

2018-2019 Residence Hall Handbook



Welcome!

Dear Student,

You are now a member of the Colorado Mountain College Residence Life housing community. During your time here on campus you have the opportunity to receive a comprehensive and meaningful education both in the classroom and outside of the classroom. All facets of Colorado Mountain College are focused on student learning and success.

Your choice to attend CMC and live on campus has set you up to succeed. Living in the residence hall puts you in the middle of many opportunities to learn and have fun. As you begin your CMC experience and become familiar with your new community, be open to understanding those that appear to be different from you, courageously seek new experiences and respectfully share your own perspectives with others. Residential Life staff members encourage you to hit the books AND get connected to campus early. Consider getting involved in some of the many clubs, organizations, or activities on campus.

We have created this Handbook as a guide for living on campus at Colorado Mountain College. Please take time to read this information as it will help you understand the expectations the College has of all students and become aware of opportunities that will make your college experience amazing. Residence Life staff members welcome your questions or conversations about our living and learning community.

Notice of Non-discrimination

[¿Quieres información en español?](#)

Colorado Mountain College does not discriminate on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family and genetic information, in its programs and activities as required by Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, as amended, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and as provided in other applicable statutes and College policies. The College prohibits sexual and gender-based harassment, including sexual assault, and other forms of interpersonal violence.

Student Inquiries

The following person has been designated to serve as the overall coordinator of student inquiries under Title IX, the Disabilities Act, the Rehabilitation Act, and other College policies prohibiting discrimination:

Lisa Doak

Title IX Coordinator

ldoak@coloradomtn.edu

970-947-8351

802 Grand Avenue

Glenwood Springs, Colorado 81601

Students also may contact the following persons who have been designated as Deputy Title IX Coordinators:

Campus	Deputy Title IX Coordinator	Email	Phone
Aspen & Carbondale	Margaret Clement, Assistant Dean of Instruction	mtclement@coloradomtn.edu	970-236-0430 extension 2430
Breckenridge & Dillon	David Askeland, Vice President and Campus Dean	daskeland@coloradomtn.edu	970-989-1312 extension 2612
Vail/ Eagle Valley	Marc Brennan, Vice President and Campus Dean	mabrennan@coloradomtn.edu	970-569-2913
Leadville & Chaffee County	Skip Lee, Dean of Student Affairs	wlee@coloradomtn.edu	719-486-4290
Rifle	Carole Boughton, Vice President and Campus Dean	cboughton@coloradomtn.edu	970-625-6944
Spring Valley & Glenwood Springs	Abbie Kroesen, Associate Dean of Student Affairs	akroesen@coloradomtn.edu	970-947-8212
Steamboat Springs	Carolyn Lawrence, Associate Dean for Student Affairs	cmlawrence@coloradomtn.edu	970-870-4463

Employee Inquiries

The following person has been designated to handle employee inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and other employee complaints of unlawful discrimination other than Title IX matters:

Angela Wurtsmith
 Director of Human Resources
awurtsmith@coloradomtn.edu
 970-947-8311
 802 Grand Avenue
 Glenwood Springs, Colorado 81601

Employee inquiries under Title IX should be directed to the Title IX Coordinator listed under Student Inquiries above.

Other Resources

U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: 303-844-5695, OCR.Denver@ed.gov.

Colorado Department of Higher Education, 1560 Broadway, Suite 1600, Denver, CO 80202, Telephone: 303-862-3001, higher.ed.colorado.gov.

U.S. Equal Employment Opportunity Commission, Denver Field Office, 303 E. 17th Avenue, Suite 410, Denver, Colorado 80203, Telephone 800-669-4000, www.eeoc.gov/employees/howtofile.cfm.

Colorado Civil Rights Division, 1560 Broadway, Suite 1050, Denver, Colorado 80202, Telephone 303-894-2997, CCRD@dora.state.co.us.

Residence Hall Living Statement

Colorado Mountain College believes that living in a residence hall on campus can be a special opportunity - one in which students experience the open exchange of ideas and social growth. Living on campus facilitates integration into the campus social network of peers, faculty and staff, and extracurricular activities. This integration has significant positive influence on academic achievement and degree completion for the residential student.

The College's commitment to residential living provides a positive influence on the students' experience of exploring aesthetic, cultural, and intellectual attitudes and values while residing in a structured living environment. The experience of living in a residence hall plays a vital role in one's collegiate adventure.

It is important that each resident realize the Residence Hall and Food Service Academic Year Agreement is binding for the entire academic year unless you were eligible and selected the single semester option at the time of signing the Agreement. Before you sign a lease for off-campus housing, you should be sure you understand your contractual obligations to CMC. You are financially responsible for the Agreement. For questions relating to the Agreement, please stop by the Office of Residence Life for further clarification.

Mission Statement

Colorado Mountain College's Office of Residence Life strives to provide safe living environments, with a community that fosters personal growth and academic success, through a student-centered foundation that encourages residents to recognize their potential and diversity. We aim to build an accessible and sustainable lifestyle in the heart of the colorful Rockies.

Office of Residence Life

The Office of Residence Life coordinates all aspects of on-campus living at each of the Colorado Mountain College residential campuses. Under the direction of the Director of Student Life and Housing and the Assistant Coordinator of Student Life, the Residence Life Staff strives to enhance your educational experience by providing a progressive and caring atmosphere. The Office of Residence Life seeks student input and is committed to providing you with the best experience possible. If you have a particular concern or problem regarding the residence hall, you are encouraged to stop by the office of either the Director or Assistant Coordinator to share your concerns.

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Residence Hall Operations and Services

Goals of the Residential System

- To provide you with an environment and services which are conducive to the pursuit of academic success and personal growth.
- To provide comfortable housing to student’s on-campus to the extent that on-campus space is available.
- To encourage all students to take full responsibility for their lifestyle and living accommodations, to the extent that no infringement upon the rights and well-being of others in the campus community becomes evident, to the extent that college personnel and property are not jeopardized, and to the extent that the Student Code of Conduct and other College policies are not violated.

Check In/Check Out Procedures

All residents are required to follow designated check-in and check-out procedures. When leaving the residence hall, or moving to a new room within the hall, it is important that residents understand all expectations of them. Each resident is responsible for cleaning the room and their portion of the common areas in the room (bathroom). This includes scheduling a check-out time with the Resident Assistant at least 48 hours in advance. Each resident is responsible for returning their keys to the RA at the time they are checked out. You are provided a room condition form when moving in to document any existing damage and condition. You should inspect carefully all items on the RCF and make note of pre-existing damages. Damage not noted on the room condition form at check-in will be charged to you at check-out. Details on current procedures and a list of damage repair and replacement costs are available from the Office of Residence Life. Failure to adhere to check-out procedures will result in an improper check-out fee - a minimum of \$75. You must check out no later than 24 hours after completion of your last class or final exam or before hall closing time, whichever comes first. Missing a scheduled check-out time will result in being rescheduled for a later time and a minimum \$25 penalty for each hour you are late checking out.

Cleaning Expectations

- The check-out process starts in your room at your check-out time. When all of your items have been removed from the building, the room has been thoroughly cleaned, and you are ready to check-out, be in your room to meet your RA who will check you out.

- Dispose of all trash in the dumpsters outside of the building. Do not leave items in your room, hallway, bathroom, stairwell, or lounge. RAs will not check you out if common areas are cluttered. Do not place items beside a trash can or dumpster.
- Clean and dust all surfaces within your room. This includes closet shelves, drawers in desks and dressers, window sills, window panes, window tracks, bed frames, and under the bed.
- Clean your window blinds by gently handling them while they're hanging. They break easily, so be extremely careful while handling them.
- Clean your windows using window cleaner and clean paper towels.
- Scrub marks off of walls and ceiling. All spills/splashes must be wiped off walls and heating units (use a clean sponge or magic eraser type product to gently scrub walls).
- Clean mirrors, and remove adhesives and decorations.
- Wipe down window screen(s) with a wet cloth. Close and lock window(s).
- Remove all signs, posters, tape, stickers, decals, labels, and writing from your room door and clean both sides of the door.
- Assemble beds properly, insuring that all beds are at the 5th and 6th rung of the bed. All original furniture must be in the room. You will be charged for any missing items.
- Wash out the wastebasket and put on top of your desk.
- If you have a fish tank, use a strainer to drain it. Rocks plug sink drains.
- Pick up all debris that you can and vacuum your carpet or sweep your floor. Be certain to get the edges of the room, too! If you need a vacuum, we have them at the front desks. Everyone needs one at the end of the semester, plan accordingly.
- For the ease of checking the room, please ask any moving helpers to leave the room during your check-out. You, your RA, and your roommate(s) (if applicable) are the only people who need to be present.

Note: Please contact your RA about the additional building specific cleaning expectations.

Computer Responsibilities

CMC has a Computer and Telecommunications Policy and statement of [Appropriate Use of Technology](#). Students should be aware that accessing offensive material, harassment of others, downloading large files, and copyright infringement could result in judicial action and impacts the entire College community.

Wireless Access Points: CMC does not allow any wireless access points to be connected to the network except those installed or managed by CMC Information Technology Services. This restriction includes, but is not limited to, cable modem wireless routers, access points, bridges, or repeaters. Most wireless networking devices operate within non-licensed portions of the radio frequency. In a confined environment, the radio frequency must be managed and, thus, user access points must be prohibited.

Residence Hall Computer Access, Fees and Hardware Requirements

Each room is equipped with wired connections for a faster and more reliable connection, wireless is available throughout the building. A \$100 technology access fee is charged per semester to all residence hall students.

Network Configuration

The ResNet will support any operating system that complies with industry standard TCP/IP communication protocols. The ResNet uses DHCP (Dynamic Host Configuration Protocol) to assign IP addresses to computers and wireless devices. The DHCP option should be enabled on your

computer's TCP/IP properties. Wireless connectivity is available within the residence hall, but an in-room wired connection will provide a faster and more reliable connection. The supported wireless standards are 802.11 a/g/n. Students living within the residence hall are not allowed to connect their personal wireless router or wireless access point to the wired Ethernet port within their rooms.

Windows Desktop or Laptop

Operating System, Windows 7, Windows 8, or Windows 10

10/100/1000 Base-T Ethernet Network Card minimum

RJ 45 CAT 5 (Category 5) Cable or higher (9 to 15 feet long)

Wireless **capabilities** of 802.11 a/g/n

Current up-to-date virus protection software

Apple Computer

OS X 10.5 Leopard or higher with latest updates installed

10/100/1000 Base-T Ethernet Network Card minimum

Wireless capabilities of 802.11 a/g/n

RJ 45 CAT 5 (Category 5) Cable or higher (9 to 15 feet long)

Current up-to-date virus protection software

Dining Services

Our dining services provide healthy, tasty meals. The Dining Hall is open specific times during the day for your dining pleasure. It boasts a wide range of delicious entrees, full salad bar, deli, dessert bar, grill, and a full line of beverages. Residents living in our residence halls are required to have a meal plan.

What are flex dollars?

Our meal plans offer you a choice in dining options. Each plan provides a series of all-you-care-to-eat meal plans in the Dining Commons. Along with that you receive flex cash which allows you to purchase coffee, tea, drinks and to-go food items from the Cafe' on campus.

Guidelines and Regulations

1. Menus will be posted on campus, or online. At times, there may be a need for menu substitution. However, great effort will be made to follow the posted menus.
2. All campuses offer meal plan options which include breakfast, lunch, and dinner Monday through Friday and brunch and dinner on Saturday and Sunday. Check with your campus for meal times and other information. Adjustments to your meal plan option can be made through the Director of Student Life and Housing until the end of the first week of classes each semester.
3. If you need a particular diet format or have been advised by a medical professional to follow a particular caloric format, please let the General Manager know. All attempts will be made to accommodate reasonable requests.
4. Students must provide a valid CMC Student ID to food service provider prior to utilizing food services.

