Morgan Community College

STUDENT HANDBOOK

2023-2024

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MORGAN COMMUNITY COLLEGE

STUDENT HANDBOOK
2023-2024
REVISED: JULY 2023

RIGHTS RESERVED

DOCUMENT PROVISION

This document contains pertinent information affecting students, current through the date of its issuance. To the extent that any provision of this Handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System Procedures (SP's), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. Students are expected to be familiar with and adhere to the BPs, SPs as well as College directives, including but not limited to the contents of this document.

To access BPs and SPs, see https://cccs.edu/about-cccs/state-board/policies-and-procedures/

Rev. 07/2023

Morgan Community College is a member of the

COLORADO
COMMUNITY COLLEGE SYSTEM

A MESSAGE FROM THE COLLEGE PRESIDENT

Welcome to Morgan Community College!

We consistently hear from our past students that MCC is a special place that made a difference in their lives. This is largely due to our faculty and staff who care about others like they are family. Your success is our top priority!

Our mission at MCC is to empower students and enrich communities. Our vision is to develop learners and responsive leaders who inspire innovation and passion in future generations. Every student is important to us and plays an important role in supporting the growth and development of our region, today and in the future.

As an integral part of beautiful northeastern Colorado, MCC is here to provide you with a great education and the opportunity to jumpstart your career. Our region is as diverse as it is wide—11,500 square miles that includes some of the most culturally rich communities in Colorado. This richness provides the opportunity for you to engage in thoughtful dialogue to learn about, experience, and honor the diversity of the region.

The "MCC experience" might be different than what you would encounter at a large campus, but this creates unique advantages. You will experience smaller classes and personalized support by faculty and staff. You will have many opportunities to share your interests, grow your leadership ability, and express your voice in student clubs, honor societies, and extracurricular activities. At every step in your journey, the faculty and staff at MCC are here to help you connect with the activities and people that will help you grow and thrive.

I encourage you to make the most of your time with MCC. We consider you part of the MCC family and can't wait to see the amazing things you do!

Best wishes,

Dr. Curt Freed, President

MORGAN COMMUNITY COLLEGE CONTACTS	
Website: www.MorganCC.edu	
MyMCC Student Portal: www.MorganCC.edu/MyMCC	
Faculty/Staff Emails: First.Lastname@MorganCC.edu	
MCC Toll Free Phone	1-800-622-0216
TTY	(970) 542-3145
Main Campus/Switchboard	(970) 542-3100
President	(970) 542-3105
Vice President of Administration and Finance	(970) 542-3127
Vice President of Instruction	(970) 542-3240
Dean of General Education and Health Sciences	(970) 542-3191
Director of Concurrent Enrollment	(970) 542-3214
Dean of Workforce Development	(970) 542-3166
Vice President of Student Services	(970) 542-3111
Registrar	(970) 542-3165
Accounting	(970) 542-3135 (970) 542-3117 FAX
College Store	(970) 542-3143 (970) 542-3116 FAX
MCC Computer Help Line	(970) 542-3123
Financial Aid	(970) 542-3150
Instructional Office	(970) 542-3112 or (970) 542-3119 or (970) 542-3115 FAX
Learning Commons/Library	(970) 542-3185
Student Center	(970) 542-3170
Student Government Office	(970) 542-3172
Welcome Center/Student Services	(970) 542-3100 (970) 542-3114 FAX
Testing Center	(970) 542-3188
Adult Basic Learning & English as a Second Language (ESL)	(970) 542-3270
MCC Bennett Center P.O. Box 554	(970) 542-3255 (303) 644-4680 FAX
MCC Burlington Center 340 South 14th Street	(719) 346-9300 (719) 346-5236 FAX
MCC Limon Center 333 M Ave. #300 / P.O. Box 729	(719) 775-8873 (719) 775-2580 FAX
MCC Wray Center 423 Main St. Suite G / PO Box 36	(970) 332-5755 (970) 332-5754 FAX

ACADEMIC CALENDAR

FALL SEMESTER	2023
Registration/Advising Period Begins	March 13, 2023
Saturday Registration 9-11 a.m.	August 5, 2023
First Day of Classes for 15-Week and CTE/Secondary	August 21, 2023
Graduation Application Deadline	September 1, 2023
Labor Day (College Closed)	September 4, 2023
Last Day to Drop 15-Week Classes Deadline to Change a Major for Fall 2021	September 6, 2023
Professional Development (No Classes)	September 26, 2023
Last Day to Withdraw 15-Week Classes	November 16, 2023
Thanksgiving Holiday (College Closed)	November 23, 2023
Thanksgiving Holiday (College Offices Open - No Classes)	November 22 and 24, 2023
End of Semester - 15-Week Classes	December 8, 2023
Christmas Break (College Closed)	December 25, 2023-January 1, 2024
SPRING SEMESTER	**2024**
Registration/Advising Period Begins	October 30, 2023
College Offices Open	January 2, 2024
Saturday Registration 9-11 a.m.	January 6, 2024
First Day of 15-Week Classes	January 16, 2024
Last Day to Drop 15-Week Classes Deadline to Change a Major for Spring 2024	January 31, 2024
Graduation Application Deadline	March 15, 2024
Spring Break (College Offices Open)	March 11-17, 2024
Last Day to Withdraw 15-Week Classes	April 11, 2024
Professional Development Day (No Classes / College Offices Open)	April 12, 2024
End of Semester - 15-Week Classes	May 3, 2024
Graduation	May 4, 2024
SUMMER SEMESTER	**2024**
Registration/Advising Period Begins	March 11, 2024
Memorial Day Holiday (College Closed)	May 27, 2024
8-Week Classes Begin / 10-Week Classes Begin	May 28, 2024
Last Day to Drop 8-Week Session Classes	June 4, 2024
Last Day to Drop 10-Week Session Classes	June 6, 2024
Juneteenth (College Closed)	June 19, 2024
Graduation Application Deadline	July 1, 2024
Independence Day Holiday (College Closed)	July 4, 2024
No Classes (College Open)	July 5, 2024
Last Day to Withdraw 8-Week Classes	July 10, 2024
8-Week Classes End	July 19, 2024
Last Day to Withdraw 10-Week Classes	July 23, 2024
10-Week Classes End	August 2, 2024

ADVISING

All students are encouraged to discuss educational objectives as well as personal goals with their advisors before registering for classes.

