is kept in CCA's Emergency Operations Plan. The emergency notification system may be initiated only at the direction of the College President, or their designee, unless the Aurora or Denver Police Department has determined an imminent threat requiring immediate action is posed to the campus community.

Before sending an AppArmor message, the office of the President, Cabinet members, the Executive Director of Strategic Communications and Alumni Engagement, and the Director of Security and Emergency Management will convene, when possible. In the event of a life-threatening emergency, convening may not be possible and a notification will be sent out upon confirmation of an emergency. Once the emergency is confirmed, the appropriate language and the message will be sent through AppArmor. The message will be sent without delay.

The contact information provided for the notification system will not be sold or released to any other party. CCA intends to only use the provided contact information to alert the campus community of emergency situations or an event directly posing a life-safety risk to the campus community. In addition, the emergency notification system will be tested once per term, not to exceed three (3) times per calendar year. CCA does not guarantee the successful delivery of each message to each individual recipient. The service depends on the individual cellular and mobile phone carriers to deliver Simple Messaging System or SMS/text messaging to each recipient. There may be a charge by a user's cell phone provider to receive text messages.

In the event an evacuation is necessary, students, staff and faculty will be directed to the area of assembly for their respective buildings on both campuses. The Security Department will help facilitate folks safely to the pre-determined locations. These locations and the building floor plan depicting emergency exits are posted in every classroom and office space on both campuses.

In the event an incident affects only one campus, all students and staff will receive the message. However, in situations where it is necessary to alert students, all will be notified, regardless of the emergency, regardless of their location. The only time CCA would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to assist a victim, contain an emergency, respond to an emergency, or otherwise mitigate the emergency.

The marketing and communications department will be responsible for disseminating emergency information to individuals or organizations outside of CCA. This would include web site notifications, social media notifications, and public media notifications.

Alert Channels

In the case of an emergency, students, faculty, and staff will be notified via AppArmor notification system and through the following channels:

- Intercom system
- Text messages-AppArmor
- Phone Call/Voicemail-AppArmor
- Email-AppArmor
- Posters on doors
- Community College of Aurora official website (http://www.ccaurora.edu)

Security and Access to Campus Facilities

CCA campuses are open campuses with facilities available to students and the public. All academic buildings are unlocked during normal academic hours. Admission to any college facility after hours is limited to authorized persons with a building key. Buildings are secured by facilities and security personnel, and parking lots and buildings are periodically patrolled by security officers 15 1/2 hours a day, 6 days a week at both the CentreTech and Centennial Campus' or 24 hours a day, 7 days a week at the Lowry Campus. There are no residence halls at either of CCA's campuses. Security at either campus does not have arrest or law enforcement authority. Any criminal activity will be referred to either Denver Police or Aurora Police

Departments. Both campuses have memorandums of understanding with both Denver and Aurora Police Departments to provide investigative support regarding any criminal activity.

Maintenance Security

All mechanical problems that could cause physical harm to the public or members of the campus community are given priority. Facilities personnel may be contacted by email at Facilities.CCA@ccaurora.edu. CCA incorporates environmental security design practices in the planning, building and maintenance stages of all physical structures and grounds that are part of the CCA's campuses. Lighting and visual blockage surveys are conducted on an as-needed basis by facilities staff, and inadequacies are corrected as soon as practicable. ADA compliance and hazards that pose a risk to students, staff, or faculty are monitored daily by facilities staff.

Responsibility for Preparation of This Report

CCA's CentreTech Security Department, in collaboration with the Lowry Security Department as well as the Aurora and Denver Police Department and Arapahoe County Sheriff's Office collect crime statistics near or on the campus. Once a year, the CCA Security Department compiles and classifies all of the statistics pertinent to the Clery Act for the purpose of making this report. This year the Director of Campus Safety and Security compiled the data for the report. Requests for crime statistics are submitted to Aurora Police Department for any statistics of Clery reportable crimes occurring in and around CCA's CentreTech Campus. In addition, requests are sent to Denver Police Department for crime statistics in the Clery geographical area for CCA's Lowry campus and a request was sent to Arapahoe County Sheriff's Office for statistics of Clery Reportable crimes at the Centennial campus . Once received those statistics are reflected in the ASR.

Annual Drills and Exercises

For the safety and preparation of CCA's campus community, an announced or unannounced fire drill will be conducted during the fall and spring semesters every year. The CCA Security Department contacts the Aurora Fire Department to schedule these drills twice per year. It is the discretion of Aurora Fire if they choose to be present of the drill or not, and an invitation is extended to them for each drill. An e-mail blast is sent to the campus community (students, staff, and faculty) informing them what actions to take during these drills illustrating the appropriate measures to take during an evacuation. Maps of the campuses are attached to the emails depicting the pre-determined areas of assembly for their respective buildings. Documentation regarding any problems with the drill, or the success of the drill will be retained by the security department for 7 years. The document will also include a description of the drill, the date of the drill, the time it started and ended, and whether the drill was announced or unannounced.

Student Discipline Records

Student discipline statistics are generated from Dean of Student Success/Senior Student Affairs Officer records, the Office of the Vice President of Academic Success, and the CCA Security Department. The student discipline records are compiled by the Office of the Dean of Students, which makes a draft available to the CCA Security Department. This information is incorporated within this Annual Security Report.

Possession of Firearms/Weapons on Campus

State Board for Community Colleges and Occupational Education (SBCCOE) states no person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by a college. Persons authorized to carry firearms and other equipment defined in the policy are:

1. those persons conducting and participating in an approved program of instruction in the college's curriculum which requires access to such equipment as an integral part of the instructional program;
2. certified peace officers;
3. those persons who have been issued a valid permit to carry a concealed handgun in accordance with Colorado's Concealed Carry Act, C.R.S. § 18-12-201, et seq. and who are acting in compliance with the requirements of that Act; and
4. those persons granted permission at the discretion of the college President for specific purposes from time to time.

Concealed Handgun Permit holders exercising their rights pursuant to item #3 above are responsible for preventing the casual or inadvertent display of their handgun.

It shall not be an offense if the weapon remains inside a locked motor vehicle upon the real estate owned by the State Board for Community Colleges and Occupational Education. In accordance with Colorado Statute CRS 18-12-214(3), under no circumstances may a person other than a certified peace officer carry a firearm or other equipment defined in Board Policy onto the real property, or into any improvements erected thereon, of a public elementary, middle, junior high, or high school. In accordance with Colorado Statute CRS 18-12-214(3)(a), a concealed weapon permitee may have a handgun on the real property of the public school so long as the handgun remains in his or her vehicle and, if the permittee is not in the vehicle, the handgun is in a compartment within the vehicle and the vehicle is locked.

Sexual Assault, Sexual Harassment, Crime Prevention Educational Programming

CCA does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not include dating violence, domestic violence, and stalking. As a result, CCA enforces a non-discrimination policy, and has a comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, when it is reported to a College official. In this context, CCA prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

CCA is a part of Colorado Community College System (CCCS) and is governed by the State Board for Community Colleges and Occupational Education (SBCCOE or Board). For a complete copy of the SBCCOE Board Policies (BP) governing sexual misconduct, visit https://cccs.edu/about-cccs/state-board/policies-and-procedures/ BP 3-120, Affirmative Action/Anti-Discrimination, prohibits employee sexual misconduct and BP 4-120, Prohibition of Discrimination or Harassment, prohibits student sexual misconduct.

Additionally, the Board has delegated procedural authority to the CCCS Chancellor. As a result, the pertinent CCCS System Procedures (SP) on Sexual Misconduct are found at https://cccs.edu/about-cccs/state-board/policies-and-procedures/. For CCCS employees, authorized volunteers, guests and visitors, SP 3-120a applies. For students, SP 4-120a applies.

All Sexual Misconduct complaints are investigated pursuant to CCCS System Procedures, Civil Rights Grievance and Investigation Process. If the respondent to a complaint is a CCCS employee, authorized volunteer(s), guest(s), or visitor(s), SP 3-50b will apply. If the respondent is a student, SP 4-31a applies. The procedures can be located at https://cccs.edu/about-cccs/state-board/policies-and-procedures/ .

Definitions

Consent, Unlawful Sexual Behavior

C.R.S. 18-3-401, means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent. Submission under the influence of fear shall not constitute consent.

Sexual Assault

C.R.S. 18-3-402, Colorado law defines sexual assault as any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:

- The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
- The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
- The actor knows that the victim submits erroneously, believing the actor to be the victim's spouse; or
- At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or
- At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or
- The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or
- The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or
- The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.

Sexual Assault on a Child

C.R.S. 18-3-405, means any actor who knowingly subjects another not his or her spouse to any sexual contact commits sexual assault on a child if the victim is less than fifteen years of age and the actor is at least four years older than the victim.

Domestic Violence

C.R.S. 18-6-800.3, Domestic violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or domestic partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Domestic Violence also includes any other crime against a person, or against property, including an animal or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. *There is no Colorado state law on dating violence; therefore, the college abides by the definition used in the Violence Against Women Reauthorization Act (VAWA) of 2013.*

For purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking

C.R.S. 18-3-602, is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person's safety or the safety of others; or
- suffer substantial emotional distress.

Additional definitions as it relates to "Stalking" under Colorado law:

- Conduct "in connection with" a credible threat means acts that further, advance, promote, or have a continuity of purpose, and may occur before, during, or after the credible threat.
- "Credible threat" means a threat, physical action, or repeated conduct that would cause a reasonable person to be in fear for the person's safety or the safety of his or her immediate family or of someone with whom the person has or has had a continuing relationship. The threat need not be directly expressed if the totality of the conduct would cause a reasonable person such fear.
- "Immediate family" includes the person's spouse and the person's parent, grandparent, sibling, or child.
- "Repeated" or "repeatedly" means on more than one occasion.

Education and Prevention Programs

CCA engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all new incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

a) Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
b) Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
c) Defines what behavior and actions constitute consent to sexual activity in the State of Colorado;
d) Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander.
e) Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
f) Provides an overview of information contained in the Annual Security Report (ASR) in compliance with the Clery Act.