5. Do not take dining hall service items, including, but not limited to, dishes or silverware from the dining hall. Misplaced dishes and silverware are expensive to replace; therefore a fine will be assessed for their removal.
6. Please let a representative of Dining Services know how they can meet your needs through comment cards or meeting with the General Manager. They want your comments and constructive criticism as well as positive feedback.
7. PLEASE do not waste food.
8. Off-campus student meal plans are available for purchase from Student Accounts. Off-campus students must provide a valid CMC Student ID prior to utilizing food service. Off-campus students must abide by all expectations within the Residence Hall Handbook regarding Dining Services.
9. While attending meals, students are required to attire themselves in a manner that adheres to health code; which includes wearing a shirt and shoes.
10. Food may be removed from the cafeteria only in accordance with the TO GO program. Please see the General Manager for more information on how your campus offers this program. Dining Services and the College are not responsible for food quality or safety after it leaves the premises.

Loft and Refrigerator Rentals

Colorado Mountain College offers a loft rental program to allow students additional flexibility in their living space. Additionally, the Spring Valley campus offers a refrigerator rental program. Loft and fridge rentals are offered on a limited availability basis, and are reserved based upon the student's deposit date. Students requesting to rent lofts or fridges after their deposit date, will be prioritized based upon the date of the request.

1. Lofts must be rented from the College for use in the residence halls. Personally owned and constructed lofts are not allowed.
2. Lofts must be assembled according to the instructions provided for safety and stability. The guardrail must be in place as designed.
3. Loft placement may not violate fire safety regulations, including the blocking of doorways, windows or paths of egress.
4. Lofts and refrigerators will be delivered to student rooms before arrival day. If upon arrival, the student no longer wishes to rent the reserved item; the student must make written notification to the Director or Assistant Coordinator of Student Life on the day of move in through email or letter. Refunds will be processed only for those students making notice on their day of move in.
5. Students are responsible for returning their loft or refrigerator during the checkout process, in the same condition that it was received. Refrigerators must be cleaned before return. Students will be financially responsible for repair, cleaning or replacement costs. Loft replacement \$450, Refrigerator replacement \$300.
6. College lofts and refrigerators are non-transferable.
7. Due to limited storage space, mid semester returns of rental items may not be able to be accommodated. Please contact the Assistant Coordinator of Student Life about the possibility of early return.

Rental Rates per semester 2018-2019

Lofts: \$40

Refrigerators: \$50

Mail and Packages

Mail is delivered to student mailboxes. Notices will be placed in your mailbox giving instructions for picking up any oversized packages. Mail should be addressed to you as follows:

Leadville:

Your Name

901 S. Highway 24

Campus Box # T_ _ _ _

Leadville, CO 80461

Spring Valley - Glenwood Springs:

Your Name

2600 County Rd 114

Campus Box # S_ _ _ _

Glenwood Springs, CO 81601

Steamboat Springs:

Your Name

1400 Bob Adams Dr.

Campus Box # A_ _ _ _

Steamboat Springs, CO 80487

Mail box numbers are not your room numbers. Residents having difficulty receiving mail should notify a Residence Life staff member. Students are expected to check mail daily. The College will send mail to their box and students are expected to respond in a timely manner.

Maintenance Requests

If something breaks or malfunctions during the course of the year, please contact your Residence Life Staff to complete a work request form. By requesting such, you give permission for College staff to enter your room to complete the repair, regardless of whether a resident is present at the time the repair work is conducted. CMC staff will only enter a room in the presence of another staff member except in cases of emergencies.

Unless the repair is a result of normal wear and tear, residents will be billed for the cost of the repair or replacement work.

Residence Hall Activities

There are a variety of activities and programs scheduled throughout the year. These events help enhance your social, educational, recreational, and cultural needs. The Residence Life staff is always looking for fun new ideas and concepts for programming so get involved and share your ideas!

Residence Hall Association (RHA)

GET INVOLVED! As a resident, take advantage of the variety of opportunities for growth, interaction, and fun. The residence hall offers numerous leadership opportunities through different community organizations. Your participation will help determine the quality of life in the residence hall.

Residents select representatives to provide a student governing body for the residence hall. Officers are elected and advisors are provided to guide this group's efforts. This group is often active in regional and national associations of residence halls, IACURH (Intermountain Affiliate of College and University Residence Halls) and NACURH (National Association of College and University Residence Halls) respectively. RHA is responsible for planning activities, addressing residence hall

community concerns, and making decisions or recommendations regarding the residence hall environment. RHA provides a valuable opportunity to meet people, get involved, and develop leadership skills. As a member of the residence hall community, each resident is encouraged to attend these open meetings.

Residence Life Staff

The Residence Life team consists of the Director, Assistant Coordinator, Senior Resident Assistant, Resident Assistants and other Residence Hall Staff.

The Director is responsible for the coordination and supervision of the student life program. This includes food service, residence life, student activities and summer conferencing. They are a full-time professional staff member responsible for implementing the residence life disciplinary process. This person, with assistance from the rest of the Residence Life staff, strives to enhance the educational experience of all students.

The Assistant Coordinator is a full-time professional staff member who lives on campus, and is trained to handle the many responsibilities that focus on promoting a community environment conducive to students living and learning in the residence hall.

One primary focus is on addressing student needs. This is accomplished through supervising and training the student staff, working with the custodial staff, and coordinating special services.

The Resident Assistants (RAs) are the staff members with whom you will have the most contact. They are selected, trained student staff members who live on campus and serve as peer counselors and advocates for residents. They facilitate a community environment by planning activities and programs, and assisting with concerns. Each RA is responsible for a floor of approximately 20-25 residents. The RAs are hired on their willingness to support and serve students in addition to their sound judgment, experience, student rapport, and campus involvement. We encourage you to become acquainted with these staff members since they can offer you the benefit of their student experience.

The Senior Resident Assistant is a student staff member who lives on campus, providing another contact for students and support for RAs. This position assumes all the responsibilities of the Assistant Coordinator in his/her absence.

Restricted Areas

Elevators and Other Restricted Areas

It is prohibited for students to enter any restricted area not open to public access. Elevator access will be restricted to those students requiring use due to physical limitations. Other areas that are restricted to student access include, but are not limited to, behind the residence hall front desk, elevator service areas, janitorial areas, storage, and mechanical rooms and any crawl space.

In addition, students attempting to enter or found in unauthorized areas after business hours such as Physical Plant areas, offices, classrooms, Bookstore, Dining facilities, and closed/locked areas will be asked to leave immediately and will result in judicial action.

Roofs and Ledges

It is strictly forbidden for any student to climb on roofs, ledges, windowsills, or any walls (interior or exterior) of any CMC building. Failure to comply will result in College judicial action.

Room Regulations

Roommate Bill of Rights and Responsibilities

Living with a roommate can be one of the best parts of college. In the roommate relationship each person has certain rights.

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of a roommate, etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right of personal privacy.
7. The right to host guests with the expectations that guests are to respect the rights of the host's roommate and all hall and college policies. (See Guest Regulations for all requirements.)
8. The right to talk and work through conflicts and concerns. Residence Hall staff are available for assistance in settling conflicts.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to expect reasonable cooperation in fulfilling the commitment to honor agreed upon payment procedures for items (i.e., refrigerators, lofts, etc.).

In addition, each resident is responsible for maintaining these rights for others in their residence hall community.

Furniture and Room Personalization

While we attempt to furnish each room with all the basic essentials, we recognize that a comfortable living environment is individualized, so adding furniture to a room is permitted as long as it does not create a health or fire safety hazard or damage the room in any way. Please note, residents cannot remove any college-owned furniture from a room or campus. We do not have the storage space for items to be removed. If rearranging furniture, please keep the following guidelines in mind:

1. Other than bunking beds in the manner for which they are designed, no furniture is to be stacked. This causes damage to furniture as well as poses a safety hazard. Students using a loft or upper bunk must have the guardrail and bunking pins attached and in place as designed. Please see the Assistant Coordinator for instructions on how to assemble your loft or bunk.
2. Flipping bedsprings or putting mattresses or bedsprings on the floor is not permitted, due to the damage this causes. Mattresses/bedsprings are not to be used as a shelving unit.
3. Residents will be responsible for the condition of college-owned furnishings in their room and will be charged for any costs to repair or replace damaged or missing furniture. Furniture is not to leave the room to which it is assigned. Severely damaged and missing furniture will be billed to the student at repair or replacement cost. Allowances are made for reasonable wear and tear.
4. At no point may a room arrangement block exits or windows.
5. The following items are prohibited, and may result in judicial action/sanctions:
 - a. Personally crafted lofts, bunks, platforms, or structures of any type
 - b. Dart boards
 - c. Hammocks
 - d. Water furniture
 - e. Use of stickers on furnishings, mirrors, windows, doors, walls, ceilings, cabinets, etc.

- f. Any items hung from the ceiling (i.e., tapestries, blankets, flags, posters, lights etc.).
 - g. Modification of existing electrical, plumbing, case goods, dry wall, and communication lines.
 - h. Moving the light fixtures
 - i. Painting or drawing on any surfaces or furnishings (walls, ceilings, windows, doors, mirrors, or carpet)
 - j. Other: see fire safety hazards listed under the fire safety regulation section
6. Residents may NOT install bicycle/ski hooks or penetrate ceilings or walls in any way as it can cause serious structural damage to the building.
 7. Another aspect of room personalization includes hanging items on the walls. We understand your desire to do so, but at the same time want to minimize the impact this has on the building. In an effort to protect CMC property, the following items are not allowed (see your campus Assistant Coordinator for the acceptable hanging items):
 - a. screws of any sort
 - b. tape (i.e., scotch, masking, duct, etc., except painters tape)
 - c. nails
 - d. all sticky tack or poster putty
 - e. staples
 - f. gel based holiday decorations

Room Condition

Residents are responsible for the condition of their room and bathroom and collectively for the common living areas they share. As a resident you are required to inspect your room and record its condition on a room condition form (RCF) upon arrival. Any pre-existing damage or wear to the items on the RCF must be noted. We urge each resident to be very specific on the room inventory. You will be asked to sign this form after moving in, and it is important that you take the time to inspect the room carefully. Students are personally responsible for restoring the room to the level of cleanliness at check-in. Students are financially obligated for the repair or reconditioning of the room. Students may not perform their own repairs or hire any contractor or trades person to do so. Any discrepancies found during check-out will be billed to the student or divided between roommates, and could result in loss of the security/damage deposit.

Room Consolidation

As stated in the Academic Year Agreement, CMC reserves the right to change room assignments, and/or consolidate vacancies at any time in the interest of health, discipline, occupancy, or for the general welfare of the student(s).

Residents who are asked to consolidate may request permission from the Assistant Coordinator to keep their current double rooms as single rooms. If such permission is granted, based upon occupancy availability, those residents will pay a higher fee for the balance of the semester.

Failure to consolidate or lack of cooperation with a room assignment process may result in charges and/or judicial action.

Room Damages

If we find damages to your room, you are held responsible. We handle damages in two different ways. If you take responsibility for the charges, we will determine a cost and charge your student account. If you do not take responsibility and have a roommate, we will ask the roommate about the damage. If neither of you take responsibility for the damage, we will split the charges equally. If you claim a friend is responsible, you will need to have them contact the Assistant Coordinator of Residence Life and submit a letter claiming responsibility for the damages, however, if they are not a

resident whose student account can be charged, you assume responsibility for any damages your guests may cause.