Advising for New Students

New student advising appointments can be made by calling the MCC Student Services Office or MCC Center offices. After the initial consultation with the intake advisor, the new student will be directed to a faculty advisor who will assist the student with ongoing advising and academic needs.

Advising for Continuing Students

Continuing students should contact a faculty academic advisor by setting up a personal appointment, or requesting advising be done via email or telephone. Students should consult regularly with their academic advisors to ensure they are on track toward their academic goals.

Transfer Advising

MCC strongly recommends that transfer students seek assistance from an academic advisor to plan a transferable curriculum.

Degree Check

Morgan Community College utilizes Degree Check, an automated online advising tool which students may access on their MyMCC portal account.

Degree Check:

• Compares student coursework to program course requirements
• Assists students and advisors with course selection that meets program/major requirements
• Speeds time to graduation and program completion
• Is available 24/7 via MyMCC
• Allows students and advisors the use of the "What-If" function so students can see how their coursework applies to other programs or majors offered at MCC
• Gives advice through hyperlinks to MCC catalog information and to each semester's Schedule of Classes, transcripts, and FAQs.

DECLARING & CHANGING MAJORS

Declaring a Program/Major

A student declares an intended program of study at MCC on the Admission Application. A list of currently available programs and 'majors' may be found in the Degrees and Certificates section of the online catalog. Students are responsible for studying their program requirements in the Morgan Community College catalog and for utilizing Degree Check.

Changing a Program/Major

A student may change a program/major by submitting a 'Student Records Change' form to the Student Services Office or MCC Center by the listed census/drop deadline for 15-week courses for fall and spring terms. Summer term program/major changes must be made by the 10-week course census/drop deadline. Changing a program of study/major may result in a change in degree/certificate requirements and may affect financial aid eligibility, so it is recommended that students consult an academic advisor prior to making a change.

MAJOR CHANGE DEADLINES

Term	Last Date to Change a Major/Program:
Fall	(see Academic Calendar)
Spring	(see Academic Calendar)
Summer	(see Academic Calendar)

Undeclared Students

An undeclared student is one who has not declared a program/major and is not working toward a certificate or a degree at MCC. Undeclared students are generally not eligible to receive financial aid. Students who are undecided should meet with an academic advisor to discuss their educational and occupational goals to determine if they should declare a program of study.

REGISTRATION

During open registration times for a semester, registration for courses is available 24 hours a day, seven days a week online on the MyMCC student portal, or in person at the MCC Student Services Office or MCC Centers during regular business hours.

See Registration Periods.

In-Person Registration

Students may register for courses, drop and add courses, withdraw from courses, and make payment, by visiting the MCC campus or MCC Centers. In person registration requires a photo ID in the form of the MCC Student ID card, valid Colorado driver's license, or other officially recognized ID so students should be sure to bring proper documents. Hours may vary, so it is recommended that students call ahead if they are traveling long distances. Special registration dates are listed in the Schedule of Classes for each semester.

Registration Periods

TERM	REGISTRATION PERIOD
Fall Term (Aug-Dec)	Opens in mid-March
Spring Term (Jan-May)	Opens in late October
Summer Term (June-Aug)	Opens in mid-March

See Academic Calendar for exact dates.

Adding and Dropping Courses

Students may add or drop courses, withdraw from courses, or pay via their online MyMCC student account. Courses dropped by that course's published refund deadline may be eligible for a tuition refund. Beyond that date, dropped courses are considered a withdrawal and recorded with a "W" grade and no refund is issued.

Students with financial aid who are considering dropping a course or courses should speak to a Financial Aid officer before taking this action so they are aware of any financial implications the change may have on their account.

See MCC Catalog Tuition and Fees for applicable payment rules for added courses

See complete CCCS Academic Progress SP 9-80 at https://cccs.edu/policies-and-procedures/sp-9-80b-academic-progress/

See MCC Catalog Satisfactory Academic Progress (SAP) -

Maintaining Eligibility for Financial Aid
See complete CCCS Satisfactory Academic Progress for Financial Aid SP 4-20d at https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-20d-satisfactory-academic-progress-for-financial-aid/

Full-Time/Part-Time Status

Students enrolled in 12-credits or more are considered to be attending full-time. Summer students must meet the same criteria.

See complete CCCS SP 4-10b Student Load by Term at https://cccs.edu/policies-and-procedures/sp-4-10b-registration-student-load-and-program-study/

STUDENT ENROLLMENT STATUS	
STATUS	CREDITS PER SEMESTER
Full-Time	12 or more credits
Part-Time	Less than 12 credits
3/4-Time	9-11.99 credits
1/2-Time	6-8.99 credits
Less than 1/2-Time	.1-5.99 credits

Course Wait List

Students may choose to enroll in an electronic wait list when a desired course is full. If an opening occurs the wait list student is notified. It is then the responsibility of the student to register and pay for the course within one day.

Maximum Course Load

A full-time course load is a minimum of twelve (12) and a maximum of eighteen (18) credits per semester. If an academic advisor and student determine that additional credits are necessary, written approval by the Dean of Instruction, Vice President of Instruction, or Director of Regional Community Outreach is required.

See complete CCCS SS 4-10b Maximum Student Load per Term at https://cccs.edu/policies-and-procedures/sp-4-10b-registration-student-load-and-program-study/

Note: Certain Occupational/Career and Technical Education (CTE) programs approved by the State Board for Community Colleges and Occupational Education (SBCCOE) may require students to take up to twenty-four (24) credit hours per term. For these programs, students are allowed to take all necessary courses without written approval.

Repeat Course Limits (Repeated Courses)

See MCC Catalog Grades, Student Records & Transcripts-Grades, Grading & GPA - Repeated Courses-Repeat Course Limits.

See complete CCCS SS 9-80a Repeat Course Limits at https://cccs.edu/policies-and-procedures/sp-9-80a-academic-standards/

Course Changes and Cancelations by MCC

MCC retains the right to cancel or alter programs or course offerings where enrollments are insufficient to permit them to be offered on an educationally sound and economically efficient basis. Also, course numbers and descriptions are subject to change.

Withdrawal

Students must officially drop college courses by accessing their MyMCC student account and dropping course(s).