Source: 34 CRS §668.46(j)(1)(i)(A)-(F)

Safety programs such as awareness programs, bystander intervention, ongoing prevention and awareness campaigns, primary prevention programs and risk reduction are offered to raise awareness for all incoming students and employees, and are often conducted during new 1st time student and new employee orientation and throughout each first semester.
CCA provides different awareness programs, bystander intervention, passive programming, ongoing prevention on awareness campaigns, primary prevention programs and risk reduction programs throughout the year. See below for definitions and ongoing programs.

Awareness programs:

Assists people in need of support and raises awareness of current issues.

Bystander Intervention:

- Solitary individuals will typically intervene if another person is in need of help: this is known as bystander intervention. However, researchers were surprised to find that help is less likely to be given if more people are present. In some situations, a large group of bystanders may fail to help a person who obviously needs help. Bystander intervention is covered in new student orientation as well as other prevention programs. A large part of preventing sexual misconduct and other inappropriate behavior (such as bullying) involves recognition of warning signs and early intervention efforts. “Bystander intervention” as that term is defined above, can include options such as:
    - Interrupt the behavior
    - Publicly support the victim
    - Show disapproval through comments, facial expressions or body language
    - Use humor to diffuse the situation
    - Encourage communication and open dialogue
    - Gather a group of people as back-up
    - Offer to leave the situation with the victim
    - Invite yourself to tag along to avoid isolation of the victim with the perpetrator
    - Ask questions or make suggestions on appropriate behaviors to the perpetrator as a friend
    - Use the situation as an educational opportunity

Call someone for help

Passive Programming:

CCA installed passive programming flyers in protected sleeves in all bathrooms advertise information on Healthy Relationships, How to Report, and information for the Confidential Line a way to safely report situations and to encourage a See Something, Say Something approach to safety.

Ongoing prevention and risk reduction programs:

Programs geared toward instructing people how to stay safe during emergencies or support on how to handle difficult situations.

Primary prevention and risk reduction programs:

- Currently our primary prevention and risk reduction program is Workplace Answers, a Human Resources employee training software, as it not only teaches the community about domestic violence, dating violence, stalking and Title IX, but ethics in the workplace. Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. "Risk reduction" as that term is defined above can include strategies such as:
    - Trust your gut
    - Have a code word
    - Lie or make an excuse to create an exit
    - Plan an escape route in advance
    - Become familiar with safe places
    - Create a support network
    - Change your routine to avoid someone
    - Make an escape to-go bag and plan a route/destination
    - Know what you're drinking and don't leave a drink unattended
    - Be aware of sudden changes in the way your body feels

Share your travel plans and routes with people (e.g., share your location on your phone with a trusted person to make sure you get home safe)

These programs and others offered throughout the year include strong messages regarding not just awareness and primary prevention. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Programs also offer information on risk reduction aimed to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of campaigns, emails, guest speakers and events such as "Take Back the Night.

CCA has developed an annual educational campaign consisting of presentations to include distribution of educational materials to incoming students.

The College offered the following primary prevention and awareness programs for new students in 2025:

DoV – Domestic Violence, DaV – Dating Violence, SA – Sexual Assault, S – Stalking, DOA – Drugs and Alcohol

Name of Program	Date Held	Location Held	Complied with Section B a-f?	Which Prohibited Behavior Covered?
Student Orientation: VAWA, Right to know, Bystander Intervention	Multiple times and dates throughout the calendar year	Various Locations	Yes	DoV, DaV, SA, S

The College offered the following primary prevention and awareness programs for all employees in 2025:

DoV – Domestic Violence, DaV – Dating Violence, SA – Sexual Assault, S – Stalking, DOA – Drugs and Alcohol

Name of Program	Date Held	Location Held	Complied with Section B a-f?	Which Prohibited Behavior Covered?
Workplace Answers	Several months in 2025	Various Locations	Yes	DoV, DaV, SA, S
New Employee Orientation	Multiple times and dates throughout the calendar year	A207A	Yes	DoV, DaV, SA, S, DOA

The College offered the following ongoing awareness and prevention programs for all students in 2025:

DoV – Domestic Violence, DaV – Dating Violence, SA – Sexual Assault, S – Stalking, DOA – Drugs and Alcohol

Name of Program	Date Held	Location Held	Complied with Section B a-f?	Which Prohibited Behavior Covered?
Safety Week	Fall and Spring Semester	Various Locations	Yes	DoV, DaV, SA, S
Under the Influence	Fall and Spring Semester	Various Locations	Yes	DOA, S, Bystander Traning
Denim Day	April 2025	Various (Passive Postings)	Yes	DoV, DaV, SA, S

SEXUAL MISCONDUCT RESPONSE AND REPORTING PROCEDURES

The College prohibits sexual misconduct which includes dating violence, domestic violence, sexual assault, and stalking in its programs and activities in accordance with the following Board Policy and System Procedure.

- BP 19-60 Prohibition of Discrimination, Harassment or Retaliation (https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/)
- SP 19-60a Civil Rights and Sexual Misconduct Resolution Process

(https://cccs.edu/about/governance/policies-procedures/sp-19-60a-civil-rights-and-sexual-misconduct-resolution-process/)

Specifically, sexual misconduct may be against the law and violates College policy and the Student Code of Behavioral Expectations and Responsibilities. The College prohibits sexual misconduct on property owned or controlled by the College, at institutionally-sponsored or supervised activities, or at functions of recognized student organizations. Sanctions for policy violations by College employees or students are determined by applicable internal policies and procedures. Students may be sanctioned up to and including expulsion. Employees may be sanctioned up to and including termination.

The College is committed to responding appropriately to all reports of sexual misconduct and to working collaboratively with other law enforcement, government and community agencies. This policy provides general guidelines for responding to individuals who are victims of sexual misconduct (also referred to herein as "complainants") on the College's campus or during other institutionally-sponsored activities. For specific procedures and resources, contact the following representative(s): Erica Hines, Title IX Coordinator, 303.340.7231 erica.hines@ccaurora.edu; or Reyna Anaya, Deputy Title IX Coordinator, 303.360.4721 reyna.anaya@ccaurora.edu.

What to do if Sexual Misconduct Has Occurred

Individuals who believe they have been the victim of sexual misconduct should first ensure that they are in a place that is safe and that they are receiving any necessary medical treatment. It is important to preserve evidence, so victims should not shower, bathe, eat, drink, brush their teeth, change clothes or disturb the scene of the incident. This evidence can be important to prove that a criminal offense has occurred and may be helpful in obtaining a protection order.

Reporting Sexual Misconduct

Individuals should report any incident of sexual misconduct immediately to the College's Title IX Coordinator listed in the section above. The Title IX Coordinators can assist the complainant with: getting help, explaining their rights as a student/employee, investigation processes, accessing resources, and protection options. Title IX Coordinators will provide complainants of sexual misconduct with a written explanation of their rights or options with respect to the complaint, regardless of whether the conduct occurred on or off campus. This written information may include a copy of System Procedure (SP) 19-60a and resources.

The complaint should describe the alleged incident, which may include when and where it occurred, the parties involved, and the desired remedy sought. Any supporting documentation and evidence may be referenced within the body of the complaint. Complaints may be submitted to reduce verbal complaints to writing or confirm the content of their complaint in writing before proceeding through the resolution process.

Individuals may decide to report the incident to the College Security Department and/or other local law enforcement. Title IX Coordinators can assist with the reporting process. If an individual does not wish to pursue a formal criminal action through a police department, they can pursue institutional actions consistent with the System Procedure (SP) 19-60a. Alternatively, they can choose not to pursue any institutional action, but pursue criminal action or make a police report by contacting Campus Security at 303.916.5275 for CTC, or 303.419.5557 for

Lowry, 720-520-6573 for Centennial or local law enforcement. Individuals also have the option of not notifying authorities of the incident.

Individuals may also report to a faculty member or an administrative official. In the interest of campus safety, the faculty or administrative official should immediately notify Security of the incident and will also be required to report the incident in accordance with the College's internal policies. Reports may be made anonymously. The identity of the individual involved in or reporting the incident is not essential for reporting.

Care should be taken to file a report as soon as possible after the incident and to preserve all physical evidence of the crime to aid in the police investigation or to assist in obtaining a protective order. These procedures are particularly important in the case where the assailant is unknown to the complainant and may be a threat to the campus community.

Other Options for Sexual Misconduct Complainants

Complainants of sexual misconduct may also pursue the below options individually or in combination with reporting options:

- To file a civil lawsuit or restraining order request against the accused (also referred to herein as "respondent"). (In this case, the complainant may need a private attorney to assist with these options, and the complainant will likely be required to give testimony in court.)
- To seek a restraining order, protective order, no contact, or other similar order, and to have that order enforced by the College. A restraining order is an order from a court that requires one party to do, or refrain from doing, certain acts. For example, it can help protect someone from being physically abused, threatened, stalked, or harassed. The College can be notified of such court orders by informing campus security. The College can help to enforce the restraining or no-contact order on campus and at College events.
- For students, to request adjustments to their academic schedules after a reported sexual misconduct, if such changes are reasonably available, and for employees, to request adjustments to work schedules. Each such request will be handled on a case-by-case basis by the College. Even if there is no court order, the College may issue a no-contact order as part of its investigation and resolution procedures or take further protective action to minimize the interactions of the complainant and the respondent, such as rearranging College schedules or altering College employment arrangements.
- To have an advisor present when reporting or during any College proceedings to provide support, guidance or advice.

CONFIDENTIALITY

College employees, depending on their roles, have varying reporting responsibilities and may not be able to maintain confidentiality of information reported to them. Confidential employees are limited to those individuals whose communications are considered privileged and confidential under federal or

state law and who are employed by the College in that capacity. Information regarding potential civil rights violations may only be considered confidential if it is reported to a College confidential employee who is functioning within the scope of that role. Any person who reports concerns of sexual misconduct should not assume that confidentiality or anonymity can be protected in connection with making a report.

Except in rare circumstances, such as the existence of an immediate threat of harm, these individuals can offer options and advice without any obligation to report internally or externally unless the complainant has requested information be shared. Other outside confidential resources are available, and the Title IX Coordinator can assist in connecting an individual to these resources.