If you choose to appeal damage charges, please make sure you have substantial documentation proving that you are not responsible for the charges. You will submit your letter or appeal and any documentation to the Assistant Coordinator of Residence Life. The Assistant Coordinator of Residence Life will review your file and, if necessary, any previous Room Condition Inventory reports depending on the damage. Once this is complete, they will make their decision and notify you via email at the earliest possible time. Understand the Assistant Coordinator of Residence Life do have up to ten (10) business days to respond to any appeals. Appeals to damages must be made within the same academic year.

If you have any questions about the charges, please contact your Assistant Coordinator of Residence Life. They have the complete list of damage and replacement charges that you can view. All work is based on an approved hourly rate set by our college Facilities Services department.

Roommates and Room Changes

In an attempt to create compatible living conditions, roommates are assigned together based on their Academic Year Agreement. CMC does not discriminate on the basis of race, ethnicity, age, religion, sexual orientation, gender identification, or physical/mental disability. As there are varying issues including occupancy, it is difficult to make changes once the semester begins. Residents are able to request a change of room after the first two weeks of each semester. Please be advised that unauthorized room changes may result in judicial action. Pending mediation, a roommate change may be considered in cases of extreme conflict. Each resident is encouraged to discuss roommate or personal concerns with a Residence Life staff member. Clarifying mutual needs and expectations early in the semester can help prevent many common problems. Room changes due to conflict will be addressed on an individual basis, and will vary based upon the situation.

Search and Seizure

The right of individuals to be secure in their persons, living quarters, papers, and effects against unreasonable search and seizure is guaranteed. However, authorized CMC officials may enter a resident's room and conduct an administrative search when there is sufficient reason to believe that violations of CMC or civil regulations are being committed. A delay of an administrative search may endanger the health and safety of the residents or result in the probable destruction of the evidence of the violations. "Sufficient reason" means having reasonable grounds for suspicion supported by facts and circumstances sufficiently strong to justify a cautious person's belief that a party is violating or has violated a regulation. Items may be confiscated by CMC officials when these items are associated with possible illegal activity, violation of CMC regulations, or fire safety regulations. Items confiscated may include but are not limited to: alcohol, drugs, false identification, pipes, drug paraphernalia, illegal plants, incense, candles, weapons, fireworks, or other suspect items. Items may be discarded or turned over to authorities for further investigation.

Single Room Regulation

The availability of single rooms is determined by occupancy status of the hall. If a space becomes available, a single room may be offered based on the priority list. Residents who request and receive a single room will have to complete paperwork and be charged a prorated single room rate, if applicable. In the case of high occupancy, your single room may not be guaranteed to continue into the spring semester if you received it in the fall.

Snow Removal

Students with parking permits will be provided a warning at least 24 hours in advance when snow is to be removed from the parking lots. However, due to unexpected weather patterns or emergency plowing, this may not always be possible. Signs will be posted at the entrance of the lots, and an email will be sent to permit holders via your CMC email account.

Telephones

All College residence hall rooms are supplied with local phone service for you to share with your roommate. Numbers are assigned to each residence hall room and will not be transferred from room to room should the resident move during the semester. Long distance calls (Students can't dial long distance without a calling card.) will be made at your expense, and the College will not be responsible for collect or third party calls. Residents are required to set up a phone (with an answering machine) in their room or provide a cell phone number to student life.

Vehicles/Parking

Residents are welcome to bring their car, truck, or other mode of transportation to campus. Parking is free on campus. **Colorado law requires that vehicles carry liability insurance.** We recommend you carry additional coverage if operating a vehicle on campus. All vehicles must be registered with Residence Life. Parking regulations vary by campus. Please contact a Residence Life staff member for further clarification. The following guidelines apply to ALL campuses. Snow removal from parking lots necessitates strict enforcement of parking regulations. In order to keep vehicles from being towed at the owner's expense, please observe the following:

1. Register your vehicle.
2. Park in designated areas; obey all signs and traffic laws.
3. Do not park in front of dumpsters.
4. Do not park in front of fire hydrants, in the fire lane in front or at the sides of the building, reserved staff parking, or in spaces reserved for the disabled.
5. Drive on established roadways. (Sidewalks, grass, trails, etc., are prohibited.)
6. Snowmobiles, unlicensed motorcycles, trailers and recreational vehicles without approval are not permitted on campus. Licensed motorcycles must be stored outdoors in designated areas.
7. The College is not responsible for any damage to or theft of your vehicle or the items within while on College premises.
8. CMC prohibits automobile repairs, including oil changes, on campus. Disabled cars should be reported to the Physical Plant. Abandoned cars will be towed at the owner's expense.
9. Overnight parking from November 1 through May 1 is restricted to limited areas of the parking lots for snow removal. Leaving a vehicle overnight in a non-designated area will result in that vehicle being towed at the owner's expense.
10. Do not tow students on or behind a vehicle, in any manner.
11. Playing sports in parking lots carries an inherent risk of damaging vehicles and therefore is not allowed.

Vending/Laundry Machines

Vending machines for soda, candy, chips, etc., are located in the residence hall. These machines are available for your convenience. Please do not abuse them. You are encouraged to report losses/problems to a Residence Life staff member.

Laundry rooms are located in each living area of the residence hall. We have energy saving front loading washers and high efficiency dryers. All of our washers and dryers are connected to the

internet so you can see if a machine is available from your room, and receive a text when your cycle has finished. The machines are available to current residence hall students. Due to limited machine availability, students are required to remove their laundry promptly and not to make machines available to guests or family.

Community Standards and Responsibilities

Alcohol

All individuals on college premises are not allowed to possess, consume, manufacture, distribute (exchange), or sell any alcoholic beverages. The term "college premises" includes all land, buildings, facilities and other property in possession of or owned, used or controlled by CMC. Based on the College regulation stated in the Student Handbook, the following may result in judicial action:

1. Students who engage in alcohol activity off-campus and who are disruptive and/or noticeably intoxicated when they return to the residence hall or other campus property.
2. Empty/Full or keepsake alcohol containers or other alcohol paraphernalia (i.e., alcohol packaging, steins, shot glasses, etc.) are prohibited on college premises.
3. Students found in rooms where others are consuming alcohol have the responsibility to report or remove themselves from the room. Failure to do so will result in judicial action.
4. Host Clause: Should you choose to host an event in your room where an alcohol violation is occurring, you will be held to a higher level of accountability.
5. Serving Equivalency: Fines for alcohol are judicial based on serving equivalency per container full or empty. Each serving equivalency will be charged at the rate of \$10 per serving (i.e. 1.5 oz. hard liquor, 5 oz. wine, 12 oz. beer) for the involved individuals and/or host.

Amplified/Acoustic Instruments

Amplified instruments, excessively loud speakers, subwoofers, and drums of any kind may not be played in the residence hall at any time. The playing of acoustic instruments will require prior arrangements made with the Assistant Coordinator. We reserve the right to prohibit the use of an instrument should it become necessary.

Animals

For the health, safety and comfort of residents, and because of the residence hall design and the problems (noise, sanitation, inhumane treatment) inherent in keeping animals in or around the residence hall, no animals of any kind are permitted. (Service dogs/Assistance animals may be exempt with prior authorization according to the College's policy on Service dogs/Assistance animals - see the Coordinator of Disability Services.) A student having an animal in or around the residence hall will be asked to remove it immediately; if the pet is seen again, it will be turned over to the nearest animal control facility. The student will also be financially responsible for any damages done by the animal to the carpet or other CMC property. Repeated incidents involving animals are likely to result in hall suspension.

The keeping of fish may be allowed at your campus. Please ask your Resident Assistant or Assistant Coordinator about the proper procedures to follow to be granted that privilege.

Appropriate Attire and Obscenity

Public areas of our community are meant for the use of all residence hall students. Individuals have varying comfort levels with manner of dress, conduct, and display of affection that may be greater or lesser than your own. We encourage students to have open dialogue about behavior they find

uncomfortable, directly with the students involved. Residence Life staff are willing to assist in facilitating these conversations. To maintain a community level of decorum and respect; obscene or indecent behaviors are prohibited. This includes, but is not limited to: public nudity, indecent affection, public sexual activity, stripping, mooning, flashing, streaking or public urination.

Certain students are allowed the accommodation of a Service dog or Assistance animal in the residence halls. These animals are required to be approved and registered in advance with the Office of Disability Services and the Office of Residence Life. This approval process includes those animals which may be accompanying guests. This process could take up to 30 days and students are encouraged to begin the process as soon as possible. Students found to be hindering, interfering or harassing a service or assistance animal are subject to the student Code of Conduct.

Bicycle Parking/Storage

Bicycles must be locked in designated areas only and may not be locked to ramps, trees, light poles, etc. Bicycles found in non-designated areas will be removed by CMC staff. No motorized bikes are permitted inside the building at any time.

Bicycle storage varies from campus to campus. Check with the Residence Life staff to ensure you are aware of proper bicycle storage procedures at your campus. Remaining bicycles will be disposed of after hall closing in the spring.

Candles and Incense

Candles, sage, scented wax warmers, and incense, for use or decoration, are forbidden due to their high fire potential as well as the smoke or odor they may create. These items will be confiscated and will be dealt with through judicial action.

Clearing Rooms

Residence Life staff have the authority to clear a room and ask all guests to leave the building upon the discovery of any violation(s) of College or residence hall procedures, regulations or policies. Individuals asked to leave the building are not allowed to return for 72 hours.

Community Living Expectations

CMC and the Office of Student Life are committed to creating a community environment where residents develop a high standard of behavior and personal values. Being a member of such a community is a difficult task but one that you and others are capable of achieving if the following guidelines are maintained:

1. Respect for the rights and dignity of others.
2. Respect for the rights and needs of the CMC community to develop and maintain an atmosphere conducive to academic study and personal development.
3. Respect and tolerance for the different backgrounds, traditions, personalities, and beliefs of the students, staff and faculty who make up the CMC community.
4. Willingness to assist others in need of support, guidance, or friendship.
5. Respect for the policies and procedures established by CMC for the well-being of the College community as well as respect for those given the authority to administer them.
6. Respect for the individuals and resources of the local neighborhoods and communities in which we reside.
7. Respect to not audio or video record or photograph any CMC student, staff or faculty without their express knowledge and permission.

Each individual has a choice to make in regards to personal action. It has been our experience that those who follow the above guidelines have a much more successful stay at CMC.

Community respect begins with you and respecting individuals. Bigotry has no place within our community nor does the right to denigrate another human being on the basis of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, gender identity or political ideas. We will not tolerate verbal or written abuse, threats, intimidation, violence, or any other forms of harassment against any member of our community. Likewise, we will not accept ignorance, humor, anger, alcohol or substance abuse as an excuse, reason, or rationale for such behavior.

Community Living Expectations in an Academic Environment

The Office of Student Life makes a commitment to each student to support their academic success. Residence Hall expectations, policies, and procedures have been established to provide an environment conducive to academic, personal, and social growth. Our idea of community is based upon respect for you and others and the fact that you are responsible for your actions. We rely on your interest, talents, and support to further the educational opportunities of all residents. As an integral part of our community, you are expected to contribute and respect the rights of others in a residential, academic setting. As a community member you can expect the following:

1. The right to study and sleep without undue disturbance or noise.
2. The right to be free from fear of intimidation, and/or physical or emotional harm.
3. The right to live in a clean environment.
4. The right to personal privacy, including freedom from entry by others who do not have authorization or permission to enter the room.
5. The right to host guests with the expectation that guest policy conditions are met and guests respect other residents in accordance with Residence Life standards.