If a drop occurs after the course's listed drop deadline, the student will be assigned a "W" Withdrawal grade.

A "W" grade is not computed in the GPA. Tuition and fees are non-refundable when a course is dropped after the refund/drop deadline for the course.

Financial Aid Students should consult a financial aid advisor before taking this step to be advised on how this will affect them. Drops/Withdrawals done after the refund deadline for the course may affect the student's satisfactory progress (SAP) for financial aid purposes.

See complete CCCS SP 9-80b Academic Progress https://cccs.edu/policies-and-procedures/sp-9-80b-academic-progress/

See complete CCCS SP 4-20d Satisfactory Academic Progress for Financial Aid at https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-20d-satisfactory-academic-progress-for-financial-aid/

See MCC Catalog Grades, Grading & GPA

See MCC Catalog Satisfactory Academic Progress (SAP) - Maintaining Eligibility for Financial Aid

Total Withdrawal from the College

A student who drops or withdraws from all courses in a term is considered to have exercised a total withdrawal from the college. College administration may initiate a total withdrawal from the college for death, veteran service, non-attendance, non-payment of tuition and fees, disciplinary problems and similar reasons.

COURSE INFORMATION

Course Prefixes

Course Prefixes represent the type or discipline area of the courses. Course prefixes listed in the catalog represent courses that MCC offers through traditional, hybrid, MCC online, and global delivery types, or through www.CCCOnline.org

AAA-Advancing Academic Achievement	
ABM-Agriculture Business Management	GEO-Geography
ACC-Accounting	GER-German Language
ACT-Automotive Collision Technologies	GEY-Geology
AGB-Agriculture Business	HHP-Holistic Health Professional
AGE-Agriculture Economics	HIS-History
AGY-Agriculture Crop and Soils	HPR-Health Professional
AME-Agriculture Mechanics	HUM-Humanities
ANT-Anthropology	HVA-Heating, Ventilation & Air

ART-Art	HWE-Health and Wellness	ESL-English as a Second Language	RUS-Russian Language
ASC-Animal Science	ETH-Ethnic Studies	RTE-Radiologic Technology	
ASE-Automotive Service Technology	FRE-French Language	SCI-Science	
ASL-American Sign Language	FST-Fire Science Technology	SVT-Sport Vehicle Technology	
AST-Astronomy	Foreign Language Courses*	THE-Theatre	
AVT-Aviation Technology	JOU-Journalism	WEL-Welding	(*See prefix for specific language, e.g., FRE, GER, RUS, SPA, etc.)
BIO-Biology	LIT-Literature		
BTE-Business Technologies	MAN-Management		
BUS-Business	MAP-Medical Assistant Program		
CCR-College Composition and Reading (also see ENG-English)	MAR-Marketing		
CHE-Chemistry	MAT-Mathematics		
CIS-Computer Information Systems	MGD-Multimedia Graphic Design		
CNG-Computer Networking	MOT-Medical Office Technology		
COM-Communication	MTE-Manufacturing Technology		
CRJ-Criminal Justice	MUS-Music		
CSC-Computer Science	NUA-Nursing Assistant		
CSL-Counselling	NUR-Nursing		
CWB-Computer Web-Based	PED-Physical Education		
ECE-Early Childhood Education	PHI-Philosophy		
ECO-Economics	PHO-Photography		
EDU-Education	PHY-Physics		
EIC-Electricity Industrial/Commercial	POS-Political Science		
ELT-Electronics	PPT-Power Plant Technology		
EMS-Emergency Medical Services	PSY-Psychology		
ENG-English (also see CCR-College Composition and Reading)	PTA-Physical Therapist Assistant		
ENP-Entrepreneurship	RAM-Range Management		
ENV-Environmental Science	REE-Real Estate		

Course Numbering System

Courses are numbered to indicate level of instruction. Freshman level courses are designated in the 1000 sequence and sophomore level courses are designated in the 2000 sequence. Courses numbered less than 00XX are considered developmental and do not apply to certificate and degree requirements.

Course Credit Hours

The course description lists the course credit hours and the total number of contact hours per week, by activity, that the student attends the class assuming a 15-week semester. For instance, a 4-credit hour course that is listed for 45 lecture and 30 lab means there are 45 hours of lecture plus 30 hours of lab during a 15-week semester or an average of 5 hours contact hours per week. In this example, a student attends a total of 75 contact hours. The 75 hours can be adjusted to any length term.

Guidelines for Credit to Contact Hours

Purpose: To provide clarity for the determination of appropriate contact hours per credit hour based on Colorado Commission on Higher Education recommendation.

FEDERAL CREDIT HOUR DEFINITION

Morgan Community College (MCC) shall follow the Federal Credit Hour Definition: A credit hour is the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester; or (2) at least an equivalent amount of work as required for other activities including lab work, internships, practicum, studio work or other academic work leading towards the award of credit http://www.hlcommission.org/Policies/assignment-of-credits.html

BASE CONTACT HOUR

Base Contact Hour: The base contact hour consists of the number of scheduled minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction.

In a general education course, one base contact hour is equivalent to a minimum of 750 minutes, which equates to a minimum of fifteen 50-minute hours per semester. This represents a 1:1 ratio, where 1 credit hour equals 750 minutes of instruction. The base contact hour does not include the time students are expected to spend studying and preparing for class. In a CTE course, one base contact hour is equivalent to 900 minutes for a fifteen-week session.