Any person who reports concerns of sexual misconduct should also be aware that the College must issue immediate emergency notifications and/or timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a complainant's name and other identifying information is not disclosed, while still providing adequate information for community members to make safety decisions in light of the danger. The College will conduct publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the complainant in accordance with applicable laws.

Additionally, the College will maintain as confidential any accommodations or protective measures provided to the complainant, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

SUPPORT AND RESOURCES FOR SEXUAL MISCONDUCT COMPLAINANTS

The College will provide written information to students and employees who report sexual misconduct about counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available at the College and in the community.

OPTIONS FOR PROTECTIVE MEASURES

The College will provide written notification to complainants of sexual misconduct about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The College will make such accommodations or provide such protective measures if they are reasonably available, regardless of whether the complainant chooses to report the crime to Campus Security or local law enforcement.

The Title IX Coordinator, in consultation with appropriate administrative personnel, may implement interim actions, including supportive measures, intended to protect the safety and security of the campus community, address the effects of the reported behavior, and prevent further violations, while a complaint is under review or investigation. These remedies may include, but are not limited to, placing an employee on administrative leave, interim actions outlined in the SP 4-30a Student Behavioral Expectations and Responsibilities Resolution Procedure, campus bans or emergency removals, referral to counseling and health services or to the Colorado State Employee Assistance Program (CSEAP), education to the community, altering housing situations, altering work arrangements, providing campus

escorts, implementing contact limitations between the parties (e.g., no contact orders), offering adjustments to academic deadlines or course schedules, and/or suspending privileges such as attendance at College activities or participation in College-sponsored organizations. Any campus ban or emergency removal will be implemented only after a determination that the person poses an imminent and serious threat to the health or safety of another arising from the allegations of discrimination.

SEXUAL MISCONDUCT RESOLUTION PROCEDURE

Allegations of sexual misconduct will be reviewed in accordance with System Procedure (SP) 19-60a Civil Rights and Sexual Misconduct Resolution Process. The full procedure can be found at: https://cccs.edu/about/governance/policies-procedures/sp-19-60a-civil-rights-and-sexual-misconduct-resolution-process/. All applicable definitions can be found in Appendix A to SP 19-60a.

The resolution process, which encompasses all proceedings (i.e., activities related to non-criminal resolution of a College complaint, including but not limited to, fact-finding investigations, formal or informal meetings, and hearings, but not including meetings with complainants concerning accommodations or protective measures), will:

- Include a prompt, fair, and impartial process from the initial investigation to the final result;
- Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
- Provide the complainant and respondent with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice to provide the party with support, guidance or advice;
- Not limit the choice or presence of an advisor for either the complainant or the respondent in any meeting or institutional disciplinary proceeding; however, the College has established restrictions regarding the extent to which the advisor may participate in the proceedings, which apply equally to both parties;
- Provide simultaneous notification, in writing, to both the complainant and respondent of the result of any institutional disciplinary proceeding that arises from an allegation of sexual misconduct; the College's procedures for appealing the result of the institutional disciplinary proceeding; any change to the result; and when such results become final (Note: a result means any initial, interim and final decision by College officials, including sanctions, along with the rationale for the result.);
- Be completed within a reasonably prompt timeframe as outlined in the College's procedures which allow for extension of timeframes for good cause with written notice to the parties of the delay and reason for the delay;
- Be conducted in a manner that is consistent with the College's procedures and transparent to the complainant and respondent, provide timely notice of any meetings at which the parties may be present, and provide timely and equal access to information that will be used during the resolution procedures; and

- Be conducted by officials who do not have a conflict of interest or bias for or against the complainant or respondent.

Preliminary Steps and Timeline

Upon receipt of a complaint, the Title IX/EO Coordinator will review the complaint to determine:

- Whether the Complainant is participating or attempting to participate in a College program or activity;
- Whether there is an identifiable Respondent;
- Whether the Respondent is participating in College educational programs or activities, or is employed by the College;
- Whether there is jurisdiction over the alleged conduct; and
- Whether the complaint alleges sufficient information, if proven, to support that a civil rights violation has occurred (reasonable cause).

If the Title IX/EO Coordinator is unable to evaluate these factors in reviewing the complaint alone, the Coordinator may, at their discretion, reach out to the Complainant or others, as relevant, for clarification and/or additional information.

This preliminary review process will typically be completed within 7-14 days of receiving the information necessary to evaluate the complaint.

If, after reviewing the above factors, the Title IX/EO Coordinator determines not to proceed with the complaint, the Title IX/EO Coordinator will dismiss the complaint and inform the Complainant of this decision and discuss other options for addressing the reported concerns. Additionally, the Title IX/EO Coordinator may dismiss the formal complaint if the Complainant requests such dismissal in writing, or if one or more of the above factors is not met at any time before a final determination. If the Respondent has been notified of the complaint, the Title IX/EO Coordinator will also inform them of the dismissal. Dismissal of a complaint is subject to the appeal procedures outlined herein.

If, after reviewing the above factors, the Title IX/EO Coordinator determines to proceed with the complaint and the Complainant wishes to proceed, the Title IX/EO Coordinator will initiate an informal resolution or a formal investigation.

If the Complainant does not wish to proceed, the Title IX/EO Coordinator will give consideration to the Complainant's preference, but reserves the right, when necessary to protect the College community, to initiate an informal resolution or formal investigation of the complaint. The Title IX/EO Coordinator also reserves the right to initiate an investigation and resolve a complaint without a participating or identifiable Complainant.

The Title IX/EO Coordinator may consider a number of factors when determining whether to initiate an informal resolution or formal investigation without the Complainant's participation and/or without an identifiable Complainant.

These factors may include, but are not limited to, the following:

- Complainant's request not to proceed;
- Complainant's reasonable safety concerns;

- Seriousness of the alleged conduct;
- Risk that the Respondent will similarly harm others;
- Age and relationship of the parties, including whether the Respondent is an employee;
- Previous complaints or allegations involving similar conduct (pattern of behavior);
- Whether multiple Complainants were involved;
- Availability of evidence;
- Whether the conduct was facilitated by incapacitation;
- Whether a weapon or violence was used;
- Whether the Complainant is a minor and/or at-risk;
- Whether the conduct was predatory in nature;
- Whether conduct can be addressed without a formal investigation; and/or
- Any other information deemed relevant by the Title IX/EO Coordinator.

If, after considering these factors, the Coordinator initiates a complaint, the Coordinator will notify the Complainant in advance and appropriately address reasonable concerns about safety, including offering supportive measures.

The informal resolution and formal investigation processes are designed to address the reported concerns, end the inappropriate behavior, and prevent its reoccurrence. This may include providing a fair and reliable determination about whether policies or procedures have been violated.

The College shall make every effort to complete the resolution process within approximately 90 days from the date the complaint is filed. If the College cannot resolve the complaint within this timeline, the Title IX/EO Coordinator may extend the timeline, for good cause, to properly resolve the complaint. Written notice will be provided to the parties regarding the extension and the reason for delay.

Rights of Involved Parties

Throughout the civil rights and sexual misconduct resolution process, Complainants and Respondents shall be entitled to the following:

- To be treated equitably and with respect by College employees.
- To take advantage of supportive measures and other resources, such as counseling, psychological services, and health services.
- To experience a safe educational, living, and work environment.
- To have an advisor of their choice present at any meeting.
- To have access to the Title IX/EO Coordinator, investigator(s), decision-maker(s) for Title IX matters, and/or other individuals assisting with the resolution process who do not have a conflict of interest or bias for or against any party.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To be informed of the outcome/resolution of the complaint, and the sanctions and rationale for the outcome, where permissible.
- To have assistance in contacting law enforcement, if desired.
- To request housing, employment, and/or educational modifications, as deemed appropriate and reasonable.
- To request no further contact with the opposite party, as deemed appropriate, allowable, and

reasonable.

- A presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility has been made at the conclusion of the resolution process.

Informal Resolution

The Title IX/EO Coordinator, upon agreement of the parties, may determine that an informal resolution is appropriate to resolve the reported concerns. The Title IX/EO Coordinator, or designee, will facilitate the informal resolution process. The primary focus during an informal resolution remains the welfare of the parties and the safety of the College community, but it does not involve a written investigation report or an opportunity to appeal. An informal resolution may include, but is not limited to:

- The provision of interim or long-term remedial measures;
- Referral to other resolution processes;
- Training or educational programming for the parties;
- The Title IX/EO Coordinator or a designee serving as a facilitator to discuss the reported concerns with the Complainant and Respondent (either separately or together), and to identify possible resolutions and/or appropriate future conduct; and/or
- Referral to a disciplinary authority to further address the reported behavior, as deemed appropriate.

Notice of the allegations and specific informal resolution process will be provided to all parties.

At any time during the informal resolution process, the Title IX/EO Coordinator may elect to initiate a formal investigation as deemed appropriate to resolve the matter. The parties can elect to cease the informal resolution process at any time before it concludes and proceed with a formal investigation.

Formal Investigation

If a formal investigation is initiated, the Title IX/EO Coordinator shall provide written notice (Notice of Investigation) to the Complainant and Respondent notifying them of the investigation. The Title IX/EO Coordinator will assign one or more impartial investigators to conduct an investigation into the complaint. The investigator may be the Title IX/EO Coordinator. The investigation will include an objective evaluation of all relevant evidence, both inculpatory (incriminating or tending to show responsibility for a violation) and exculpatory (exonerating or tending to negate responsibility for a violation). The investigator(s) may request an interview with the Complainant, the Respondent, and any witnesses deemed relevant by the investigator. The parties will be provided with sufficient details of the allegations (such as identity of parties, nature of the conduct, and date/location of the incident, if known). All parties and other witnesses or participants in the investigation process will be provided written notice of the date, time, location, participants, and purpose of any interview or meeting with sufficient time to prepare to participate.

Throughout the investigation, all questions will go through the assigned investigator(s), including questions about credibility of parties and witnesses. The Complainant and Respondent may offer any documentation, witnesses, or other materials in support of their position as it relates to the complaint. There will be a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility has been made at the conclusion of the resolution process. Any credibility determinations made by investigators will not be based upon a person's status as a Complainant, Respondent, or witness. If a party or witness does not respond to questions related to

their credibility, the investigator may choose to place less or no weight on their statements.