Common Area Damages

When common area damages occur such as in a floor lounge, hallway, or laundry room, Residence Life staff will attempt to determine the individual or individuals responsible for the damage. Residents will be notified of common area damage within a timely manner. Residents should identify individuals and report damage and vandalism to the Residence Life staff immediately in order to avoid group damage charges. If the individual or individuals responsible for the damage cannot be identified, everyone on the floor/wing, or building will share in the cost of repair or replacement. Residents may request a written notice each semester which will include a summary of group damage charges that have been assessed to their student account.

Common Areas

Common areas are defined as all areas within the residence hall other than in individual rooms. Sleeping in common areas, whether intentional or not, denies residents the use of the space. Therefore, sleeping in common areas is prohibited. No furniture or other CMC property is to be removed from common areas without permission from the Assistant Coordinator. Removal of College property will be regarded as theft and the student(s) will be subject to judicial action and possibly legal action. When furniture is lost from common areas, students of that wing, floor or hall may be charged for replacement costs if the responsible party cannot be determined.

Courtesy and Quiet Hours

CMC is committed to providing an environment within the residence hall that is conducive to academic achievement. The right to sleep and study supersedes the privilege to entertain oneself or

others at all times. Violation of quiet hour guidelines will not be tolerated and will result in judicial action.

Quiet hours are in effect from 10 p.m. to 8 a.m. Sunday through Thursday, and 12 a.m. midnight to 10 a.m. on Fridays and Saturdays. During quiet hours, noise from any student room which emanates to any public area, and noise in public areas emanating into any student room is prohibited. Noise from the areas immediately adjacent to the building is expected to be minimized.

The Intensive Study wing is designed to provide a continuous academic environment and is therefore a 24 hour quiet zone. Signs are posted at the entry to remind you that you are entering an Intensive Study area. Residents of the Intensive Study wing who are not able to meet the expectations of 24 hour quiet hours may be moved to a different room and be assessed the room change fee.

During all those times when quiet hours are not in effect, "courtesy hours" will be in effect. Courtesy hours mean that any resident has the right to ask someone to quiet down. The right to sleep and study will always take precedence. Residents are expected to comply with all requests from fellow residents as well as CMC staff to minimize noise and maximize the academic environment in the hall. Failure to comply with such requests will result in judicial action. Stereo speakers may never be positioned so that music is directed outside of the room. Local community and neighborhood ordinances should also be respected.

Confidentiality

Students may form bonds with Residence Life staff members; however, any information presented to a Residence Life staff member concerning policy violations or health and safety concerns must be reported to the Residence Life staff member's supervisor. This information is kept private.

Course Load Requirements

Students living in the residence halls must enroll in and successfully complete a minimum of 12 "live" (in classroom) semester credits. If a student fails to maintain the minimum credits, they are required to schedule a meeting with the Coordinator of Student Life before or as soon as they know they will be below the requirement. Failing to maintain 12 "live, in classroom, graded" credit hours may result in judicial action or removal from residential housing.

Fire Safety Regulations

Fire Hazards

Draperies, tapestries, blankets or posters that are displayed on walls, ceilings, and on or around doors in a manner which would facilitate ignition, block entrances or exits or fire detection units, or present overhead fire hazards are prohibited.

In addition, the following are not allowed due to the potential threat to fire safety:

1. Electrical appliances which are not UL (Underwriter Laboratories, Inc.) approved.
2. All electrical appliances with open coils including, but not limited to: toasters, hot plates, toaster ovens, coiled cup heaters, space heaters etc.
3. Any lamp which uses a halogen bulb.
4. Appliances that use an excessive amount of electricity for example microwaves (1000 watt max.), refrigerators (4.0 cubic feet max.), etc.
5. Barbecue grills; camp stoves; charcoal or starter fluid; propane; lighter fluid; other flammable liquids, gasses or chemicals, etc. (Even when stored or assigned for a CMC course.)

6. Candles with a wick, scented wax warmers, incense, fireworks, firecrackers, sage for use or decor, etc.
7. Vaporizers, e-cigarettes, hookahs, cigarettes, cigars, self-balancing scooters, hoverboards or any other incendiary device.
8. Other hazardous or combustible materials.
9. Unapproved room and common area decorations, such as holiday decorations and live Christmas trees.
10. Obstruction of/blocking a clear path out of the room.
11. Obstruction of/blocking fire exits, hallways, stairwells, or other common areas with bicycles, chairs, etc.
12. Extension cords of any type, or outlet multipliers. (Surge protectors with long reach cords are an allowed substitution.)
13. Starting fires of any kind on any College property.

Fire Safety/Evacuation

All residents should immediately evacuate to areas designated by staff during a fire alarm or emergency. When a fire alarm sounds, all occupants must evacuate the building and report to the assigned emergency assembly point. During a fire alarm, students must not leave campus until a headcount is completed and you are released by a member of the Residence Life staff. Failure to comply will result in College and/or law enforcement judicial actions.

Tampering and Misuse of Fire Safety and Security Equipment

The campus fire prevention and security equipment is maintained in an attempt to make the residence hall safer for you and the rest of the CMC community. Tampering with equipment, which includes blocking emergency exits and paths, misusing or propping open fire doors, using fire extinguishers in an unauthorized manner, removing exit signs, interfering with cameras, disengaging or disabling door locks, removing smoke detectors and/or initiating a false alarm threatens the safety of the community and will not be tolerated. Students found responsible will be subject to campus judicial sanctions and possible criminal charges.

The residence hall is also equipped with a state-of-the-art sprinkler system for added protection in the event of a fire. The sprinkler heads on the walls and in the ceiling are connected to a powerful building-wide sprinkler system. If the sprinklers are activated, they will generate more than 40 gallons of water each minute from each head (there are 3 heads in each room). This is the equivalent of filling 3 bathtubs every minute. Obviously this will flood your room quickly, and do serious damage to your belongings, and probably to the belongings of your neighbors.

If a resident is responsible for a sprinkler being activated for any reason, whether intentional or accidental, the resident will be held accountable for all damage, which is likely to cost thousands of dollars. All residents must sign the Fire System Safety Waiver, which describes the sprinkler system in further detail, and explains the students' responsibilities.

Guests and Visitors

The privilege of both visiting and hosting others carries with it an equal responsibility to consider the feelings, rights, values, and principles of the members of the residence hall community.

Consideration for an occupant of a room should take precedent over the right of a roommate to entertain a guest in the room. You may not have guests on campus between the hours of 12 a.m. and 8 a.m., Sunday through Wednesday. However, guests may be permitted to stay in the residence hall on Thursday, Friday and Saturday under the following conditions:

1. Guests must comply with CMC policies and procedures.

2. The student host/hostess is responsible for the guest's conduct, and must be with them at all times.
3. The host/hostess must obtain their roommate's consent for the guest's stay.
4. All overnight guests must be registered with the Residence Life staff. (Limit 2 guests per room, per night, never to exceed 4 occupants in the room)
5. An overnight guest is limited to a stay of three consecutive nights per visit, with a maximum not to exceed 12 nights per semester.
6. No overnight guests under the age of 18 years are permitted without prior approval of the Assistant Coordinator.
7. No guests are allowed in the building before classes have begun or during finals week.
8. All guests in the building after 10 p.m. must register at the front desk with the Resident Assistants.

Please be aware that students who have been suspended or non-residents who have been restricted from campus may not be allowed in the residence hall. Any student found hosting these persons will be subject to judicial action.

A guest may be asked to leave the residence hall should they be involved in a violation of residence hall regulation or procedure. A student who fails to comply with the guest regulation will face judicial action which could result in loss of privileges, probation, or suspension.

Health and Safety Inspections

Residence Life Staff will enter your room to conduct regularly scheduled routine maintenance/safety/health checks. The staff members will look for things that might contribute to maintenance, safety, or health problems. They will NOT search the rooms for violations, but are obligated to report and a search may occur, if any violations of the residence hall regulations or guidelines are observed during their inspection. The Residence Life staff will be inspecting each room and bathroom for cleanliness and sanitation. Dates and times for room checks will be posted in the hall at least 48 hours prior to the room check, so that residents can rearrange their schedule to be present should they wish to do so. RAs will only inspect a room in the presence of the resident or another Residence Life staff member.

Safety and Security

Doors, Locks, Key/Cards and Lock-Outs

Residents are issued a CMC Student ID card which provides them access to their residence hall door and entrances to the residence hall. The CMC ID is property of Colorado Mountain College and must be relinquished upon request. A mailbox key will be issued to each resident. You are required to carry your CMC Student ID with you at all times. Leaving your ID card unattended or loaning it to a friend jeopardizes the safety and security of you and your roommate, your room and your personal belongings, and those in the community. **You may not give your CMC Student ID or lock out/guest card to anyone else including your roommate or other CMC students.** Students must report lost ID Cards or mail keys to a Residence Life Staff member immediately to ensure the safety and security of the building. Lock-outs and lost key/cards will result in fines and/or key/cards being reissued.

CMC strongly recommends that all residents securely lock their doors and windows when they leave their rooms and while they are sleeping. Any action that prevents any door from locking/latching is prohibited and will result in judicial action/sanctions. The level of safety and security of individuals and personal property is largely determined by the attentiveness of you, your roommate and fellow residents. Please report suspicious individuals or activities to the Residence Life staff.

Entering Student Rooms

In addition to routine health and safety inspections, it is occasionally necessary for CMC Staff members to enter a resident's room for maintenance or personal safety reasons. Whenever possible, CMC will do so with advance notice and in the presence of the occupants. However, CMC reserves the right to enter a resident's room for the purpose of inspecting the premises when an authorized agent of CMC has reasonable cause to believe - including, but not limited to - any of the following:

1. The occupant of the room may be harmed or endangered.
2. Damage is being done to College property.
3. There is sufficient reason to believe that a violation of a College policy, as stated in the CMC Residence Hall or Student Handbooks, is occurring or has occurred, or there is sufficient reason to believe a public law is being violated.
4. Maintenance and/or repair is necessary.

Hall Access and Exterior Doors

For safety and security reasons, exterior doors should remain closed to restrict access to non-residents. Any suspicious persons should be reported to the Residence Hall Staff immediately. The propping of outside doors is not tolerated and anyone found doing so is subject to strict judicial action. Doors that cannot be opened by key or card swipe are not to be used by residents or guests, including if opened from the inside by an additional party. This includes doors that have time restricted access. Propping doors or allowing/gaining access through a locked door is considered tampering with a security device.

Personal Property

Students are responsible for all personal property, including any theft or damage to their personal items such as vehicles, room contents, and other personal belongings. You are strongly advised to obtain renter's insurance, vehicle insurance, and health insurance if not covered through your parent's or guardian's insurance or other personal means.

Upon termination of your Residence Hall and Food Service Academic Year Agreement, you agree to remove all personal items and belongings from the building and any vehicles or recreational equipment for which you are responsible from the residence hall parking lots and grounds. If you fail to remove such items on the day of vacancy, you will be responsible to the College for all costs of removal and disposal. All such property not so removed shall conclusively be deemed to have been abandoned, and may be appropriated, sold, stored, destroyed or otherwise disposed of by the College without notice to you or any other person and without any obligation to account for such items.

Personal Safety and Security

Crimes occur on all college campuses. You are encouraged to report any occurrence immediately.

Colorado Mountain College's [Annual Security and Fire Safety Report](#) for all locations is available on the [Your Right to Know](#) page of the CMC website.