The ratio shall be adjusted based on the instructional activity. These definitions are derived from CDHE https://highered.colorado.gov/Publications/Policies/Current/v-partb-Guidelines.pdf

Lecture is a 1:1 ratio, whereas lab ratios vary depending on the type as described below:

Instructional Activity	Definition of Instructional Activity	Base contact hours for 1 credit hour	Ratio of Base Contact Hours to Credit Hour
Lecture	Formal presentation/communication by faculty	15	1:1
Laboratory: Academic/ Clinical	Instructional activities conducted by faculty requiring student participation, experimentation, observation, or practice. An academic lab or clinical experience is a hands-on educational exercise that reinforces and deepens the content in a subject of study. Faculty must have direct oversight with this instructional activity, the faculty member is always present and engaged in assessing the work done by the student.	30	1:2
Laboratory: Vocational/ Technical	Instructional activities involving training for employment in a work-like environment with an active faculty teaching role. A vocational or technical lab delivers specific skills as part of workforce training in an instructor-led environment.	22.5	1:1.5
Practicum	Credit hours for placement in business and industry environments that offer students seeking a certificate or degree, professional-level experience, and responsibility. College faculty are actively involved and present in the field. The faculty member will also collect artifacts and assess achievement of the learning objectives.	45	1:3
Internship	Credit hours for placement in business and industry environments that offer students seeking a certificate or degree, professional-level experience, and responsibility. The internship is to be supervised and carefully structured, based on learning objectives that are related to the student's academic discipline. The objectives are to be established in cooperation with the student, employer, and faculty. The immediate oversight and feedback provided is primarily by the business or industry employer, with occasional oversight by the faculty member.		
Music: Studio	Bands, ensembles, music labs and the like conducted by faculty.	37.5	1:2.5
Physical Education/Recreation	Physical education and recreation activities conducted by faculty designed for the development of skill proficiencies.	30	1:2
Art Studio	Painting, sculpture, and other lab type activities conducted by the faculty.	30	1:2

It is to be noted the above table refers to instructional contact hours and may not be directly correlated to faculty workload.

SCHEDULING INFORMATION

"Instructional Type" and "Schedule Type" are separate concepts. Instructional type refers to the above descriptions for various activities used to delivery content/experience. Schedule type refers to the designation in Banner for each course that aligns with the instructional type. Banner includes the expected contact hours per credit hours (based on instructional type) for the course whereas the schedule refers to actual hours based on the Carnegie unit of 750 minutes per credit.

Instructional Activity	Ratio	Actual Contact Hours per Credit Hour (in Banner)	Banner Schedule Type
Lecture	1:1	12.5 (15)	LEC
Laboratory: Academic/Clinical	1:2	25 (30)	LAB CLI
Lecture + Laboratory: Vocational/Technical (CTE)	1:1.5	18.75 (22.5)	LLB
Lecture and Academic or Clinical Combination	Lecture 1:1 Laboratory 1:2	Lecture 12.5 (15) Lab 25 (30)	LEL
Practicum	1:3	37.5 (45)	PRA

Internships	1:3	37.5 (45)	INT
Music Studio	1:2.5	31.25 (37.5)	SMU
Physical Education	1:2	25 (30)	LAB

Definitions of Instructional Delivery Types/Course Delivery Options

Purpose: The purpose of this procedure is to provide definitions and guidelines for course delivery modes. The definitions and guidelines will be used to ensure students have sufficient time and resources to master the course objectives in all delivery modes including hybrid or online courses.

All delivery modes adhere to the base contact hour guidelines, with one base credit hour equivalent to 750 minutes of instruction.

Definitions:

CLASSROOM BASED

In the traditional classroom format, the instructor and the students meet at regularly scheduled days and times to cover the course material, assign student activities, and address any difficulties that students may be having with the course material. Traditional classes offer the advantage of face-to-face contact with the instructor, a regular schedule, and a familiar learning environment.

Definition of Instructional Delivery Type:

REMOTE REAL-TIME – Class will be taught in real-time, with 100% remote delivery at pre-determined times. There is no scheduled in-person attendance. Class will be 100% real-time live meetings delivered remotely via technology.

HYFLEX

A highly flexible experience where the course is delivered entirely remotely in real-time, entirely in person in real-time, or a combination of the two.

HYFLEX WITH LAB

A highly flexible experience where the course is delivered entirely remotely in real-time, entirely in-person in real-time, or a combination of the two. Lab will require in-person attendance.

COMPETENCY-BASED

Students will have a fixed amount of time to meet specific competencies before receiving credit for the class.

ONLINE

MCC Online courses provide MCC students with the opportunity to take classes anywhere. Online courses are equivalent to lecture courses. A course website contains the course syllabus, class assignments, student activities, and other necessary information. Email and discussion forums are the primary tools used for communication between the instructor and students. This combination of course website, supporting materials, and discussion tools form a virtual classroom in which the students and instructor interact. Most online courses do not require the student to visit the campus and may be completed entirely online, but a few do have proctored exams, so checking the course info sheets before signing up is always a wise precaution. One of the biggest advantages that online courses offer is flexibility of daily schedule. Students can schedule their class work at the time of the day most useful to them, rather than having to appear in a classroom for one or more fixed periods each week.

CCCOnline is a collaborative effort by all Colorado Community Colleges to provide Internet courses in support of degree and certificate programs at all Colorado Community College System (CCCS) colleges. CCCOnline policies, procedures, and course offerings can be found at www.CCCOnline.org and are listed in the MCC Schedule of Classes each semester. Credits will transfer easily among participating colleges of the Colorado Community College System. There are several start dates throughout the year.

Definition of Instructional Delivery Type

Online - 100% of instruction and activities are provided asynchronously through D2L. For each credit of the online course, students should be expected to receive 750 minutes of online classroom activities. This will create a seat time equivalency that is equal to the seat time in a Traditional face-to-face class.

GLOBAL

Global - Refers to courses that are offered through Zoom. Students may connect to the course from anywhere with an internet connection. Global courses provide synchronous instruction during set times and days. Global courses may either be hybrid or with the face-to-face portion delivered via Zoom.

STUDENT LEARNING TIME

In alignment with the Federal Credit Hour Definition and the CDHE base contact hour requirements, students should expect to spend a minimum of two hours per week outside of class time completing work for each course credit. For courses that span longer than the typical fifteen-week semester, the hours per week should be adjusted accordingly.

For hybrid courses, this outside learning time should not be confused with the required instructional time. Hybrid courses by definition require additional instructional time outside of the designated class time to ensure the appropriate contact hours are being met. The learning time is above and beyond the required instructional time in a hybrid course.

For example, a three-credit lecture-based course requires 45 contact hours in total. If it is scheduled to meet two hours per week for 15 weeks, then there is an additional one hour a week of instruction required to meet those required contact hours. Therefore, besides attending the class for the two hours per week, the student should expect to spend the additional one hour a week for instruction as well as another six hours a week in homework time (2hrs per credit for 3 credits).