The Complainant and the Respondent have the opportunity to be advised and accompanied by an advisor of their choice, at their expense, at any stage of the process. An advisor may consult and advise their advisee but may not speak on behalf of their advisee. These procedures are entirely administrative in nature and are not considered legal proceedings. The investigator may end a meeting or remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation as explained above.

No unauthorized recording will be allowed, and all parties must request permission to record in advance. The College, at its discretion, may grant authorization for recording of an interview, and in that case, the College will also record to ensure there is an accurate record.

Throughout the formal investigation process, the Complainant and Respondent will receive regular written updates on the status of the investigation.

The formal investigation process typically takes 30-60 days.

Preliminary Investigation Report

Following the fact gathering stage of the formal investigation, the investigator(s) shall issue a Preliminary Investigation Report to the Complainant and Respondent (and their advisors, if applicable) for review. The Preliminary Investigation Report will include access to all relevant and not otherwise impermissible evidence as gathered by the investigators. The Complainant and the Respondent will have five (5) calendar days to review and respond to the Preliminary Investigation Report with any changes, clarifications, or questions.

If a matter involves sex-based harassment with a student as a party, special procedures shall apply. For all other civil rights cases, the investigator shall review the investigation file and make a determination as to whether or not, based on a preponderance of the evidence, the alleged behavior took place and whether that behavior constitutes a civil rights violation. In reaching this determination, the investigator must consider all relevant evidence, except for any privileged information (unless waived) or treatment records (unless specific, written consent is obtained). Evidence of the Complainant's prior sexual predisposition or behavior is not relevant, except to prove that someone other than the Respondent committed the alleged conduct or to prove consent concerning prior specific acts between the parties. The investigator shall issue a Final Investigation Report.

Special Procedures for Sex-Based Harassment Involving a Student Party

Upon issuance of the preliminary investigation report, the parties will be given an opportunity to submit questions to the investigator to be asked to the parties and witnesses. The investigator will determine whether proposed questions are relevant and not otherwise impermissible. The investigator must explain any decision to exclude a question and provide the party with an opportunity to clarify or revise a question that is initially deemed impermissible because it is unclear or harassing.

Questions deemed relevant and not otherwise impermissible by the investigator must be asked during follow up meetings, along with any additional questions from the investigator. The follow up meetings will be recorded or transcribed, and the recording or transcription will be provided to the parties. The parties will have five (5) calendar days to review and submit additional follow up questions to the

investigator. If additional relevant and not otherwise impermissible questions are submitted, the investigator will conduct additional follow up meetings to ask the questions, and record or transcribe the meetings and make them available to the parties. The investigator has the discretion to conduct additional meetings, as necessary, or proceed to the determination process.

The follow up questioning stage of the process is usually completed within 20-30 days.

The Title IX/EO Coordinator will assemble a panel, including the investigator, to review the investigation file and make a determination as to whether or not, based on a preponderance of the evidence, the alleged behavior took place and whether that behavior constitutes sex-based harassment. In reaching this determination, the panel must consider all relevant evidence, except for any privileged information (unless waived) or treatment records (unless specific, written consent is obtained). Evidence of the Complainant's prior sexual predisposition or behavior is not relevant, except to prove that someone other than the Respondent committed the alleged conduct or to prove consent concerning prior specific acts between the parties. The panel has the discretion to ask any additional questions of parties and witnesses, including questions regarding credibility. The panel shall issue a Final Investigation Report, typically within 14 days of the determination.

Final Investigation Report

The Final Investigation Report in all civil rights cases shall include a description of the allegations, information about the policies and procedures used to evaluate the allegations, evaluation of the relevant and permissible evidence, findings of fact supporting the determination, conclusions regarding violation of applicable policies with supporting rationale, any disciplinary steps or remedial measures imposed, and the parties' appeal rights.

Notice of Findings

Once a Final Investigation Report is received, the Title IX/EO Coordinator shall provide written notice (Notice of Findings) simultaneously to the Complainant and Respondent (and their advisors, if applicable) notifying them of the findings. A copy of the Final Investigation Report shall be attached to the Notice of Findings. The Complainant and Respondent shall be advised of their right to appeal, subject to the grounds below, by filing a written appeal with the Title IX/EO Coordinator within five (5) calendar days of service of the decision.

Appeals

In the event of an appeal, the Title IX/EO Coordinator shall perform an initial review to determine if the appeal meets the limited grounds listed below and is timely (filed within five (5) calendar days, as noted above). If the appeal is found to meet these criteria, the Title IX/EO Coordinator shall forward the appeal to a designated appellate officer, who shall give written notice to the opposing party and provide a suitable time frame for the opposing party to submit a written response to the appeal. The appeal and any responses shall be reviewed by the appellate officer. The party requesting an appeal must show error, as the original finding is presumed to have been decided reasonably and appropriately.

The only grounds for appeal are as follows:

1. A procedural irregularity occurred that would change the outcome. The written appeal shall specify the procedural error and how it impacted the outcome of the decision.
2. The Title IX/EO Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against a party that would change the outcome. The written appeal shall specify the

conflict or bias and how it impacted the outcome of the decision.

3. New evidence became available that would change the outcome and that was not reasonably available at the time the decision was made. Any new evidence and its impact must be included in the written appeal.

If the appellate officer determines a procedural error occurred that significantly impacted the outcome of the decision or there was a conflict of interest or bias that would change the outcome of the decision, the appellate officer shall return the complaint to the Title IX/EO Coordinator with instructions to convene a new investigation, or the appellate officer shall otherwise cure the procedural error, conflict of interest, or bias.

If the appellate officer determines there is new evidence that substantially impacts the original findings, the appellate officer shall conduct or request appropriate additional steps (such as requesting additional investigation by the investigators) and/or modify the findings accordingly.

Written notice of the outcome of the appeal and rationale shall be provided simultaneously to the parties.

The appeal process typically takes 14-21 days.

DISCPLINARY ACTION FOR SEXUAL MISCONDUCT

A finding of sexual misconduct will be based upon a preponderance of the evidence standard – whether it is more likely than not that the respondent engaged in sexual misconduct. If a report of sexual misconduct is processed and the respondent is found in violation of the College's sexual misconduct policies and procedures, the findings shall be provided to the College's Disciplinary Authority to proceed in accordance with applicable policies:

- For faculty, disciplinary action will be in compliance with BP 3-20, Due Process for Faculty: https://www.cccs.edu/policies-and-procedures/board-policies/bp-3-20-due-process-for-faculty/. Under this policy, notice of disciplinary action may be given by the College president at any time and shall state the grounds and effective date.
- For classified employees, disciplinary action will be taken pursuant to the applicable State Personnel Rules and Regulations: https://www.colorado.gov/spb. As outlined in these rules, the College's appointing authority is responsible for deciding whether to take disciplinary action. The appointing authority must meet with the classified employee before making a decision, and must give the classified employee at least seven days' notice of the meeting. The employee also has at least seven days after the meeting to provide additional relevant information. Within five days of the effective date of the decision, the appointing authority will provide a written letter notifying the employee what discipline will be imposed, if any, including the factual basis and any appeal rights.
- For students, disciplinary action will be taken pursuant to BP 4-30 and SP 4-30a, Student Behavioral Expectations and Responsibilities Resolution Procedure: https://cccs.edu/about/governance/policies-procedures/sp-4-30a-student-behavioral-expectations-and-responsibilities-resolution-procedure/. Under this process, the College will give the student

notice that the matter has been referred for potential sanctioning and will issue a decision which shall address whether alleged conduct occurred; whether and how the conduct violated the code; and impose an outcome, if appropriate. Notification of the decision in writing will be provided to the respondent and any other involved parties, as appropriate, which includes a complainant in sexual misconduct cases. The decision will include information regarding the applicable appeals process. The decision is part of the student's educational record.

- Instructors and Administrative, Professional-Technical (APT) employees are at-will under BP 3-10, and may not be subject to additional procedures when issuing sanctions: www.cccs.edu/policies-and-procedures/board-policies/bp-3-10-administration-of-personnel/.

Disciplinary Authorities may consider a number of factors when determining a sanction. These factors may include, but are not limited to, the following:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous complaints or allegations involving similar conduct; and/or
- Any other information deemed relevant by the Disciplinary Authority.

The following sanctions may be imposed:

- For students: warning, probation, fines, restitution, denial of privileges, assignment to perform services for the benefit of the College community, re-assignment to another class section (including the option for an on-line section), suspension, expulsion, a "Cease Communications" directive, a "No Trespass" directive, or any other outcome stated in SP 4-30a.
- For College employees: warning, corrective action, probation, restitution, denial of privileges, suspension, demotion, reduction of pay, termination of employment, a "Cease Communications" directive, or a "No Trespass" directive.
- For authorized volunteers, guests, or visitors: warning, probation, denial of privileges, removal from College property, a "Cease Communications" directive, or a "No Trespass" directive.
  In addition to sanctions, other action may be taken as deemed appropriate to bring an end to the violation, to prevent future reoccurrence, and to remedy the effects of the violation.

In addition to sanctions, other action may be taken as deemed appropriate to bring an end to the violation, to prevent future reoccurrence, and to remedy the effects of the violation. Such protective measures include but are not limited to: cease communications, no contact, and/or no trespass directive, also referred to as a persona non grata, campus bans/emergency removals, referral to counseling and health services or to the Colorado State Employee Assistance Program (CSEAP), education to the community, altering housing situations, altering work arrangements, providing campus escorts, offering adjustments to academic deadlines or course schedules, and/or suspending privileges such as attendance at College activities or participation in College-sponsored organizations.

PROHIBITION ON RETALIATION

Individuals shall not retaliate against any person who opposes sexual misconduct, or participates in any sexual misconduct complaint or investigation process. Retaliation is any adverse employment or

educational action taken against a person because of the person's participation or perceived participation in a complaint or investigation of discrimination and/or harassment. Retaliation also includes any act to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege provided by applicable civil rights laws, policies, and procedures.

The College and its employees and agents shall not retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual for exercising their rights or responsibilities under the Clery Act.