Video and Audio Surveillance

Colorado Mountain College residence halls employ the use of video/electronic surveillance to include moving and still images as well as audio in common areas of the buildings. These systems are maintained to assist in ensuring the safety and property of the college community and its members, as well as to serve as a deterrent to crime. These systems may be viewed live or archived and accessed when needed to address Code of Conduct issues, residence hall violations, criminal investigations or property management. Students may not tamper, disable or destroy any device or

function related to video/electronic surveillance systems. For further information, please see the Dean of Student Affairs on your campus.

Sanitation and Trash

The residence hall is a shared community. This includes dumping your trash in common area trashcans. Please assist us with proper disposal of all trash including wrappers, pop cans, cigarette butts, etc. Help keep our mountain environment beautiful.

1. There is no housekeeping service. Each student is responsible for cleaning and proper trash removal. Your trash must be taken outside and placed inside the dumpster, not left outside your doorway, out your window, or left outside the dumpster.
2. Please use the dumpsters and keep the lids closed.
3. Do not park in front of the dumpsters.
4. The following items pose health, safety, or environmental hazards and cannot be placed in the dumpsters or left on campus: furniture, paint, motor and hydraulic oil, tires, batteries, gasoline, antifreeze, pesticides, contaminated soils, untreated medical waste, cans or drums that once held hazardous or flammable materials, explosives, chlorine, appliances containing freon or asbestos, microwaves, electronics, TVs and refrigerators.
5. Please do not leave garbage or personal property in any public area including hallways, bathrooms, lounges, laundry room and especially outside of the building.

Violations may result in judicial action. Do not allow trash to accumulate. Clean your rooms and bathrooms often. Take pride in your living areas and work out a cleaning schedule with your roommate to keep your room and public areas clean.

Please remember to recycle. Contact hall staff for procedures on your campus.

Recycling and Trash Disposal

You are responsible for disposing of your personal trash in the trash dumpster located near the residence hall. Leaving trash in hallways and outside presents many health risks and is a Community Standards violation.

Green Living Guide – As a resident of the Colorado Mountain College residential community we ask that you participate in, and contribute to, the continuing efforts toward sustainability. Being green doesn't mean giving up convenience or doing without. You have recycling bins located in your room and in the hall. We encourage you to recycle as much as you can from your trash. Recycling bins are located near the entrances in your residence hall. Recycling lowers the cost of trash disposal and helps protect the environment. You can recycle aluminum and tin cans, newspaper, office paper, plastic types 1 and 2, magazines, and cardboard. When recycling bins are contaminated with other types of waste, the material is not recyclable. Ask your staff for help in locating specific recycling bins. Here we offer some simple, small lifestyle changes that each of us can make for a cleaner, more equitable, and healthier future for us all.

- Know what is recyclable and get it in a bin! For your convenience, there are complimentary blue recycle bins in each room of the residence halls. You DO NOT need to SEPARATE recyclable materials, however if your recyclables are dirty you should give them a quick rinse before putting them in the bin. When your bin is full, take the bin to center location in your hall, separate and empty it in the appropriate light blue recycling containers in your residence hall. If you are unsure or have a question, do not hesitate to ask a friend, a neighbor, or your Resident Assistant (RA).

RECYCLING:

Lightly rinse and mix together these items and put in blue recycle bins.

- Glass
- Aluminum and tin cans
- Plastics #1-7 (except #6 Styrofoam)
- Plastic bags and stretchy plastic film (put inside a clear, plastic bag)
- Paper (junk mail, newspapers, magazines)
- Cardboard, flattened (non-waxy or food spoiled)

NOT RECYCLABLE: Styrofoam, ceramics, broken glass, soiled napkins/paper towels/cardboard

HAZARDOUS ITEMS:

NEVER dispose of the following items in the trash or recycling bins.

- Batteries--Battery drop-off points are made convenient for residences. Check with your RA or CA in your living community for location.
- Compact Florescent Light bulbs (CFLs)
- Prescription medications
- Nail polish and paint
- Household cleaners
- Electronic items

Please help avoid groundwater contamination and responsibly dispose of these items at the appropriate location.

- Simple Actions that Create Change:
 - **Use a reusable bag** and ditch the plastic
 - Bring your own mug, water bottle, cloth napkins, and to-go containers.
 - Say no to disposable water bottles.
 - Ride your bike, carpool, or take the convenient bus where available.
 - Avoid buying new stuff by shopping at the thrift store and creatively re-use old items.
 - **Give away** things you don't want to friends **or donate** to the thrift store or sell on craigslist.
 - **Purchase local organic** items when possible and be aware of excess food packaging.
 - **Avoid harsh chemicals:** Support biodegradable and natural alternatives in toiletries, laundry detergent, bug spray, etc.
 - **Set your indoor thermometer** to 68 and close windows while your heater is on.
 - **Turn off water** while washing dishes, brushing your teeth, and try to limit shower times to five minutes.
 - **Reduce energy usage** by using a power strip, replacing incandescent light bulbs with energy saving Compact Fluorescents (CFLs). NOTE: Incandescent light bulbs should be thrown in the trash.
- **Get Involved!** – Join a club and/or participate in on-campus sustainable and waste reducing events!

Residence Life Conduct Procedures

All CMC students should learn the Student Code of Conduct found in the [CMC Student Handbook](#).

Student Conduct

One of the primary objectives of the residence hall is to help the student become a more responsible member of the community, and, when necessary, to help that student modify his/her behavior. Whenever possible, attempts will be made to correct a situation before it necessitates judicial action.

However, if a student fails to adjust his/her behavior, if the situation is a serious one, or if the student's behavior threatens the basic values or safety of the community, the Residence Life staff member will be required to document the incident. Local law enforcement agencies may be notified and/or summoned to campus for incidents involving violations of federal, state, or municipal laws.

You are encouraged to attempt to resolve minor situations before involving staff members, thereby eliminating the need for Residence Life staff to become involved. All staff and students are urged to file incident reports in any instance where they have information pertinent to a situation, or when a student's attempt to resolve a situation is not successful.

Adjudication Process

Students might make mistakes and violate residence hall standards. Corrective and punitive actions by CMC may be required if a student violates certain rules of conduct or if his/her actions may endanger the property or well-being of individuals or organizations. Violations of the residence hall regulations result in a variety of judicial sanctions. In an attempt to be consistent in dealing with infractions, and so that students will be aware of the consequences of their actions, the Residence Hall Adjudication Process was established. The Residence Hall Association, the Residence Life staff, and the CMC administration and students have all played vital roles in designing and modifying the Residence Hall Adjudication Process. This Process conforms to the Student Code of Conduct and Adjudication process found in the [CMC Student Handbook](#).

Violations of the residence hall regulations have been divided into three classes. Class I violations are the most severe, and they grade downward to Class III violations which are the least severe. The following is an outline of the consequences of violations, and examples of each are given. Any violation can be increased or decreased in classes due to circumstances.

Violations of residence hall policies have sanctions that will vary depending on a number of factors. Some of these factors include, and are not limited to, the seriousness of the situation, the level of involvement by a student, the cumulative policies a student has violated, and a consequence appropriate for this type of violation. Due to the circumstances surrounding a policy violation, the class and sanction may be increased, but not decreased due to the reasons stated above.

The aim of the Residence Hall Adjudication Process is to arrive at decisions that ensure that individuals assume full responsibility for their actions and which ensures the rights, freedom, and safety of all members of the residence hall community.

Adjudication proceedings are based on the concept of fundamental fairness and students are ensured the following process:

1. A contact card is completed and delivered to each person that possibly violated the code of conduct as soon as possible following the incident.
2. An incident report is completed and sent to the Code of Conduct Officer.
3. The person named on the contact card must schedule a meeting with the Code of Conduct Officer as soon as possible or no later than the end of the next business day after the card is issued.
4. At this scheduled meeting, the student will receive an explanation of the adjudication process, clarification of possible code of conduct violations, opportunity to discuss the incident and their role, or disclose any other relevant information.
5. The outcome of the formal or informal meeting is documented and provided in writing to the student and any necessary college officials.
6. Depending on the outcome, the student has the right to request an appeal according to appeal procedures.

Please also refer to the Student Handbook for the full adjudication process.

College Staff Requests

All students and guests confronted for possible violations will be asked to present their valid Colorado Mountain College ID or other State or Federal issued photo ID. Residents are expected to comply with all reasonable requests that are made by Residence Life staff in their efforts to create an academic environment in the residence hall and maximize the residential experience for all residents. Failure to comply with requests will most likely result in a non-compliance violation and be subject to further judicial action. This includes, but is not limited to, verbally threatening, abusing or harassing staff in the performance of their duties.

It is your responsibility to schedule and keep your judicial and administrative appointments; a reminder note may be sent, but is not required. The judicial meeting may be conducted in your absence if you fail to attend.

General Adjudication Information

The Residence Hall Adjudication Process serves as a guide and may be modified based upon individual situations. At all times, we strive to keep the educational goals of the individual and the residence hall community in mind when assigning judicial sanctions.

Actions not specifically listed in the Residence Hall Handbook, but deemed inappropriate by community standards, will be handled as a violation of the Residence Hall Adjudication Process. If actions are illegal or inappropriate in town, they are also inappropriate on campus. CMC has a zero tolerance policy for illegal drugs and/or controlled substances.

Nonresidents, whether students or not, must abide by CMC rules and regulations if they are on College property. If nonresidents are present where violations occur, they may receive appropriate judicial sanctions or be turned over to the local authorities.

All parties will be held responsible for any violations of the residence hall regulations and may be subject to judicial action. It is the responsibility of students to remove themselves from the room or report the regulation violation to prevent being held responsible for what is occurring in the room. For example, one person is found drinking alcohol in another's room. That person and the resident(s) of the room, and all in the room will be documented and subject to judicial action.

A frequent sanction is community service. This gives the student an opportunity to give back to the community after violating a regulation. Failure to complete community service on time results in a mandatory fine of \$15 per hour.

If a student has been documented for an incident or has received a contact card, the student must contact the designated conduct officer before the end of the next business day. Questions regarding a student's responsibility in an incident should be directed to the Code of Conduct Coordinator.

Multiple occurrences of a Class II or III violation could reclassify the offense for additional sanctions and escalate to a higher class.

Class I Violations

Drugs, drug paraphernalia, weapons, tampering with or misuse of security/fire safety equipment, propping of outside doors, starting a fire, theft, vandalism, physical assault (including fighting), use of staff keys/cards, malicious pranks, (including verbal and sexual harassment) sexual assault, tampering with surveillance systems, setting off fireworks, harassment, possession of bulk alcohol, organizing a keg or other party, repeat alcohol violations, possession of residence hall or other CMC property without written permission of a CMC official, failure to comply, hazing.

Class I violations may result in any or all of the following:

1. Immediate suspension from the residence hall with no refund of housing deposit or semester housing and food service fees. Please see the Academic Year Agreement for more information.
2. Violator(s) may be required to see the Campus Dean for Student Affairs regarding further action (i.e., expulsion from the College, criminal prosecution).
3. Fines assessed.
4. Community service.
5. Other sanctions deemed appropriate.

Class II Violations

Alcohol, tobacco use in non-designated areas, wagering, cooking in room (such as using an open coil burner), pets/animals, moving residence hall furniture, pranks, building damage, fighting (verbal), working on automobiles, abandoning vehicles or auto parts on campus, possession or use of keys/cards assigned to another resident/student, unauthorized guests, alcoholic beverage containers (empty or full), possessing an incendiary device, incense and candles, non-compliance with staff requests.