PRIOR LEARNING ASSESSMENT

Prior learning is college-equivalent education acquired through non-traditional schooling, work, or other life experiences. These might include skills from military, job-related training, or volunteer services. Students demonstrate and earn credit for prior learning through such methods as nationalized testing, challenge exams, and portfolio examination. For more information, inquire at the MCC Student Services Office, MCC Center, or view the Prior Learning Assessment Manual at: https://internal.cccs.edu/wp-content/uploads/documents/PLAManual.pdf or visit the Colorado Community College System Prior Learning Assessment page at: https://internal.cccs.edu/academic-affairs/career-college-readiness/prior-learning-assessment/.

TEST-OUT PROCEDURES

Students may request, after classes begin, to test-out of classes they are currently enrolled in if they feel they have sufficient mastery of the subject matter to successfully pass a comprehensive examination of the course competencies. The instructor will set the time for the examination. The grade will be

recorded by the instructor and turned in at the end of that semester. The student must make a grade of "C" or higher to receive credit for the course. Students who do not receive a "C" or higher grade will complete the remainder of the required course work.

"Challenge" vs. "Test Out"		
Process	Challenge	Test Out
Registered for Class?	No	Yes
Payment	1/2 tuition per credit hour (before COF)	Regular tuition assessed
Grading	Grade recorded on Challenge Testing form	Graded at the end of semester when regular grades are turned in
Credit recorded on transcript	Yes	Yes
Grade recorded on transcript	No	Yes
Special form needed	Yes	No
Transfer	Yes, to CCCS schools if similar classes are offered	Will transfer as a regularly completed class

CHALLENGE TESTS

Students may request a challenge test for a course if they feel they have sufficient mastery of the subject matter to successfully pass a comprehensive examination of the course competencies. The instructor will set the time for the examination. The student must make a grade of "C" or higher to receive credit for the course. A challenge test may not be re-taken. The cost is ½ of tuition (before COF is applied) for the course challenged.

Course Prerequisites and Course Co-requisites

COURSE PREREQUISITES

A prerequisite is an enforceable entry requirement for a particular course. The student must satisfy prerequisites, or their equivalent, PRIOR to registering for a course. A course prerequisite requires a "C" grade or better.

COURSE CO-REQUISITES

A co-requisite is an enforceable entry requirement for a particular course. A co-requisite course must be taken prior to, or concurrently with, a course.

Guaranteed Transfer Courses (GT/gtPathways)

Colorado has developed a statewide guaranteed transfer (GT) program (gtPathways Planning Guide)* and a statewide transfer policy. gtPathways applies to all Colorado public institutions of higher education, and there are more than 300 lower-division general education courses in 20 subject areas approved for guaranteed transfer. Courses are approved periodically and apply as of the date they were approved (please note effective term). GT courses are noted in the course descriptions by a statement, and their GT-xxx designation. Courses without the GT designation are

not guaranteed to transfer; however, some may transfer depending on the student's program of study and the decision of the receiving institution. Students should consult with their advisors when selecting courses for transfer.

GT Pathways General Education Curriculum

GT Pathways courses, in which the student earns a C- or higher, will always transfer and apply to GT Pathways requirements in every Liberal Arts & Sciences bachelor's degree at every public Colorado institution. Note that these courses may not apply to some bachelor's degrees (check http://highered.colorado.gov/Data/Degrees.aspx?gtp=no for a list of those degrees). You should always seek advising from the appropriate advisor at the college or university you plan to attend to ensure you are selecting the appropriate coursework for your degree and to ensure it will apply to those degree requirements.

See the Colorado Department of Higher Education website at highered.colorado.gov/Academics/Transfers/gtPathways/curriculum.html or the Guaranteed Transfer GT Pathways General Education Curriculum and any updates.

Written Communication - 6 Credit Hours 2 courses

Introductory Writing Course (GT-CO1) and
Intermediate Writing Course (GT-CO2) or
Intermediate Writing Courses (GT-CO2) and
Advanced Writing Course (GT-CO3)

Mathematics - 3 Credit Hours 1 course (or a series of three 1-credit hour courses) (GT-MA1)

Natural & Physical Sciences - 7 Credit Hours 2 courses, one of which must be GT-SC1

- Course with Required Laboratory (GT-SC1)
- Lecture Course without Required Laboratory (GT-SC2)

Arts & Humanities, History and Social & Behavioral Sciences - 15 Credit Hours

Arts & Humanities - 2 courses (minimum 3 credits each)

- Arts and Expression (GT-AH1)
- Literature and Humanities (GT-AH2)
- Ways of Thinking (GT-AH3)
- World Languages (must be Intermediate/200 level) (GT-AH4)

History -1 course (minimum 3 credits)

(GT-HI1)

Social & Behavioral Sciences -1 course (minimum 3 credits)

- Economic or Political Systems (GT-SS1)
- Geography (GT-SS2)
- Human Behavior, Culture, or Social Frameworks (GT-SS3)

To reach a minimum of 15 credits, students should select one additional course (minimum 3 credits) in Arts & Humanities or History or Social & Behavioral Sciences.

(Taken from the CCHE website listed above 04-01-2016)

gtPathways Courses

All state community colleges (CCCS), along with Aims Community College and Colorado Mountain College, share common general education core course numbers, prefixes, and titles.

The Colorado Department of Higher Education maintains a list of approved gtPathways (Guaranteed Transfer) courses which includes courses from the Colorado Community College System

and other Colorado institutions. Their listing can be sorted by Category, Institution, Course Prefix and Number, etc.

To view the most current list of gtPathways courses, go to the Colorado Department of Higher Education website for Guaranteed Transfer at https://cdhe.colorado.gov/students/attending-college/credit-transfer/guaranteed-transfer-gt-pathways-general-education

Independent Studies Courses (1085-1086 and 2085-2086)

Independent Studies *** **1085-1086 and 2085-2086**

(Variable credits 0-12)

Meet the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

*** can be any prefix

Courses with numbers 1085-1086 or 2085-2086 are designated as Independent Studies in a specific discipline. These courses allow the advanced student to engage in intensive study or research of a given topic under the individual direction of a qualified instructor or faculty member. One credit hour is awarded for each two hours of contracted independent study per week per semester. With the approval of the Vice President of Instruction or Dean of Instruction, a limit of three credits in Independent Studies may count toward the A.A., A.S., or A.G.S. degrees as elective credit. Enrollment in an Independent Studies course requires the approval of the MCC Vice President of Instruction or Dean of Instruction.