INFORMATION ON REGISTERED SEX OFFENDERS

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Colorado State Sex Offender Registry. Registered sex offenders are required to provide notice of each institution of higher education in Colorado at which the person is employed, carries a vocation, volunteers services, or is a student.

In Colorado, convicted sex offenders must register with the Colorado Bureau of Investigation (CBI). The Colorado sex offender website is https://www.colorado.gov/apps/cdps/sor/.

Sex offender registry information is available at the Aurora Police, Denver Police, or through Security during normal business hours. The individual making the request will be provided with the list of registered sex offenders.

HAZING POLICIES

Hazing Definitions

Community College of Aurora prohibits hazing. Under Appendix A of SP 4-30a, Code of Student Behavioral Expectations and Responsibilities, hazing is defined as:

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

Employees may violate the Code of Conduct (BP 3-70), the prohibition against bullying and violent behavior (BP 19-10), or other workplace policies, procedures, or protocols by engaging in acts that constitute hazing under the applicable legal definitions.

Under the Stop Campus Hazing Act, hazing is defined as:

- An intentional, knowing, or reckless act
- committed by a person, whether individually or in concert with other persons,
- against a student, regardless of that student's willingness to participate, that—

- was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in, an organization (such as a club, society, association, athletic team, fraternity, sorority, or student government); and
- causes or is likely to contribute to a substantial risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical training necessary for participation in an athletic team), of physical injury or psychological injury including—
    - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
    - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
    - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
    - causing, coercing, or otherwise inducing another person to perform sexual acts;
    - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
    - any activity against another person that includes a criminal violation of local, state, tribal, or federal law; and
    - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.

Colorado statute (C.R.S. 18-9-124(2)) defines the crime of hazing:

(a) "Hazing" means any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization; except that "hazing" does not include customary athletic events or other similar contests or competitions, or authorized training activities conducted by members of the armed forces of the state of Colorado or the United States.

(b) "Hazing" includes but is not limited to:

(I) Forced and prolonged physical activity;

(II) Forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forced consumption of any substance not generally intended for human consumption;

(III) Prolonged deprivation of sleep, food, or drink.

Reporting Hazing

All crimes reported, including hazing, will be reported to the CCA Security department. These reports will be included in the Annual Security Report. If the crime involves CCA students, reports will also be subject to the student conduct process through the Division of Student Success. The Jean Clery Act requires the annual security reports to be published on our website and reported to the Department of Education by October 1st of each year.

The Campus Safety, Security & Emergency Management section of CCA's website also includes a form for individuals to report crimes online, which may be submitted anonymously. The annual security reports detail other crime reporting options available to staff, students and guests. The sex offender

registry is also provided in the Campus Safety, Security & Emergency Management section of the CCA website as required by law.
To report a crime, including incidents of hazing, please submit a referral.
Responsibility for this guideline is a collaboration between the Division of Student Success and Division of Operations. Reports should be submitted to:
• Dean of Student Success, DeanofStudents.CCA@ccaurora.edu
• Director of Security and Emergency Management, security.cca@ccaurora.edu
• CCA Security Department, security.cca@ccaurora.edu

Process for Investigating Allegations of Hazing

Any allegations of hazing that involve an allegation that the individual has engaged in any discriminatory or harassing behavior based upon a protected class or category listed in BP 19-60 will be investigated using the process set forth in SP 19-60a, Civil Rights and Sexual Harassment Resolution Procedure. For allegations of hazing that are not based upon a protected class or category, the applicable process depends upon the status of the individual accused of hazing. Board Policies (BP) and System Procedures (SP) are available at https://cccs.edu/about/governance/policies-procedures/**.**

- For accused students, investigations will follow the process set forth in SP 4-30a, Student Behavioral Expectations and Responsibilities Resolution Procedure.
    - For employees, allegations of hazing are investigated and resolved using the process applicable to allegations of any other behavioral misconduct, which includes an investigation by Erica Hines, Chief HR and Personnel Success Officer. Erica.Hines@ccaurora.edu and Director of Security and Emergency Management. Security@ccaurora.edu
    - For faculty, investigations and any subsequent action will also be in compliance with BP 3-20, Due Process for Faculty.
    - For classified employees, investigations and any subsequent action will also be in compliance with the applicable State Personnel Rules and Regulations: https://www.colorado.gov/spb.

Other Applicable Laws Regarding Hazing

While many acts that constitute hazing may be covered by other crimes, C.R.S. 18-9-124 criminalizes hazing activities that may not be covered by other criminal statutes.

C.R.S. 18-9-124

(1)(a) The general assembly finds that, while some forms of initiation constitute acceptable behavior, hazing sometimes degenerates into a dangerous form of intimidation and degradation. The general assembly also recognizes that although certain criminal statutes cover the more egregious hazing activities, other activities that may not be covered by existing criminal statutes may threaten the health of students or, if not stopped early enough, may escalate into serious injury.

(b) In enacting this section, it is not the intent of the general assembly to change the penalty for any activity that is covered by any other criminal statute. It is rather the intent of the general assembly to define hazing activities not covered by any other criminal statute.

(2) As used in this section, unless the context otherwise requires:

(a) "Hazing" means any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization; except that "hazing" does not include customary athletic events or other similar contests or competitions, or authorized training activities conducted by members of the

armed forces of the state of Colorado or the United States.

(b) "Hazing" includes but is not limited to:

(I) Forced and prolonged physical activity;

(II) Forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forced consumption of any substance not generally intended for human consumption;

(III) Prolonged deprivation of sleep, food, or drink.

(3) It shall be unlawful for any person to engage in hazing.

(4) Any person who violates subsection (3) of this section commits a class 2 misdemeanor.

HAZING PREVENTION AND AWARENESS PROGRAMS

Community College of Aurora conducts hazing education to all Student-Led Organization (SLO) trainings at the beginning of each semester as a refresher to already established SLOs, as well as at the first introduction meeting in order to become a recognized SLO.

Hazing education is also done for any student travel event that is overnight and/or out of state.

Student Conduct Authority

Infractions of College procedure governing student behavior should be handled at the first level of authority when possible. If resolution is not achieved at this level, general campus violations should be directed to the Dean of Student Success/Senior Student Affairs Officer (SCO). Generally, CCA jurisdiction and discipline shall be limited to conduct which occurs on College premises, property owned, all satellite campuses, or at College authorized functions, or which adversely affects the CCA community and/or the pursuit of its objectives. In those instances where a student displays a body of evidence of poor decisions and behavior both in and outside of the classroom, such as academic dishonesty coupled with other student conduct violations, the Vice Presidents for Student Affairs, Vice President of Academic Affairs and Dean of Student Success/Senior Student Affairs Officer shall confer on appropriate action.

Student Conduct Procedures

Upon enrolling at the college, students assume an obligation to conduct themselves in a manner compatible with the college's function as a public educational institution. CCA expects each student to obey the federal, state, and municipal laws as well as college regulations. In addition, students must adhere to the State Board for Community Colleges and Occupational Education Board Polices, the Colorado Community College System Procedures, and the CCA student code of conduct explained below.

Any act which interferes with the learning process, rights of others, disrupts or impairs the normal functioning of the college, damages or destroys property, or impairs health or safety is grounds for disciplinary action. Examples of misconduct subject to disciplinary action include the following:

1. Dishonesty in any aspect or knowingly furnishing false information to the college.
2. Forgery, alteration, or misuse of college documents, records, identification, educational materials, or college property.

3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on college premises.
4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health and safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.
5. Theft of, or damage to, property on the college premises or at authorized college functions.
6. Unauthorized entry to or use of college facilities; unauthorized use of college equipment.
7. Unauthorized or fraudulent use of the college facilities, telephone system, mail or email systems, or entry into, or alteration of any college computer records.
8. Use of, being under the influence of, possession of, or distribution of alcohol or illegal or dangerous drugs on campus, at college-sponsored functions, and in state-owned or leased vehicles, except as expressly permitted by law and college regulations.
9. Engaging in individual or group conduct that is violent, abusive, indecent, or unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights, or privileges of others or disturbs the peace or the orderly process of education on campus or at college-sponsored or supervised functions, or aiding, abetting, or procuring another person to engage in the aforementioned activities.
10. Failing to settle any debts with the college or any agency associated with the college and/or delivering any check to the college that is not supported by sufficient funds or is deemed worthless.
11. Condoning any act by another student that violates college policy. Students witnessing any such acts are required to report them to the proper authorities. Confidentiality of the identity of the student reporting violations will be maintained.
12. Unauthorized representation of contracting in the name of Community College of Aurora. (A student may not claim to be an official representative of the college for any commercial purpose.)
13. Acts of abusive speech or writing that exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another.
14. Dress or personal hygiene that fails to meet the established safety or health standards of specific classes on college-owned or controlled property or at college-sponsored activities.
15. Engaging in any kinds of hazing action or situation on or off campus that endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in any student organization.
16. Unauthorized distribution or sale of goods on campus.
17. Failure to comply with reasonable requests and orders by authorized college officials or representatives acting on behalf of the college. (This requirement includes reasonable requests for students to attend any scheduled appointments in administrative offices, at disciplinary investigations, and/or at hearings.)
18. Creating litter, throwing, discarding or depositing any paper, glass or other matter of any kind on the property, except in designated trash receptacles.
19. Violations of college policies regarding parking.
20. Unauthorized presence of pets on campus.
21. Tobacco use is prohibited in classrooms, elevators, college owned vehicles, college grounds and properties. The CentreTech, Centennial and Lowry campuses are tobacco-free. Smoking is permitted in college parking lots, but must occur not less than 25ft from all entrances/doorways and common walkways.