Class II violations may result in any or all of the following:

1. Written warning/discussion.
2. Probation: An appropriate probationary period will be determined by the judicial officer. Further violations, or failure to complete the obligations outlined in the probationary letter may result in suspension, with loss of deposit and semester housing and/or food service fees. Following the probationary period, students are expected to abide by residence hall rules and regulations.
3. Restriction from Student Center/activities and club activities.
4. Fines assessed.
5. Community Service.
6. Other sanctions deemed appropriate.

Class III Violations

Violation of quiet/courtesy hours; littering; throwing or hanging objects from the building, roofs, and ledges; rolling or riding bicycles in the hallway; running upstairs or around building, sports in the hall, being on the roof.

Class III violations may result in any or all of the following:

1. Verbal or written warnings from the Residence Life staff. Continuing problems/warnings may result in additional disciplinary actions.
2. Discussion with the Assistant Coordinator, Senior Resident Assistant or Coordinator (depends upon circumstances and severity)
3. Fines assessed.
4. Community service.
5. Other sanctions deemed appropriate.

Displaying Offensive Items

Residents displaying offensive or disrespectful items in common areas or in areas susceptible to public viewing, such as doors, windows or near the doorway, will be challenged to consider the possible ramifications to self and others. Some statements made or illustrated may potentially reflect

poorly on the individual(s) or the College as a whole. Severe cases may warrant judicial action or some type of public forum to address the issues. Students are encouraged to be assertive in expressing their views to the person or persons who are offending them or showing disrespect.

Firearms, Explosives and Other Weapons

Possession of firearms (including, but not limited to, B-B, pellet or paint guns), fireworks (cherry bombs, bottle rockets, firecrackers, etc.) and other explosives, knives, bows, arrows and slingshots are prohibited on all College premises. The use of any object to cause, or to attempt to cause, either injury to a person or damage to property is prohibited.

The possession or use of any fireworks is in violation of city, state and federal law, as well as College regulations. The discharge of firearms and explosives is restricted by municipal code. Students identified as responsible for such activity will face judicial action, and/or hall suspension as well as court prosecution.

The possession and/or use of a knife three inches in length or over, or one with a blade which is automatically projected from the handle, are prohibited.

Furnishing False Information/Uncooperative Behavior

Supplying false information, refusing to identify oneself, or refusing to produce identification to any CMC staff or faculty member will not be tolerated and students may be subject to judicial action. Residents are expected to comply with all reasonable requests, which are made by Residence Life staff in their efforts to create an academic environment in the residence hall and maximize the residential experience for all residents.

It is the students' responsibility to see the appropriate college official (as directed by Residence Life staff). Failure to do as directed or in a prompt manner may result in further judicial action, including fines as listed on the inside front cover.

Gambling/Wagering

Gambling is an illegal activity and is not condoned. Residents who engage in wagering/gambling in the hall are reminded that such activity can result in financial and/or personal problems. Gambling activities may be dealt with through judicial action.

Illegal Drugs and/or Controlled Substances Regulation

The Residence Life staff supports the enforcement of the State of Colorado laws, Federal laws, and CMC policy on controlled substances. Residents are reminded that CMC staff are required to respond to and report any drug-related activity on the College premises.

All individuals on college premises are not allowed to possess, use, manufacture, cultivate, distribute, or sell drugs, narcotics or controlled substances in violation of state and federal law and CMC policy. Possession of drug paraphernalia on College premises is prohibited.

Based on College policy, a number of residence hall rules concerning drugs, controlled substances, and possession of paraphernalia have been established.

1. Students who engage in drug and/or controlled substance activities off-campus and who are disruptive, and/or noticeably under the influence by odor, sight, sound, when they return to the residence hall or other campus property, will be subject to judicial action.
2. Physical evidence of drugs or drug paraphernalia are prohibited. Items will be confiscated and the matter may be referred to local law enforcement agencies.

3. Students found in rooms where evidence of drugs or drug paraphernalia are present will be held responsible for a violation of the drugs and/or controlled substance regulation. Residents have the responsibility to report or remove themselves from the room. Failure to do so will result in judicial action.

When residence hall staff members have reasonable evidence that alcohol or drugs are being used in a room, they will be expected to contact the occupants of the room, diffuse the situation and document the incident for review by the Coordinator of Student Life.

If staff members become aware of any physical evidence of drugs, or drug paraphernalia, or have "sufficient reason" to believe that a policy violation is occurring or has occurred, the room may be searched and items will be confiscated. Items including paraphernalia and any form of drugs will most likely be referred to local law enforcement agencies.

Additionally, in the interest of public health and the safety of our students, the college prohibits the possession and consumption of legal or illegal substances not intended for human consumption, experimental drugs, incense, bath salts and mind-altering plants, including "K-2/Spice," and "Salvia" and other substances used to induce intoxication or impairment.

Missing Student Notification Policy

Colorado Mountain College will provide every student living in our residence halls the opportunity and means to identify an individual to be contacted in an emergency. Every resident will be notified of the Missing Student Notification procedure to be implemented if they are reported missing. Notification will be listed in the Residential Life handbook that each student has access to via the internet and is the student's responsibility to read the handbook. Each resident will be required to submit or update his or her emergency contact information each year when applying to Residential Life and/or reapplying to student housing for the next year. The Assistant Coordinator of Residential Life will collect this information.

Any individual who believes that a student living in college housing may be missing should contact the Garfield County Sheriff. The GCS, in accordance with all State and Federal laws, shall investigate all reports of missing students and will notify and cooperate with other law enforcement agencies as necessary to further the investigation. If upon investigation by the GCS, the student is determined missing for at least 24-hours, the Associate Dean of Students will contact the student's designated emergency contact. If the missing student is under the age of 18 or if the student has failed to designate an emergency contact, the Associate Dean of Students will also notify the student's custodial parent or guardian.

Offensive Odors

Please understand that some odors you find appealing can be offensive and harmful to others. Perfumes, scented sprays, patchouli, and strong body odor may be unappealing to others. Please keep these odors in check by limiting their use and by maintaining personal hygiene. Offensive odors will be confronted to create a positive community and may result in judicial action.

Possession of Public Signs

Street signs, road signs, construction signs, property, business advertising, and other public signs taken/stolen/acquired illegally are prohibited and subject to confiscation. Theft and display of public signs reflects poorly on the College and on the character of CMC students. Students in possession of signs that were legally obtained must have the receipt of purchase attached to the backside of each sign.

Posting of Public Information

Posting of public information such as posters, advertisements, announcements, etc., must be approved by a Residence Life staff member before they are posted, and may only be posted in designated areas. Placing information under student doors is restricted to official College activities and business, and must be approved.

Pranks

Pranks usually start out harmlessly but often escalate into serious violations. As members of a community, residents are expected to make choices that eliminate the potential for harm to another student or damage to College property. Pranks such as water fights, squirt guns, phone calls, jamming doors to student rooms, or any other activity that disrupts the community, presents a fire or safety hazard, or damages property is prohibited in the residence hall. Such activity may result in judicial action.

Relocating Campus Furniture

All CMC, residential, and campus furniture is intended for use by the entire residential and campus community. Removing furniture from any public area is not permitted under any circumstances. Student room furniture must also remain in the room to which it has been assigned. Residents found removing or possessing campus furniture may be subject to conduct action and fines of \$50 per item and can be considered as theft. They will also be responsible for any damage, repair, or replacement costs to such furniture. Residents are held accountable for keeping track of the specific pieces of furniture they were issued at check-in.

Sexual Misconduct Policy and Procedure

It is the policy of the College to provide an educational and employment environment free of unlawful discrimination or harassment. The College prohibits all forms of discrimination, including sexual misconduct by students, faculty, staff and other members of the College community, as well as contractors, consultants, and vendors doing business with or providing services to the College. See the full [Sexual Misconduct Policy and Procedure](#).

Student Resource Guide to Sexual Misconduct

CMC has created a [Title IX Student Resource Guide](#). Please visit this Basecamp location to access extensive information about process and resources related to sexual misconduct and discrimination based on sex or gender.

Sexual Misconduct Procedure

The College is committed to the prompt and equitable investigation of all Sexual Misconduct complaints or reports, with appropriate remediation where it has been determined that this Policy has been violated.

The College will appoint and support a Title IX Coordinator who is responsible for implementing and monitoring Title IX compliance on behalf of the College, providing oversight of the Deputy Title IX Coordinators for Title IX matters and for all other duties specified by Title IX or the College from time to time. Any inquiries regarding compliance with Title IX or enforcement of the Sexual Misconduct Policy should be directed to the Title IX Coordinator. All of the College's Responsible Employees, as designated by the College President, must inform the Title IX Coordinator of all reports and complaints raising Title IX issues, unless the person who is reporting a Sexual Misconduct Policy violation ("reporting person") requests confidentiality and the employee, because

of the employee's role as a confidential resource by law or designation as described below, is able to honor that request. Any other requests for confidential treatment of a complaint or report shall be directed to and handled by the Title IX Coordinator.

The College shall designate one or more Deputy Title IX Coordinators for each campus who are responsible for coordinating training, education, communications, and administration of the complaint and grievance procedures for Sexual Misconduct complaints on that campus.

Notifications

The Title IX Coordinator shall broadly disseminate written notice of the Sexual Misconduct Policy in its publications, websites, handbooks and other locations to reach the widest audience reasonably possible, including students, employees and vendors. Such notice shall include contact information for the Title IX Coordinator and Deputy Title IX Coordinators. The Title IX Coordinator also shall inform students and staff of College policy on Sexual Misconduct through live or recorded training sessions.

Definitions and Examples of Prohibited Conduct

For purposes of implementing the Sexual Misconduct Policy, the following definitions will apply:

Sexual Misconduct

Sexual Misconduct, a form of unlawful discrimination, encompasses all forms of prohibited sexual or gender-based conduct which unreasonably interfere with an employee's or student's work, educational, or social performance at the College or any of its programs or activities (whether on- or off-campus) or creates an intimidating, hostile, or offensive work, educational, or social environment. Sexual Misconduct includes sexual harassment and sexual violence, each of which is further described below.

Sexual Harassment

Sexual harassment is defined as interaction between individuals of the same or opposite gender that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, living conditions, educational evaluation, and/or ability to participate in a College activity; or
- Submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or participation in an activity, or creating an intimidating, hostile or offensive working or educational environment.

Hostile environment sexual harassment is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile, or offensive. The determination of whether an environment is "hostile" is a fact-specific inquiry based upon subjective and objective factors of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. A single instance of sexual assault can constitute a hostile environment.

Sexual harassment is not intended to include conduct or contact reasonably viewed as accepted forms of social or professional interaction.

Sexual Violence

Sexual violence includes all violent sexual conduct, whether or not the conduct leads to a criminal charge or conviction, or any physical sexual conduct perpetrated without consent or when an individual is incapable of giving consent. This includes, but is not limited to, sexual contact of any kind without consent, rape, other physical assaults of a sexual nature, sexual battery or molestation, or attempts to commit any of these acts. Sexual violence can take the form of intentional physical conduct that is sexual in nature, such as touching (however slight) with any object a student's breast, groin, genitals, mouth or other bodily part in a sexual or hostile manner, or disrobing or exposing a student without consent.

Domestic violence, dating violence and stalking are forms of sexual violence expressly prohibited by the College.