Internship, Clinical, Practicum, Service Learning, and Cooperative Education Work Experience Courses

These courses are supervised cooperative education arrangements between the College and an employer. The courses provide the student with work experience that is relevant to his/her Career & Technical Education (CTE) program and personal career interests. The work and study calendar varies by program and may be adjusted as appropriate to individual interests, need, or the availability of work opportunities. The MCC instructor will provide course objectives to the student and his or her supervisor at the job site. Sessions will be held between the student and instructor to review assignments and course objectives. Actual clock hours for these courses are listed individually by course in the Course Descriptions section of the catalog.

Course Title(s)	Course Numbering
Clinical	xxxx 1070-1074 & 2070-2074
Internship I & II	xxxx 1080 & 2080
Cooperative Education I & II	xxxx 1087- & 2087
Practicum I & II	xxxx 1088 & 2088
Service Learning	xxxx 1092-1094 & 2092-2094
'xxxx' can be any Course Prefix (NUR 1070, EDU 1088, etc.)	

Internship Courses (1080-1082 and 2080-2082)

Internship *** 1080-1082 and 2080-2082
(Variable Credits 0-12)
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.
*** can be any prefix

FINANCIAL AID

At Morgan Community College, financial aid programs are available to assist students in their college career: scholarships, grants, work-study, loan programs, and tax credits (grants and scholarships do not have to be repaid.)

More information and forms may be obtained from the Financial Aid Office on the Fort Morgan campus, (970) 542-3150 or 1-800-622-0216, ext. 3150, from any MCC Center, or from high school counselors.

How Financial Aid Need Is Calculated

COA - EFC - EFA = Need

Colleges and universities provide supplemental assistance to students who show documented financial need that is determined when the application is processed. Need is calculated by taking the college's Cost of Attendance (COA) minus the Estimated Family Contribution (EFC) from the FAFSA minus any Estimated Financial Assistance (EFA) which includes grants, scholarships, student loans, veterans' education benefits, and outside resources. The Federal Pell Grant and all other federal and state grants are awarded on need. Scholarships can also be awarded based on need but require a separate application and are more often based on merit and academic performance. Financial aid will be awarded on a rolling basis until funds are used up. For additional information, contact the Financial Aid Office.

General Eligibility Requirements

- Be a U.S. citizen, U.S. permanent resident, or eligible non-citizen as defined by the U.S. Department of Education
- Have a high school diploma or GED
- Be enrolled in an eligible degree or certificate program
- Be registered with Selective Service (only male students age 18 or older)
- Be in good standing in accordance with Morgan Community College's Satisfactory Academic (SAP policy)
- Meet the enrollment requirements for the aid programs awarded
- Not be in default on a student loan or owe a repayment on a Federal Pell Grant for Federal Supplement Educational Opportunity Grant at any educational institution
- Not be co-enrolled in a secondary school (high school or GED preparation)
- Not be receiving financial aid at another institution during the same semester that you are receiving aid at Morgan Community College
- Not be convicted for possession or sale of a controlled substance while receiving financial aid

Financial Aid Checklist

√	Apply for admission to Morgan Community College
√	Complete the Free Application for Federal Student Aid (FAFSA) MCC Federal School Code is **009981** • Application to be completed prior to enrollment. • Application is for federal and state grants as well as federal student loans and work-study
√	Complete the MCC general scholarship application for most MCC scholarships

See "How to Apply for Financial Aid" for priority dates

How to Apply for Financial Aid

1. Apply for admission to MCC.
2. Students applying for financial aid must have declared an eligible program of study with the Registrar's Office and meet other general eligibility requirements.
3. For need-based grants and scholarships, complete the Free Application for Federal Student Aid (FAFSA).

FAFSA PRIORITY DATES
April 1 for Summer Semester
April 1 for Fall Semester
Nov. 1 for Spring Semester

4. Complete the MCC General Scholarship Application by the priority date of March 15.

   Include:

   • Letter of recommendation
   • The scholarship application
   • Most recent academic transcript (If you do not have 12+ earned credits at MCC)

5. Summer has a separate Financial Aid Application in addition to the FAFSA. Students taking or planning to take summer courses will need to do BOTH. The Summer Application (Summer Intent to Enroll) is available online January 1st.
6. The Financial Aid Office will inform students if further information is needed.
7. Application for assistance will be considered only after admissions and financial aid files have been completed.
8. Students wishing top consideration for financial aid should have their files completed by the priority dates listed above.
9. The Financial Aid Office will continue to accept applications after these dates, but awards will be dependent upon the availability of funds.
10. Additional documents that maybe requested by the Financial Aid Office include Federal Tax Transcripts, Verification Worksheets, etc.

Developmental Courses and Financial Aid

The Colorado Commission on Higher Education (CCHE) has instituted a policy on developmental course work for students. Degree and certificate seeking students who are assessed and need remediation in developmental college reading, writing, and/or mathematics will be provided notification. It is recommended that a student enroll in appropriate developmental course work prior to completing 30-credit hours at Morgan Community College. Students with 30 or more attempted credit hours of developmental coursework will not be eligible for Colorado or Federal Title IV aid for additional Remedial Course credits.

High School Diploma/GED and Financial Aid

NEW STUDENTS

To be eligible for Title IV Financial Aid Programs (TIV), all new, first-time enrolling students must have either a high school diploma or GED certificate. TIV Funding includes Pell, SEOG and student loans.

CURRENT/CONTINUING STUDENTS

Students may qualify for TIV student aid under one of the qualified alternatives if the student is or was enrolled in a TIV eligible program prior to July 1, 2012. Qualified alternatives include successful completion of the ATB test or successfully completing at least 6 credits of post-secondary education.

Students who do not hold a high school diploma, GED or Home-schooled certificate recognized by the State are ineligible to receive need-based aid from state funding sources.

Financial Aid on the Internet

Students may complete financial aid applications on the internet by accessing Free Application for Federal Student Aid (FAFSA) on the web at www.morgancc.edu/get-started/financial-aid or www.studentaid.gov .

Note: Be certain to go to these websites as opposed to similar websites that charge a fee. There is NO fee to file your FAFSA on the official site.

Return of Title IV Funds

When a student fails, stops attending one or more courses or fails to begin attendance in a course they were scheduled to attend, the Federal Title IV Funds they received are subject to repayment. Repayment is required of all Title IV recipients who withdraw prior to completing at least 60.01% of the days they were scheduled to attend.