22. Illegal possession and/or sale of property. (Students involved in such violations are subject to college disciplinary action, as well as arrest and prosecution by legal authorities. Students are required to make full restitution.)
23. Operation of any motorized or non-motorized vehicle (including skateboards, roller skates, and bicycles) in any location or at times which, at the discretion of campus officials, constitute a pedestrian or motor traffic hazard, or which imperil the health and safety of a person or property on the campus.
24. Possession or use of firearms, explosives, dangerous chemical, or other weapons on campus or at college-sponsored activities except as permitted by law and college regulations. (Weapons are defined as firearms, knives, explosives, inflammable materials, or any other items that may cause bodily injury or damage to property.)
25. Unacceptable uses of any college-owned computing equipment and/or network including, but not limited to: any use of computers that creates an intimidating, hostile, or offensive environment; knowingly spreading computer viruses; sending harassing, intimidating, offensive, and/or threatening messages; reposting personal communications without the author's consent; copying protected material in violation of copyright law; using the network for financial gain, commercial activity, or illegal activity; accessing the network using another individual's account; downloading, loading, or executing software without appropriate authorization; or any other attempt to compromise network integrity.
26. Leaving children unattended or unsupervised in campus buildings or on campus grounds can constitute child abuse or child neglect (as outlined in the Colorado Child Protection Act of 1975). Children may be permitted in class only with the instructor's permission and with the understanding that the child's presence will not be disruptive or unduly distracting.
27. Influencing or attempting to influence any employee or student of the college by offering favors, including sexual favors, bribes, or threats.
28. Engaging in behavior which may constitute sexual harassment, such as sexually suggestive looks, comments, or gestures; prolonged staring, sexual teasing, or jokes; pressure for dates; sexually demeaning comments; deliberate touching, cornering, or pinching; attempt to kiss or fondle; pressure for sex; requests for sex in exchange for grades or favors, or to avoid poor grades or suspension; other actions of a sexual nature which interfere with school performance or create an intimidating, hostile, or offensive learning environment.
29. Knowingly pursuing malicious, frivolous, or fraudulent charges against a student or staff member without cause.
30. Violating federal, state, and municipal laws, as well as Colorado Community College System policies and college procedures and regulations.

Student Conduct

A student accused of violating the above code has a right to due process. Anyone may file a complaint with the Dean of Student Success/Senior Student Affairs Officer or designee. College personnel will investigate valid complaints and notify the accused student upon reaching a decision. The accused student will be informed of the nature of the complaint and be given an opportunity to respond. Witnesses and other appropriate individuals may be interviewed.

Upon completing an investigation, the Dean of Student Success/Senior Student Affairs Officer or designee will issue a decision. Depending on the severity and the number of violations, a student may face disciplinary action. Examples include: warning, probation, being dropped from a class, summary suspension, suspension, expulsion, and many other remedies necessary to resolve the complaint.

The Dean of Student Success/Senior Student Affairs Officer or designee may at any time summarily suspend a student. An immediate action taken by the Dean of Student Success/Senior Student Affairs Officer to ensure the safety and well-being of members of the college community or preservation of college property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the college.

Pursuant to this policy, students who feel the disciplinary action is unfair may file an appeal.

Note: In the event of student misconduct, a faculty or staff member may take reasonable and discretionary action including, but not limited to, requesting the student leave the area for the duration of the specified activity or class period.

Allegations of sexual harassment should be reported and investigated by or under the direction of the Director of Human Resources.

Appeal- Student Conduct

Dean of Student Success/Senior Student Affairs Officer or designee shall receive all allegations of student misconduct, investigate the complaints and make a Decision. Director of Student Advocacy may decide the charges can be disposed of administratively by mutual consent of the parties Involved on a basis acceptable to them. If an administrative resolution is not achieved, the Dean of Student Success/Senior Student Affairs Officer or designee shall issue a Decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College policies or procedures; and impose a sanction(s) if appropriate. The student shall receive written Notice of the Decision and be advised of their right to appeal the Decision by filing a written appeal with the Dean of Student Success/Senior Student Affairs Officer within seven (7) days of service of the Decision. In the case of suspension or expulsion, the sanction shall be imposed no earlier than six days after Service of the Notice unless it is a summary suspension or the sanction is agreed to by the student. If an appeal is requested, suspension and/or expulsion shall not be imposed until the appeal procedures below have been completed.

In the event of an appeal, the Dean of Student Success/Senior Student Affairs Officer shall give written Notice to the student and the Impartial Decision Maker which describes the conduct to be inquired into; the Code of Conduct and/or College policies or procedures which were allegedly violated; the date, time and place of the alleged violation; the sanction that is threatened and the date, time and place of the hearing before the Impartial Decision Maker. The Notice shall be given at least seven (7) days prior to the hearing, unless a shorter time is agreed to by the parties. In all cases, both the accuser and the accused will be notified simultaneously of the of the procedures for the victim and the accused to appeal the result of institutional disciplinary proceedings. Both parties will also be notified simultaneously of any change to the result of the disciplinary proceedings.

Conduct Hearings

The Impartial Decision Maker shall determine its own hearing procedures, keeping in mind the following guidelines:

a) Student shall have the right to be heard by the Impartial Decision Maker. In the event that the student is under the age of eighteen or incapacitated, they may have an advisor present to assist them in presenting their case.
b) Students do not have the right to be represented by an attorney during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only. The Student is responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except as provided in #1 above.
c) Student shall have the right to identify documents, witnesses and other material they would like the Impartial Decision Maker to review before making a final decision.
d) Hearings shall be conducted in private unless all parties agree otherwise.
e) A record of the hearing should be maintained by the Impartial Decision Maker.

Determination by Impartial Decision Maker

The Decision Maker shall make its findings and determinations in closed meeting out of the presence of the Dean of Student Success/Senior Student Affairs Officer and the student charged. Separate findings are to be made as to the conduct of the student, and on the sanction(s), if any, to be imposed. No discipline shall be imposed on the student unless the Impartial Decision Maker is persuaded by a preponderance of the evidence the student committed the alleged conduct and it constituted a violation of the Code of Conduct and/or College regulations; the student should be sanctioned (including modifying the sanction imposed below) and the discipline is reasonable given the violation. The student and the Dean of Student Success/Senior Student Affairs Officer shall be given written Notice of the decision. The decision shall be issued within five calendar days of the close of the hearing and it shall become final unless a petition for review is filed.

Petition for Review

The Dean of Student Success/Senior Student Affairs Officer or the student may petition the President to review the Impartial Decision Maker's decision by filing a written petition within five (5) days after notification of the decision. If a review is requested, the other party will be given three (3) days to respond to the petition and their response materials will be given to the President to review before a decision on the petition is made.

President's Decision

The President shall review the record of the case and the petition and may affirm or reverse the decision of the Impartial Decision Maker. The record shall consist of the Impartial Decision Maker's written documents and the recording of the hearing and any written materials submitted in support of the Petition for Review. The President shall notify the Dean of Student Success/Senior Student Affairs Officer and the student in writing of his/her decision within fourteen (14) days of service of

the Petition for Review. The President's decision is final. Both parties will be notified simultaneously when the results have become final.

Miscellaneous

- College disciplinary proceeding may be instituted against a student charged with violation of a law if the violation occurred at the College or College-sanctioned activities or was of such a nature as to impact upon the College which is also a violation of the College's Student Code of Conduct. Proceedings under this Procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- Time limits for scheduling of hearings may be extended at the discretion of the Impartial Decision Maker.
- The procedural rights afforded to students above may be waived by the student.

Academic Dishonesty

Academic dishonesty includes cheating, falsifying data, and plagiarizing. Cheating is the unauthorized use of assistance with intent to deceive an instructor or any other individual responsible for evaluating a student's work.

Plagiarism refers to the use of another person's work without giving proper credit to that person. A student must give proper credit through the use of appropriate citation format when (a) using or copying material from another person's work, e.g., words, phrases, sentences, or entire passages; (b) paraphrasing another person's work, i.e., borrowing but rewording that person's facts, opinions, or ideas; and (c) summarizing another's work, i.e., use of one's own words to condense longer passages into a sentence or two.

Consequences of Academic Dishonesty

When dishonesty is evident, the following minimum sanctions will be applied:

- First offense: The student may receive an "F" or "Zero" as the grade for the assignment. The student's name will be added by the Dean to the college wide academic dishonesty list.
- Second offense anytime during the academic career: The student may receive an "F" for the course and may be expelled from the class or may be suspended from the college. The student's name will be added by the Dean to the college wide academic dishonesty list.
- Third offense anytime during the academic career: The student's name will be added by the Dean to the college wide academic dishonesty list. The student will receive an "F" for the course and may be expelled from the college.

Academic Appeals

The student should initiate appeals regarding final grades within 60 calendar days after the end of the semester in which the grade was awarded. Before making an appeal, the student should first discuss the grade with the instructor, and then, if necessary, with the instructor's department chair. If there still is no resolution, the student can 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 should initiate appeals regarding academic probation or suspension within 60 calendar days after the end of the semester in which the decision was rendered. To make an appeal, a student should contact the Vice President of Academic Affairs and request a meeting to discuss the suspension or probation. The Vice President will investigate and respond in writing within 15 days.

The student should initiate appeals regarding completion of graduation requirements within 60 calendar days after the decision was rendered. To make an appeal, a student should contact the Division Dean in writing explaining the problem. The Dean will investigate and respond in writing with 15 days.

Grievance Procedures

Basis: This Student Grievance Procedure is intended to allow students an opportunity to present an issue that they feel warrants action, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, disability, or age, and have the issue considered in a prompt and equitable fashion.

Non-grievable matters: The following matters are not grievable under this procedure except as noted: matters over which the college is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by illegal discrimination; and disciplinary actions taken pursuant to BP 4-30.

PROCEDURES:

1) INFORMAL
   Grievant is encouraged to resolve the issue with the Respondent or his/her supervisor. In the case of grievances based upon one's race, color, creed, national origin or ancestry, disability, age or gender, the Grievant may first contact the college employee responsible for affirmative action to seek informal resolution of the issues. If the complaint alleges facts which might constitute a violation of SP 3-120a concerning sexual harassment, the administrator shall investigate and process the complaint under the procedure. While the Grievant is encouraged to resolve the issues through the informal process, they may at any time elect to go to the formal stage by following the process outlined below.