- Domestic violence includes crimes of violence committed by a current or former spouse or partner of the impacted student, by a person with whom the impacted student shares a child in common or by a person who is cohabitating with or has cohabitated with the impacted student as a spouse or partner. Other persons capable of committing domestic violence are defined by Colorado statute, and any conduct by such persons that meets the statutory definition of domestic violence is prohibited.
- Dating violence is sexual violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the impacted student. The existence of such relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
- Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Consent

Sexual activity without consent is by its nature Sexual Misconduct and often is considered to be rape or attempted rape. Consent to sexual activity must be informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Sexual misconduct includes sexual activity with someone known, or who should be known, to be unable to give active consent due to age, alcohol or other drug use, unconsciousness or semi-consciousness, intellectual or other disability or other inability to give informed, knowing and voluntary consent to sexual activity.

Retaliation

The College prohibits retaliation against individuals who engage in the protected activity of filing a complaint or report of Sexual Misconduct or who participate in a Sexual Misconduct investigation or complaint. Retaliatory action is regarded as a basis for a separate complaint under the College's Sexual Misconduct Policy and accompanying procedures and can lead to the same sanctions as may be imposed for findings of Sexual Misconduct. Retaliation complaints can be pursued against individuals who did not engage in Sexual Misconduct but instead retaliated against reporting persons, witnesses or others involved in a Sexual Misconduct investigation or complaint.

Reporting, Investigation and Grievance Procedures

The College expressly prohibits any Sexual Misconduct carried out by employees, students, or third parties. The College will take steps to prevent recurrence of any Sexual Misconduct and correct its discriminatory effects on the reporting person and others. To that end, the College will follow

reporting, investigation and grievance procedures in substantially the form set forth below in response to a Sexual Misconduct complaint or for suspected Sexual Misconduct. These procedures will replace any student conduct code or employee grievance procedures unless the College determines, in its discretion, that another procedure should be used to resolve a particular matter. The College may, in its discretion, modify its investigation and grievance procedures in the interests of promoting full and fair resolution of Sexual Misconduct complaints in accordance with applicable law.

Reporting Sexual Misconduct

An individual with questions or a possible Sexual Misconduct complaint against a student, faculty, staff member or other individual should contact the Title IX Coordinator or the Deputy Title IX Coordinator designated for the individual's campus, as set forth in the Addendum to these Procedures. Any individual who is a victim of sexual assault or other act of Sexual Misconduct will be informed of available law enforcement authorities and the option to file or decline to file a criminal complaint. The Title IX Coordinator will assist reporting persons in making contact with appropriate law enforcement authorities where requested.

When a reporting person requests confidentiality or asks that a complaint not be pursued, the College will inform the reporting person that honoring a request for confidentiality may limit its ability to respond fully to the incident, including pursuing disciplinary action against the respondent. If the reporting person still requests confidentiality or asks that a complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request, provided that the College is able to both honor the reporting person's request and provide a safe and nondiscriminatory environment for all individuals, including the reporting person. The Title IX Coordinator or Deputy Title IX Coordinator for the individual's campus will be responsible for evaluating confidentiality requests.

Employee Responsibility to Report Sexual Misconduct

In order to enable the College to respond effectively and to prevent instances of Sexual Misconduct, all College employees shall receive training appropriate to their position duties and shall be informed of their respective responsibilities to report incidents that may involve Sexual Misconduct. Any employee who is designated as a "Responsible Employee" pursuant to Title IX will be informed of such designation. Employees designated as confidential resources below may be exempt from reporting requirements. Employees who fail to act on reports or complaints of sexual harassment; who discourage employees, students, or third-party vendors from reporting sexual harassment; who have engaged in or encouraged retaliation; or who otherwise fail to follow the requirements imposed pursuant to the Sexual Misconduct Policy or this Procedure may be subject to corrective action or discipline, up to and including termination.

Any College employee whose duties include counseling of students (whether or not the counseling is provided pursuant to a professional license) may, at the College's discretion, be designated as confidential resources for reporting of Sexual Misconduct. Such counselors will receive training on Title IX compliance when in receipt of a confidential report.

Any employee or student who is found to have made an intentionally false or malicious report or complaint of sexual harassment or retaliation may be subject to corrective or disciplinary action, up to and including termination or expulsion.

Informal Resolution Process

Sexual Misconduct complaints, other than those described in the following sentence, may be resolved using an informal resolution process overseen by one or more College representatives if (i)

the College determines, in its discretion, that such a process would be appropriate; and (ii) all parties agree to participate in the informal resolution process and agree to a resolution. Allegations of sexual violence, sexual assault, domestic violence, dating violence or stalking may not be resolved through an informal resolution process. The parties to any informal resolution process will not be required to interact directly with one another unless they and the College all agree to communicate directly with each other in attempting to resolve the matter. The College may provide mediation, using trained mediators, between the involved parties and coordinate other informal and voluntary resolution measures. Any party may request that the informal resolution process be terminated at any time, at which time the formal resolution process (described below) commences. In addition, any party can initiate the formal resolution process if the party is dissatisfied with a proposed informal resolution.

Investigations and Formal Resolution Process

The College will initiate a formal resolution process in any matter where the informal resolution process is not available or when the College deems it appropriate. Following a report of Sexual Misconduct, including a formal complaint or when the College receives notice that Sexual Misconduct may have occurred, the Title IX Coordinator will assign an investigator to conduct an investigation to determine whether or not the conduct occurred and, if the conduct occurred, what actions should be taken by the College. The College will take immediate or interim measures for severe cases and acts of sexual violence, as described below under Interim Measures. An individual suspected or accused of Sexual Misconduct will be provided with a written explanation indicating that an investigation has commenced, a description of the alleged actions or conduct leading to the investigation, and the policy violation under investigation.

The College will commence the investigation as soon as is practicable under the circumstances regardless of whether there is a pending criminal investigation or formal criminal charge. The College will use all reasonable efforts to complete its investigation within 60 days of the filing of a complaint or within 60 days of the date on which the College becomes aware of suspected Sexual Misconduct, subject to any factors that delay the investigation beyond the College's control. The College will schedule dates for completion of the initial investigation, completion of the investigation report, final decision-making and/or determination of sanctions.

The nature and extent of the investigation will vary depending upon the circumstances, including whether the parties are amenable to pursuing an informal resolution if appropriate. The Investigator will conduct fact-finding, review of written and other evidence and witness interviews. The Investigator will interview both the reporting person and the respondent and allow both parties to provide information regarding the complaint. To help ensure a prompt and thorough investigation, the reporting person and the respondent will be required to provide as much information as possible relating to the conduct, including the individuals involved, all relevant details and circumstances pertaining to the conduct, names of witnesses and any other information that the reporting person or the respondent believes to be relevant to the investigation. As appropriate, the Investigator will interview witnesses with relevant information.

At the conclusion of the investigation, the Investigator will prepare a written report summarizing the investigation and findings. The Title IX Coordinator will review the investigation report prior to its finalization and determine whether a violation of policy has occurred. The standard used to determine whether the respondent has violated the College's Sexual Misconduct Policy is whether it is more likely than not that the respondent has engaged in behavior that constitutes Sexual Misconduct. This is often referred to as a "preponderance of the evidence" standard. For purposes of both the investigation and decision-making process, the College will strive to be complete, thorough, and impartial, basing all decisions on evidence and information determined to be reliable.

Reporting persons and respondents will be provided with the following procedural protections in connection with the resolution of suspected or alleged violations of this Policy:

- The opportunity to speak or present evidence on their own behalf (cross-examination by either the reporting person or the respondent will not be permitted).
- The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
- The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with FERPA or other applicable law).
- The right to bring a victim advocate or advisor of the respondent or reporting person's choice to all phases of the investigation and campus conduct proceeding, provided that such advisor does not directly participate in the investigation, interviews or other proceedings.
- The right to be informed of the outcome of the investigation.
- The opportunity to appeal the outcome of the investigation.

Sanctions and Corrective Actions

If, at the conclusion of the investigation, the Title IX Coordinator determines that it is more likely than not that a violation of the College's Sexual Misconduct Policy has occurred, he or she will, in consultation with student affairs and/or human resources representatives, determine what, if any, sanctions or corrective actions are appropriate. The range of potential sanctions that may be imposed against a student includes, but is not limited to, the following: written or verbal apology, discrimination or harassment education, verbal or written warning, probation, suspension and dismissal from the College. Employees who are found to have violated the College's Sexual Misconduct Policy may be subject to corrective actions including disciplinary action up to and including termination. Guests and other third parties who are found to have violated the College's Sexual Misconduct Policy are subject to action deemed appropriate by the College, which may include removal or exclusion from the College, termination of any applicable contractual or other arrangements with the College and any other remedies available through law or equity. In instances where the College is unable to take disciplinary or other corrective action in response to a violation of this policy because a reporting person requests confidentiality or for some other reason, the College will nonetheless pursue other steps to limit the effects of the misconduct at issue and prevent its recurrence.

Interim Measures

The College must provide appropriate interim measures to address the safety and well-being of both parties prior to the final outcome of the investigation. The College may temporarily suspend any member of the College community suspected or accused of violating the College's Sexual Misconduct Policy or take any other interim measures the College deems appropriate. The College will provide a written explanation of assistance and accommodation options to each reporting person. Such interim measures may include, but are not limited to, removing or relocating a student from campus housing, modifying course schedules, and imposing a "no contact" requirement. Any such interim measures will be taken in a manner that minimizes the burden on the reporting person to the extent possible. The College will take reasonable steps to prevent the recurrence of any Sexual Misconduct, including retaliation, and to correct discriminatory effects on the reporting person and others. Immediate and appropriate steps will be taken to protect reporting persons who experience sexual violence and to protect any person from retaliation associated with suspected or actual Sexual Misconduct.

Right to Appeal

After written notification of the resolution has been provided, the reporting person and the respondent will have the opportunity to appeal the outcome, including whether there is a policy violation and any sanction(s) imposed. Any appeal must be submitted in writing to the President within seven (7) calendar days after notification of the investigation outcome and must set forth the grounds upon which the appeal is based.

Either the reporting person or the respondent may appeal upon one or more of the following grounds:

- The established procedures were not followed in a significant way and, as a result, the factual findings, the sanction, or both, were not correct.
- The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
- The discovery of new evidence, unavailable during the original hearing or investigation, which could substantially impact the original finding or sanction. A summary of the new information must be included with the student's request for appeal.

The President's decision on whether or not to overturn or modify the outcome shall be solely based on the grounds for appeal listed above. Neither party shall be entitled to a hearing in connection with any appeal, but the President may request written submissions from the parties or consider any other information as deemed appropriate. If the President is unable to resolve the appeal for any reason, the College will designate another representative to decide the appeal. Both parties will be informed in writing of the outcome of any appeal within fourteen (14) days of the date by which all requested information is received unless the President determines that additional time is required.

Contact Information for Title IX Inquiries or Complaints

Reports, complaints or inquiries regarding possible Sexual Misconduct or application of Title IX may be referred to the College's Title IX Coordinator, any Deputy Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights.

Contact information for the College Title IX Coordinator and Deputy Title IX Coordinators is as follows:

Lisa Doak, Assistant Vice President of Student Services
802 Grand Avenue
Glenwood Springs, Colorado 81601
970-947-8351
ldoak@coloradomtn.edu

Deputy Title IX Coordinators are identified below.