Tuition and fees will be funded on a per day basis during the first sixty percent (60%) of the term. If a student had Title IV Federal Financial Aid, a portion of these grants or loan funds must be returned to the programs based on the date the student withdrew from college. If the withdrawal occurs after sixty percent (60%) of the term is completed, no return of these federal funds will be required. For a complete copy of the Title IV Funds policy, contact the MCC Financial Aid Office.

Note: The term Title IV Funds refers to the Federal Financial Aid programs authorized by the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, Federal Pell Grants and Federal SEOG.

Satisfactory Academic Progress (SAP) - Maintaining Eligibility for Financial Aid

MCC will review the cumulative academic progress of financial aid applicants enrolled in an eligible degree and/or certificate program. The purpose of this review process is to determine whether a student is making satisfactory progress towards their educational goal in both qualitative and quantitative measurements. The qualitative measurement consists of the cumulative grade point average as determined by the Colorado Community College System Standards of Academic Progress. The quantitative measurement contains two components: (1) the cumulative completion rate of credit hours completed versus credit hours attempted expressed as a percentage rate of completion and (2) the maximum time frame allowed for a student to complete their certificate or degree program expressed as a percentage of total credits required. Review of Satisfactory Academic Progress (SAP) will take place at the end of each semester.

Federal regulations require that a student's entire academic record be reviewed for satisfactory academic progress, whether or not financial aid was received. This includes those institutions that offer academic amnesty programs that exclude previous grades from being calculated into their current GPA. All applicants will be evaluated in the same manner, whether or not they have previously received financial aid at that institution.

Satisfactory Academic Progress Policy

BACKGROUND

Each institution of higher education that receives Federal Title IV Funds is required by the U.S. Department of Education to define

and enforce standards of satisfactory academic progress. Satisfactory Academic Progress measures a student's performance in the following three areas: cumulative completion rate, cumulative grade point average (GPA), and maximum time frame. The Financial Aid Office at each Colorado Community College System college is responsible for ensuring that all students applying for or receiving federal, state of Colorado, or designated institutional financial aid funds, are meeting these standards. The Standards of Satisfactory Academic Progress apply for all applicable financial assistance programs including Federal Pell Grant, Federal Perkins Loan, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Family Education Loans (Stafford and PLUS), as well as assistance from the state of Colorado and the college.

INTRODUCTION

Each Institution will review the cumulative academic progress of financial aid applicants enrolled in an eligible degree and/or certificate program. The purpose of this review process is to determine whether a student is making satisfactory progress towards their educational goal in both qualitative and quantitative measurements. The qualitative measurement consists of the cumulative grade point average as determined by the Colorado Community College System Standards of Academic Progress. The quantitative measurement contains two components: (1) the cumulative completion rate of credit hours completed versus credit hours attempted expressed as a percentage rate of completion and (2) the maximum time frame allowed for a student to complete their certificate or degree program expressed as a percentage of total credits required. Review of Satisfactory Academic Progress will take place at the end of each semester.

Federal regulations require that a student's entire academic record be reviewed for satisfactory academic progress, whether or not financial aid was received. This includes those institutions that offer academic amnesty programs that exclude previous grades from being calculated into their current GPA. All applicants will be evaluated in the same manner, whether or not they have previously received financial aid at that institution. (See Article VI for information on Review of Satisfactory Academic Progress for First Time Financial Aid Applicants).

This procedure applies to all Colorado Community College System (CCCS) colleges.

BASIS

The U.S. Department of Education establishes requirements for enforcing standards of Financial Aid Satisfactory Academic Progress (SAP). Each college may have slightly varying internal processes based upon the organizational structure at its institution.

PROCEDURE

I. Overview & Applicability

SAP measures a student's performance in the following three areas: cumulative completion rate, cumulative grade point average (GPA), and maximum time frame. The Financial Aid Office at each college is responsible for reviewing the cumulative academic progress of all enrolled students at the end of each term. The purpose of this review process is to determine whether a student is making satisfactory progress towards their educational goal in both qualitative and quantitative measurements. The qualitative measurement consists of the cumulative grade point average as determined by the Colorado Community College System Standards of Academic Progress (CCCS ES 4-81).

CCCS Academic Progress Standing ES 4-81

CCCS Satisfactory Academic Progress for Financial Aid SP 4-20d

The quantitative measurement contains two components: (1) the cumulative completion rate of credit hours completed versus credit hours attempted expressed as a percentage rate of completion and

(2) the maximum time frame allowed for a student to complete their certificate or degree program expressed as a percentage of total credit hours required. Review of SAP will take place at a minimum of once per term for all enrolled students. A student's entire academic record will be reviewed and evaluated for SAP whether or not financial aid was received. The process to review Financial Aid SAP eligibility will be the same for all enrolled students. All coursework, including coursework for which a college has offered academic amnesty (including credit hours excluded from the GPA cumulative calculation as in the Academic Second Chance or Academic Renewal Policies), must be included in the review process. Colleges will notify financial aid applicants of their SAP status. A student is considered to be a financial aid applicant if they complete the Free Application for Federal Student Aid (FAFSA) or if they are offered funding to assist in educational costs through the Financial Aid Office. The SAP standards apply to all applicable forms of financial assistance programs including Federal Pell Grant, Federal Perkins Loan, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Direct Stafford Loans, Direct PLUS loans as well as assistance from the State of Colorado. Colleges will determine what institutional funds will be affected by the student's SAP status.

II. Definitions of Financial Aid Satisfactory Progress

Academic Progress Status

Students who fail to meet either the quantitative or the qualitative criteria will be notified of their status in accordance with the definitions below:

1. Good Standing: Student is eligible to receive all types of aid.

   • Student has cumulative GPA at or above 2.0.
   • Student has cumulative completion rate at or above 67%.
   • Student has attempted less than 110% of required number of credit hours for enrolled degree or certificate program.

2. Alert: Student has attempted 110% but less than 150% of required number of credit hours needed for their degree or certificate program. Student is eligible to receive all types of financial aid.

3. Warning: Student was previously in Good Standing but failed to meet one of the SAP criteria stated below. Student will continue to receive aid while on Warning status.