2) FORMAL
   a) Grievant timely files a written statement of the actions complained of and describes the remedy they are seeking with the Dean of Student Success/Senior Student Affairs Officer or designee. A matter could also be referred to this process by the College President or designee. Once a written grievance is filed or referred, the Dean of Student Success/Senior Student Affairs Officer or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the Grievant will be notified of the reasons.

b) If the matter is determined to be grievable, Dean of Student Success/Senior Student Affairs Officer or designee (which may be an individual or a committee) shall hear the Grievance. A hearing will be held which will give the Grievant, Respondent, and others invited an opportunity to appear and explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the Dean of Student Success/Senior Student Affairs Officer or designee shall issue a Decision within ten (10) calendar days of close of the hearing. The Decision shall be served upon the Grievant and the Respondent personally or by certified mail to the addresses on file in the Admissions office. The Decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). The Dean of Student Success/Senior Student Affairs Officer or designee's decision is final unless a Petition for Review is filed with the President by either party within five (5) calendar days of service of the Decision.
c) Upon receipt of a Petition for Review, the college President will review the record and issue a written decision within ten calendar days of receipt of the Petition for Review. The President's decision is final.
d) The Dean of Student Success/Senior Student Affairs Officer or designee may extend the scheduling timelines described above for good cause.
e) If the grievance is against the Dean of Student Success/Senior Student Affairs Officer or designee, the Chief Academic Officer or other person designated by the President shall perform the duties of the Dean of Student Success/Senior Student Affairs Officer.

Definitions:

- Code of Conduct: A document developed and published by each college which defines prescribed conduct of students.
- Impartial Decision Maker: The individual/committee designated by the college President to hear student disciplinary appeals.
- Dean of Student Success/Senior Student Affairs Officer or designee: The individual designated by the College President to administer student affairs and be responsible for administering the College's Student Conduct Code and this procedure.
- Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery or mailing by certified mail to the address the student has filed with the College's admissions and records office. If notice is mailed, student shall be given three (3) additional days to respond.
- Sanctions: One or more of the following may be given when there is a finding that a student has violated the College's Code of Conduct.
- Warning: A Notice served upon the student advising them that they are violating or have violated College regulations.
- Probation: After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
- Other disciplinary sanction: fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community; or other sanction that doesn't result in the student being denied the right of attending classes.

- College suspension or expulsion: An involuntary separation of the student from the College for misconduct apart from academic performance, for a specified period of time.
    a. Suspension is a separation that shall not exceed two academic terms per suspension for any singular offense or situation. While a student is suspended, they are not eligible for admission or re-admission at any of the community colleges within the Colorado Community College System. Once the suspension is lifted the student is eligible for admission or re-admission. Students may be suspended from a class, residence hall, use of a college facility and/or an activity, in the sole determination by an authorized college employee, if the conduct is in violation of the Code. The student is subject only to an appeal to the Dean of Student Success/Senior Student Affairs Officer to ensure that the action was taken pursuant to college policies. Students may be suspended from one class period by the responsible faculty member, longer suspensions can be done only in accordance with college procedures.
    b. Expulsion is a separation for more than two academic terms. While a student is expelled, they are is not eligible for admission or re-admission at any of the community colleges within the Colorado Community College System. After the expulsion, a student's eligibility for re-admission is contingent upon their ability to prove the behavior that resulted in the expulsion has been resolved.
- Summary Suspension: An immediate action taken by the Coordinator, Office of Conduct and Intervention to ensure the safety and well-being of members of the college community or preservation of college property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the college. In the event of a summary suspension, the hearing before the Impartial Decision Maker (if requested by the student), shall occur as soon as possible following the suspension.
- Day: Refers to calendar day unless otherwise noted.
- Grievant: Enrolled student, a client or volunteer who is providing a service to benefit the College under the supervision and control of a college employee. A client or volunteer may only grieve a decision which bans them from the campus.
- Grievance: A grievable offense is any alleged action which violates or inequitably applies written college policies or procedures. The grievant must be personally affected by such violation or inequitable action. A grievance must be brought to the formal stage within 20 calendar days of the date the student knew or reasonably should have known about the action.
- Remedy: The relief that the Grievant is requesting.
- Respondent(s): Another student, volunteer, client, faculty member and/or administrator identified by the Grievant as causing or contributing to the grievance.

Crime Prevention Programs

Security and Safety Awareness Campaign

This program is designed to make the campus community aware of campus crime and provide information on reporting and implementing self-security to reduce overall campus crime. Self-help tips and reporting information is provided through posters, brochures and media advertising. This campaign is provided in the fall and the spring semester.

Campus Escort Program

The Security department provides free escort service available to all students, faculty, and staff. This service is available every day of the fall, spring and summer semesters, except for school holidays. Call 303-360-4727 at CentreTech and 303-419-5557 at Lowry to request an escort. All employees undergo a background check before being hired as security officers/escort.

Crime Stoppers

This program allows members of the campus community to call a special phone line (which is not recorded and does not have caller ID) and provide information about a crime or suspect. The caller remains anonymous, but if the information received leads to an arrest, the caller may be entitled to an award of up to $2000. If you have information about a crime or suspect, call 720-913-STOP (7867).

Video Surveillance

Video cameras are located in various areas throughout the campus. Besides serving as a deterrent to crime, these cameras have assisted law enforcement in identifying suspects in several cases.

Faculty and Staff Safety Presentations

The Security, Human Resources and Student Intervention, and Conduct Office offer presentations to faculty and staff about safety on campus and reporting suspicious activity. Groups participating in this training include the CCA Staff and faculty. These presentations can be scheduled at a time convenient for the group.

Emergency Contact Service

The Dean of Student Success office will serve as the primary referral point for students who need to be contacted due to an emergency. Although any campus personnel are free to deliver emergency messages to students when expedient, the Dean of Student Success office would like to be informed in order to assure appropriate follow up and documentation. Determining messaging for "emergencies" while students are in class will be handled on a case by case basis. It is important to note that we cannot guarantee contact with any student due to their highly mobile behavior, but a good faith effort will be made. We do not message for non-emergent situations. Depending on the type of emergency, a message will be delivered to the faculty member or work supervisor asking for the student to be dismissed and to:

1. Immediately contact the source of the message or;
2. Immediately proceed to the Dean of Student Success office for pertinent information.

Alcohol and Drug Policy

In the State of Colorado it is illegal for any person under the age of twenty-one years to possess, consume, or purchase any alcoholic beverage. Any person under twenty-one years of age who possesses or consumes

an alcoholic beverage anywhere in the state commits a crime. Anyone over the age of twenty-one commits a crime if they provide an alcoholic beverage to an underage person. Community College of Aurora prohibits the possession of alcoholic beverages on campus-controlled property without valid use permits or permission of the College. The State of Colorado prohibits the unlawful manufacture, distribution, sale, possession or use of drugs or controlled substances. The Aurora and Denver Police Departments has the authority to enforce all federal, state, and local laws and official college policies. As a public institution and state agency, CCA expects all members of the college community to be responsible for their own behavior within the context of federal and state law and college regulations.

CCA is dedicated to instilling positive change in students' lives. The College believes the abuse of alcohol and drugs is counterproductive to this goal and has established campus policies and programs to support the following:

1. Reduced consumption by those who heavily use alcohol.
2. Responsible consumption for those who occasionally drink alcohol.
3. Controlled usage of legal over-the-counter or prescription medications for medical benefit only.

For additional information on Community College of Aurora's drug and alcohol policy, refer to the DRUG-FREE SCHOOLS, CAMPUSES AND WORKPLACES policy publication, available upon request at the Office of Human Resources and online at https://ccaurora.edu/wp-content/uploads/2026/07/Student-Success-Guide-2026_2027.pdf

Smoking

The State of Colorado has a smoke free building policy and CCA is also Tobacco free Campus.

Crime Location Definitions

Non-Campus Property

(1) Any building or property owned or controlled by a student organization that is officially recognized by the campus; or
(2) (2) any building or property owned or controlled by the campus that is used in direct support of, or in relation to, the campus' educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the campus.

On-Campus Property

(1) Any building or property on the Core Campus; and
(2) Any building or property on the Core Campus that is owned by the campus but controlled by another person, is frequently used by students, and supports campus purposes (such as a food or retail vendor). On-Campus Property includes, for example, College buildings, residence halls; College owned/land property; College streets, sidewalks, and parking lots; property leased by the College; properties owned by the College but controlled by a third party.

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the Core Campus or immediately adjacent to and accessible for the Core Campus. Public Property includes, for example, city streets and sidewalks in front of private businesses.

Crime Definitions

Murder/Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Manslaughter by Negligence

The killing of another person through negligence.

Sex Offenses - Rape

The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration of by a sex organ of another person, without the consent of the victim. This offence includes the rape of both males and females

Sex Offenses - Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacitation.

Sex Offenses - Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

Sex Offenses - Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

Robbery

The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned including joy riding.)

Arson

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Definitions taken from the Uniform Crime Reporting Handbook*

Recent Crime Statistics – Lowry Campus

The statistics on the following pages, provided in compliance with the Crime Awareness and Campus Security Act of 1990, as amended, represent the reported crimes and offenses on and near the Lowry campus of Community College of Aurora for calendar years 2023, 2024, and 2025.