Campus	Deputy Title IX Coordinator	Email	Phone
Aspen & Carbondale	Margaret Clement, Assistant Dean of Instruction	mtclement@coloradomtn.edu	970-236-0430 extension 2430
Breckenridge & Dillon	David Askeland, Vice President and Campus Dean	daskeland@coloradomtn.edu	970-989-1312 extension 2612
Vail/ Eagle Valley	Marc Brennan, Vice President and Campus Dean	mabrennan@coloradomtn.edu	970-569-2913
Leadville & Chaffee County	Skip Lee, Dean of Student Affairs	wlee@coloradomtn.edu	719-486-4290

Campus	Deputy Title IX Coordinator	Email	Phone
Rifle	Carole Boughton, Vice President and Campus Dean	caboughton@coloradomtn.edu	970-625-6944
Spring Valley & Glenwood Springs	Abbie Kroesen, Associate Dean of Student Affairs	akroesen@coloradomtn.edu	970-947-8212
Steamboat Springs	Carolyn Lawrence, Associate Dean for Student Affairs	cmlawrence@coloradomtn.edu	970-870-4463

The Office for Civil Rights contact information is:

Office for Civil Rights, Denver Office
 U.S. Department of Education
 Cesar E. Chavez Memorial Building
 1244 Speer Boulevard, Suite 310
 Denver, CO 80204
 (303) 844-3582
OCRDenver@ed.gov

Aiding/Abetting/Complicity

Being present during the planning or commission of any violation of the Code of Conduct. Students who anticipate or observe a violation of the Code of Conduct are expected to remove themselves from association or participation and are encouraged to report the violation.

Cyber Bullying

Engaging in any form of harassment over the Internet is commonly referred to as cyber bullying. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, or threatening another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images or Website postings, including blogs and social network systems. Students who engage in cyber bullying may be subject to the Code of Conduct.

Disruption of College Activities

Interrupting or disturbing the day-to-day academic and operational functions of the college or committing intentional acts that obstruct, disrupt, or physically interfere with the use of college premises, buildings, or passages.

Hazing

Committing any intentional, knowing or reckless act, occurring on or off the college campus, by one person alone or acting with others, directed against a student, that endanger the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization or athletic team whose members are or include students at an educational institution. A person commits an offense if the person engages in hazing and fails to report said knowledge to an appropriate official of the University. It should be noted that it is not a defense to prosecution of an offense that the person against whom the hazing was directed, consented to, or acquiesced in the hazing activity.

Solicitation

Engaging in unauthorized canvassing or solicitation on college property, including textbook buyback programs not sponsored by the college and product sales parties such as for cosmetics or household goods.

Verbal and Physical Assault

Personal assault, harassment, and/or battery of any individual on the CMC premises whether verbal, emotional, or physical in nature, will not be tolerated on any level. This includes threats, intimidation, and/or the use of physical force such as fighting to resolve conflicts between individuals or groups.

Special Quiet Hours

Quiet Hours are in effect for 22 hours a day the last week of classes each semester or other specific times with 48 hours' notice. This policy is necessary to provide support to students completing academic projects or preparing for final exams. Policy violations during finals week may result in you being asked to vacate the community immediately.

Sports & Recreational Equipment

Recreational sports equipment such as bicycles, skis, snowboards, skateboards, roller skates/blades and all other recreational equipment is to be kept clear of hallways, lounges, laundry rooms, and disabled access areas. Sports equipment found in these areas may result in fines and may be restricted from campus or confiscated.

Recreational equipment is not to be used or ridden inside any campus building or near vehicles. Repairs, tuning, and/or maintenance to bikes, snowboards, or skis are not permitted except in designated areas as provided.

Sports in the Residence Hall

Sports (such as hacky-sac, soccer, skateboarding, biking, skiing and snowboarding, or running, etc.) are not allowed in the residence hall. These type of activities have the potential to cause damage to rooms, hallways, stairwells and common areas as well as creating potential harm to individuals and excessive noise. You should expect to be confronted by Residence Life staff and documented for disturbing the residence hall environment.

Student Responsibilities

When or if you encounter another student violating community guidelines, or when/if someone's behavior is disturbing you, you are expected to confront that individual and reasonably request that the person comply with community expectations. (We find that oftentimes students will be more responsive to an informal request from you.) If you are uncomfortable in approaching others about their behavior, you may want to seek some advice from your Resident Assistant on how to approach the situation.

If a resident does confront someone and that person does not comply, the resident may then contact the Resident Assistant on duty to help handle the situation.

It is important that you realize that the Residence Life staff are not solely responsible for controlling your living environment and enforcing guidelines. The environment in your living area, as well as the entire hall, will generally be established by the residents. As a member of the residential community,

you are responsible for responding to and reporting violations. If you are unwilling to do so, then you should not always expect that the situation is going to change or that the infraction will "go away."

Remember, the quality of your experience while living on campus is up to you!

Substance Use Emergencies

Colorado Mountain College is committed to ensuring a student's health, safety, and well-being. To that end, the College seeks to reduce barriers for students who may need to seek emergency assistance for themselves or others when alcohol or other drugs may be involved. To achieve this goal Residence Life has adopted the following medical amnesty policy:

Any residence hall student who actively seeks to contact a member of the College staff or certified emergency medical personnel for a medical emergency when their or another person's health or safety may be in jeopardy will not be referred to the student conduct process as it relates to alcohol or other drugs.

Students that commit other College or criminal violations (i.e., vandalism, disorderly conduct, possession of false identification, sale to minors etc.) associated with the incident may be referred to the student conduct process. No part of this policy will preempt any civil or criminal charges/proceedings brought forth by non-College parties. While individuals who invoke the medical amnesty policy for themselves or another student will not be referred to the student conduct process as it relates to alcohol or other drugs, individuals may be required, depending on the circumstances, to complete educational and/or health requirements as deemed necessary by the Office of Student Life or the Dean of Student Affairs. These educational and/or health requirements may include, but are not limited to, an online or in-person educational program, a substance abuse evaluation, independent treatment as warranted, and/or appropriate follow-up with internal or external agencies. Students who fail to complete required programs will be charged with a violation of the Student Code of Conduct.

Students are allowed to proactively invoke this policy as needed; however, repeated use of the policy may require further action by the College to ensure the health, safety and well-being of a member of the community. This policy applies only when a person provides the first notification for an emergency, and its use retroactively would be contrary to the policies' intent.

Substance Use Regulations

CMC is concerned with the health and success of each student. We believe that drug and alcohol use, whether on an individual basis or in a community setting, does not contribute to academic success. CMC is committed to the concept of providing a comprehensive alcohol and drug education program that will promote health, wellness, and responsible decision-making. CMC's regulation on alcohol or drug use and abuse, as stated in the Student Handbook, has been developed to provide students and employees with the opportunity to make responsible decisions with regard to the use of alcohol or other drugs.

As of the fall of 1998, a federal law was amended to allow colleges and universities to notify parents of alcohol or other drug related violations.

Although possession and use of marijuana for recreational and certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college property including residence halls or as part of college courses/activities.

Theft

CMC is not liable for the loss of personal goods housed in College facilities. You are encouraged to take precautionary measures against theft such as locking doors properly, identifying personal belongings, and carrying private property insurance. In the event a theft should occur on campus, residents are encouraged to file a report with the local police and/or sheriff department. The Residence Life staff will assist in the resolution whenever possible.

Any individual responsible for or involved in theft will face judicial action. This action may include suspension from the residence hall. In addition, the responsible party will be subject to prosecution. Other forms of theft include possession of road signs, name plates, or dining hall food and tableware. These types of theft will also be dealt with through the judicial process.

Use of Tobacco Products

The residence halls are a tobacco-free environment which includes all student rooms as well as all public areas. Colorado State law prohibits smoking in any public areas in the residence hall. Public areas are defined as rooms or hallways designed for the common use of all residents (i.e., the Multipurpose room, study and/or TV lounges, public restrooms, hallways, stairways, laundry rooms, etc.). Smoking may only occur in designated smoking shelters, not on/in parking lots or sidewalks. Trash and waste need to be disposed of in appropriate receptacles. NO smoking on sidewalks.

1. Hookahs are not permitted on-campus.
2. E-cigarettes and vaporizers are prohibited in the building and from use on campus. See Fire Hazards regulation.

These policies resulted from the health concerns and excessive damage to the residence hall furnishings resulting from tobacco use. Please contact the Coordinator if you have questions regarding this regulation.

Smokeless/spit tobacco products are regulated in the same manner as smoking and may not be used outside the designated areas.

Vandalism

Vandalism of any type will not be tolerated. This includes damaging, destroying, or defacing the property of another, as well as College buildings and contents. Individuals are responsible for their actions regardless of their intent and will be subject to strict disciplinary action, including but not limited to repair and replacement costs. The Office of Student Life strives at all times to hold only the guilty parties responsible. In the event we are unable to identify the individuals responsible the damages will be divided among the community as a whole.

Window Screens and Windows

Screens may not be removed from the windows of the residence hall at any time as it poses a danger to the safety and security of the community. Removal or damage of such will result in judicial action, and a fine of \$80 in addition to any repair or replacement cost. Entering or exiting a room through the window is strictly prohibited. Hanging, throwing or dumping items or fluids out of your window will result in judicial action, fines, and/or charges for clean-up and damage repair.

Sanctions

Residence Hall living is a "community" living experience, and one of the reasons guidelines are set forth in this handbook is to benefit the community. We try to provide an atmosphere conducive to the attainment of your educational goals. Infractions of the Residence Hall procedures, particularly

those regarding courtesy and quiet hours, alcohol, pets and guests are often incompatible with the community. The following fine system has been established to serve as a guide to students regarding the seriousness of these.

Courtesy/Quiet Hours: In an effort to reduce offending noise levels in the residence hall, and to create a more studious atmosphere, students are subject to the sanctions listed in the Residence Hall Adjudication Procedures as well as the fines listed below. These sanctions may be imposed separately or together.

1. First Offense: Written warning and/or \$25 fine, removal of sound system (i.e., stereos, TV's, radios, etc.) for a two week period if these systems are the problem.
2. Second Offense: \$50 fine, removal of the sound system for the remainder of the semester; suspension of all visitation/guest privileges (including both on- and off-campus guests).
3. Third Offense: \$75 fine, severe conduct action, relocation of student, and other judicial action as deemed appropriate.

Alcohol: If a student is found to be in violation of the alcohol regulation or responsible of unbecoming conduct resulting from the consumption of alcohol, they may be subject to the sanctions listed in the Residence Hall Adjudication Procedures as well as the fines listed below:

1. First offense: \$25 fine and other conduct action as outlined under Class II violations, and/or Host Clause; educational sanction and associated costs.
2. Second offense: \$50 fine, other judicial sanctions as outlined under Class I or Class II violations and/or Host Clause. Probable termination of Residence Hall and Food Service Academic Year Agreement by the College.
 - Note: "Host Clause" - Should you choose to host an event in your room where an alcohol violation is occurring, you will be held to a higher level of accountability.
 - Note: Fines for alcohol are judicial based on serving equivalency per container full or empty. Each serving equivalency will be charged at the rate of \$10 per serving (i.e. 1.5 oz. hard liquor, 5 oz. wine, 12 oz. beer) for the involved individuals and/or host.

Guests: Any student violating the guest regulation may be subject to the following sanctions:

1. First offense: Written warning and/or \$25 fine, suspension of visitation/guest privileges for a period to be determined by the code of conduct officer, and other judicial sanctions listed under Class II violations.
2. Second offense: \$50 fine, indefinite suspension of visitation privileges, other judicial sanctions as listed under Class I or Class II violations.
3. Third offense: \$75 fine, other judicial actions as deemed appropriate.

Pets: Any student violating the pet regulation may be subject to the following sanctions:

1. First offense: \$50 penalty, educational sanction and other code of conduct action as outlined under Class I or Class II violations.
2. Second offense: Probable termination of Residence Hall and Food Service Academic Agreement.