Clery Crimes – Lowry Campus

CRIMINAL OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	Unfounded
MURDER / NON-NEGLIGENT MANSLAUGHTER	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
SEX OFFENSES: Rape	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
SEX OFFENSES: Fondling	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
SEX OFFENSES: Incest	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
SEX OFFENSES: Statutory Rape	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
ROBBERY	2023	0	0	2	0
	2024	0	0	2	0
	2025	0	0	0	0
AGGRAVATED ASSAULT	2023	1	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
BURGLARY	2023	2	0	0	0
	2024	0	0	0	0
	2025	12	0	0	0
MOTOR VEHICLE THEFT	2023	2	0	0	0
	2024	2	0	1	0
	2025	0	0	1	0
ARSON	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
ARRESTS: Weapons Violation	2023	0	0	0	0
	2024	0	0	1	0
	2025	0	0	0	0
DISCIPLINARY REFERRALS: Weapons Violation	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
ARRESTS: Drug Abuse Violations	2023	0	0	0	0
	2024	0	0	1	0
	2025	0	0	2	0
DISCIPLINARY REFERRALS: Drug Abuse Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
ARRESTS: Liquor Law Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
DISCIPLINARY REFERRALS: Liquor Law Violations	2023	0	0	0	0
	2024	0	0	1	0
	2025	0	0	0	0
DOMESTIC VIOLENCE	2023	1	0	0	0
	2024	0	0	1	0
	2025	0	0	0	0
DATING VIOLENCE	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
STALKING	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

HATE CRIMES	YEAR	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN	Unfounded
MURDER / NON-NEGLIGENT MANSLAUGHTER	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
SEX OFFENSES: Rape	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
SEX OFFENSES: Fondling	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
SEX OFFENSES: Incest	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
SEX OFFENSES: Statutory Rape	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
ROBBERY	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
BURGLARY	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
ARSON	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
SIMPLE ASSAULT	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
LARCENY-THEFT	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
INTIMIDATION	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0

DESTRUCTION/ DAMAGE/ VANDALISM OF PROPERTY	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0

CAMPUS HAZING	YEAR	ON CAMPUS	ON CAMPUS RESIDENTIAL	PUBLIC PROPERTY	NON CAMPUS PROPERTY
Hazing Incidents	2025	0	0	0	0

Unfounded Reports

In 2014, an additional category of "unfounded" was entered into CCA's Recent Crime Statistics Chart (see above). There are very limited circumstances in which an institution may remove reports of crimes from their ASR as well as omitting an entry from the Campus Safety and Security Survey. If a complaint is determined to be "unfounded" (false or baseless – meaning the offense neither occurred nor was attempted), then "unfounded" is the disposition that should be recorded for the case in the crime log. UCR protocol stipulates that a decision to "unfound" a complaint can only be made by the investigating police agency. The assignment of this disposition would be appropriate in an instance where the investigation has established that the initial report of the offense was fabricated.

Appendix A – Policies

18-8-115. Duty to report a crime - liability for disclosure.

It is the duty of every corporation or person who has reasonable grounds to believe that a crime has been committed to report promptly the suspected crime to law enforcement authorities. Notwithstanding any other provision of the law to the contrary, a corporation or person may disclose information concerning a suspected crime to other persons or corporations for the purpose of giving notice of the possibility that other such criminal conduct may be attempted which may affect the persons or corporations notified. When acting in good faith, such corporation or person shall be immune from any civil liability for such reporting or disclosure. This duty shall exist notwithstanding any other provision of the law to the contrary; except that this section shall not require disclosure of any communication privileged by law.

18-12-214. Authority granted by permit - carrying restrictions.

(1) (a) A permit to carry a concealed handgun authorizes the permitee to carry a concealed handgun in all areas of the state, except as specifically limited in this section. A permit does not authorize the permittee to use a handgun in a manner that would violate a provision of state law. A local government does not have authority to adopt or enforce an ordinance or resolution that would conflict with any provision of this part 2.

(b) A peace officer may temporarily disarm a permittee, incident to a lawful stop of the permittee. The peace officer shall return the handgun to the permittee prior to discharging the permittee from the scene.

(2) A permit issued pursuant to this part 2 does not authorize a person to carry a concealed handgun into a place where the carrying of firearms is prohibited by federal law.

(3) A permit issued pursuant to this part 2 does not authorize a person to carry a concealed handgun onto the real property, or into any improvements erected thereon, of a public elementary, middle, junior high, or high school; except that:

(a) A permittee may have a handgun on the real property of the public school so long as the handgun remains in his or her vehicle and, if the permittee is not in the vehicle, the handgun is in a compartment within the vehicle and the vehicle is locked;

(b) A permittee who is employed or retained by contract by a school district as a school security officer may carry a concealed handgun onto the real property, or into any improvement erected thereon, of a public elementary, middle, junior high, or high school while the permittee is on duty;

(c) A permittee may carry a concealed handgun on undeveloped real property owned by a school district that is used for hunting or other shooting sports.

(4) A permit issued pursuant to this part 2 does not authorize a person to carry a concealed handgun into a public building at which:

(a) Security personnel and electronic weapons screening devices are permanently in place at each entrance to the building;

(b) Security personnel electronically screen each person who enters the building to determine whether the person is carrying a weapon of any kind; and

(c) Security personnel require each person who is carrying a weapon of any kind to leave the weapon in possession of security personnel while the person is in the building.

(5) Nothing in this part 2 shall be construed to limit, restrict, or prohibit in any manner the existing rights of a private property owner, private tenant, private employer, or private business entity.

(6) The provisions of this section apply to temporary emergency permits issued pursuant to section 18-12-209.

18-13-122. Illegal possession or consumption of ethyl alcohol by an underage person - adolescent substance abuse prevention and treatment fund - legislative declaration.

(1) As used in this section, unless the context otherwise requires:

(a) "Establishment" means a business, firm, enterprise, service or fraternal organization, club, institution, entity, group, or residence, and any real property, including buildings and improvements, connected therewith, and shall also include any members, employees, and occupants associated therewith.

(b) "Ethyl alcohol" means any substance which is or contains ethyl alcohol.

(c) "Possession of ethyl alcohol" means that a person has or holds any amount of ethyl alcohol anywhere on his person, or that a person owns or has custody of ethyl alcohol, or has ethyl alcohol within his immediate presence and control.

(d) "Private property" means any dwelling and its curtilage which is being used by a natural person or natural persons for habitation and which is not open to the public and privately-owned real property which is not open to the public. "Private property" shall not include:

(I) Any establishment which has or is required to have a license pursuant to article 46, 47, or 48 of title 12, C.R.S.; or

(II) Any establishment which sells ethyl alcohol or upon which ethyl alcohol is sold; or

(III) Any establishment which leases, rents, or provides accommodations to members of the public generally.

(2) (a) Any person under twenty-one years of age who possesses or consumes ethyl alcohol anywhere in the state of Colorado commits illegal possession or consumption of ethyl alcohol by an underage person. Illegal possession or consumption of ethyl alcohol by an underage person is a strict liability offense.

(b) (I) Upon conviction of a first offense, illegal possession or consumption of ethyl alcohol by an underage person shall be punished by a fine of not more than two hundred fifty dollars. The court, upon sentencing a defendant pursuant to this paragraph (b), may, in addition to any fine, order that the defendant perform up to twenty-four hours of useful public service, subject to the conditions and restrictions of section 18-1.3-507, and may further order that the defendant submit to and complete an alcohol evaluation or assessment, an alcohol education program, or an alcohol treatment program at such defendant's own expense.

(II) Upon conviction of a second offense, illegal possession or consumption of ethyl alcohol by an underage person shall be punished by a fine of not more than five hundred dollars, and the court shall order the defendant to submit to and complete an alcohol evaluation or assessment, an alcohol education program, or an alcohol treatment program, at the defendant's own expense. The court may further order the defendant to perform up to twenty-four hours of useful public service, subject to the conditions and restrictions specified in section 18-1.3-507.

(III) Upon conviction of a third or subsequent offense, illegal possession or consumption of ethyl alcohol by an underage person shall be a class 2 misdemeanor, and the court, in addition to sentencing the defendant pursuant to the provisions of section 18-1.3-501, shall order the defendant to submit to and complete an alcohol evaluation or assessment, an alcohol education program, or an alcohol treatment program, at the defendant's own expense.

(IV) A person convicted of a violation of this section is subject to an additional penalty surcharge of twenty-five dollars that shall be administered to the adolescent substance abuse prevention and treatment fund.

(3) It shall be an affirmative defense to the offense described in subsection (2) of this section that the ethyl alcohol was possessed or consumed by a person under twenty-one years of age under the following circumstances:

(a) While such person was legally upon private property with the knowledge and consent of the owner or legal possessor of such private property and the ethyl alcohol was possessed or consumed with the consent of his parent or legal guardian who was present during such possession or consumption; or

(b) When the existence of ethyl alcohol in a person's body was due solely to the ingestion of a confectionery which contained ethyl alcohol within the limits prescribed by section 25-5-410 (1) (i) (II), C.R.S.; or the ingestion of any substance which was manufactured, designed, or intended primarily for a purpose other than oral human ingestion; or the ingestion of any substance which was manufactured, designed, or intended solely for medicinal or hygienic purposes; or solely from the ingestion of a beverage which contained less than one-half of one percent of ethyl alcohol by weight.

(c) The person is a student who:

(I) Tastes but does not imbibe an alcohol beverage only while under the direct supervision of an instructor who is at least twenty-one years of age and employed by a post-secondary school;

(II) Is enrolled in a university or a post-secondary school accredited or certified by an agency recognized by the United States department of education, a nationally recognized accrediting agency or association, or the "Private Occupational Education Act of 1981", article 59 of title 12, C.R.S.;

(III) Is participating in a culinary arts, food service, or restaurant management degree program; and

(IV) Tastes but does not imbibe the alcohol beverage for instructional purposes as a part of a required course in which the alcohol beverage, except the portion the student tastes, remains under the control of the instructor.

Appendix B – Important Phone Numbers

Organization	Phone or web address
Aurora Mental Health Center Crisis Line (24 hours/day):	303-343-9890
CO Anti-Violence Program (LGBT):	1-888-557-4441 (May have to leave a message)
Child Abuse (Child Protective Services):	911 or 800-799-SAFE (7233)
Domestic Violence and Sexual Assault (24 hours/day):	911 or 303-636-1750 977-739-3895
Alateen and Alanon:	303-321-8788 or 888-4AL-ANON (425-2666)
Alcoholics Anonymous:	303-322-4440
Aurora Hospice:	303-344-0051
Denver Hospice:	303-766-0050
HIV/AIDS Hotline:	1-800-CDC-INFO (1-800-232-4636)
Tri County Health Department:	303-341-9370
Eating Disorders:	866-771-0861
Shelter for Homeless Teens:	720-217-3884
Narcotics Anonymous:	1-888-845-2881or http://www.nacolorado.org
The National Suicide Prevention Lifeline:	1-800-273-8555 or http://www.suicidepreventionlifeline.org
National Organization for Victim Assistance:	1-800-879-6682 or http://www.trynova.org/
Safe2Tell:	1-877-542-SAFE or http://safe2tell.org/
Crime Stoppers:	720-913-7867
RAINN (Rape, Abuse, Incest National Network)	800-656-HOPE (4673)

Appendix C – Community College of Aurora Lowry Campus On-Campus Property Map

Adopted 10-2018