   • Student has cumulative GPA below 2.0; and/or
   • Has cumulative completion rate below 67%

4. Ineligible for Aid: Student has 0% completion for evaluation period and/or failed to comply with stated SAP criteria while on Warning or Probation. Student is not eligible to receive financial aid (federal, state or designated institutional financial aid).

   • Student has under a 2.0 GPA and/or 67% cumulative completion rate.
   • Student has attempted 150% or more of required number of credit hours needed for degree or certificate program.
   • Student did not receive acceptable grades in any course(s) within a single term [see (VI)(b)].

5. Probation: Student will be placed on Probation if the student was previously Ineligible for Aid, made an appeal and the appeal was granted (see VIII). Student will be eligible to receive financial aid for one term while on Probation.

6. Academic Plan: Student who has eligibility reinstated under an approved Academic Plan and is successfully following that plan is eligible to receive financial aid and continues to be eligible for aid while following the approved Academic Plan.

- Financial aid eligibility will be reviewed at the end of each term according to the approved Academic Plan.

III. Financial Aid Satisfactory Academic Progress

Progress Criteria

In order to meet SAP requirements, financial aid applicants and recipients must meet the qualitative and quantitative measurements outlined below:

1. Qualitative Measure: cumulative GPA Requirement
   - Students must maintain a minimum cumulative grade point average of 2.0 for all credit hours attempted.
2. Quantitative Measure: Cumulative Completion Rate
   - Students must complete at least 67% of cumulative attempted credit hours.
   - The completion rate is defined as the percentage of the total number of credit hours completed divided by the total number of credit hours attempted over the entirety of a student's academic record at the college performing the calculation. (Credit hours Completed/Credit hours Attempted) x 100=Completion Rate.
   - Transfer credit hours on the student's record are included when computing the student's completion rate.
   - Remedial/ credit hours are included in the calculation of the cumulative completion rate.
3. Quantitative Measure: Maximum Time Frame

- Students who have attempted 110% of the number of credit hours required for their degree or eligible certificate program will be sent an Alert notification. This notification will explain to students that they will be Ineligible for Aid when their total attempted credit hours are 150% of their total program credit hours.
- Federal regulations allow financial aid recipients to receive financial aid for a maximum number of attempted credit hours. Students attempting credit hours in excess of 150% of the required number of credit hours to complete their program of study will be Ineligible for Aid. If at any point in time it is determined that a student cannot complete their program of study within 150% of the program length, the student will be Ineligible for Aid.
- Transfer credit hours are included in the calculation of maximum time frame.
- Attempted credit hours under all courses of study are included in the calculation of attempted and earned credit hours.
- Up to 30 remedial credit hours may be excluded from the maximum time frame calculation.
- ESL courses may be excluded in the maximum time frame calculation.

IV. Intersection of SAP Status and SAP Criteria

The following table demonstrates the intersection between SAP status and SAP criteria as defined in Sections II and III of this document. All measures are cumulative.

	GPA 2.0 or above	GPA below 2.0	Completion rate at 67% or above	Completion rate below 67%	Attempted less than 110%	Attempted between 110%-150%	Attempted more than 150%	Failed to complete any course during a single term	Plan approved for 1 term	Plan approved for more than 1 term
Good Standing	x		x		x					
Alert						x				
Warning		x		x						
Ineligible for Aid		x		x			x	x		
Academic Plan									x	x

V. Evaluation of Financial Aid Satisfactory Progress

1. Review of SAP will take place at a minimum of once per term. The student's academic history if reviewed for: 1) cumulative GPA requirement; 2) cumulative completion rate; and 3) maximum time frame.
2. A student's entire academic record will be reviewed and evaluated for SAP, whether or not financial aid was received. Based on all academic history a student may be considered Ineligible for Aid.
3. The SAP evaluation process will occur at the end of each term of enrollment. When the student applies for financial aid (receipt of the Free Application for Federal Student Aid), the evaluation process will be completed based on the student's last term of enrollment and then updated at the end of each term for which the student is enrolled.
4. All students who fail to meet SAP criteria will be placed on Warning or Ineligible for Aid. Financial aid applicants will be notified of their status.

   • ESL courses may be excluded in the maximum time frame calculation.

1. Students who have attempted 110% to 149% of the required number of credit hours for their program will receive an Alert notification.
2. The Financial Aid Office will review GPA and credit hours attempted/completed through consortium agreements.

VI. Treatment of Completion and Repeats

1. Grades of A, B, C, D, S, S/A, S/B, and S/C earned during all periods of enrollment will be considered acceptable for courses completed.
2. Grades of F, U, I, W, AW, Z, U/D, U/F, SP, and AU earned during all periods of enrollment will not be considered acceptable for SAP.
3. Repeated courses are counted for all qualitative and quantitative measurements, as is coursework removed from the permanent transcript.

VII. Treatment of Grade Changes

1. Students are responsible for notifying the College Financial Aid Office of all grade changes that might affect current or future financial aid eligibility. A reevaluation of the student's status will be performed by the Financial Aid Office once the grade change has been communicated to the Financial Aid Office.
2. Colleges reserve the right to notify students of this requirement based on the College's official means of communication.

VIII. Student Financial Aid Academic Progress

Appeals

Each college is required to have a primary and a secondary process for students to appeal their eligibility. The secondary process is meant to address appeals of denied appeals from the primary process. All decisions made at the secondary level are final.

The process for appeals at the primary and secondary level will be defined by the College. A student may appeal when they have been placed on Ineligible for Aid status. These appeals must be submitted to the College Financial Aid Office or designated location with supporting documentation.

The student is responsible for presenting sufficient information and documentation to substantiate the existence of extenuating circumstances. Each college may request additional documentation as student's extenuating circumstances warrant it.

1. Appeals must include the following information:

   • Why the student failed to make SAP; and
   • What has changed that will allow the student to make SAP at the next evaluation.

2. Appeals may be submitted for extenuating circumstances, such as:

   • Medical problems (family illness);
   • Family emergency (death of a family member); or
   • Other documented extenuating circumstances beyond the student's control.

3. Students may also appeal on the basis of:

   • funding for an additional degree or certificate.

4. Colleges may approve an appeal if:

   • the college has determined the student will be able to meet SAP standards at the end of the subsequent term given the merits of the appeal and reasonable resolution of a student's extenuating circumstance; or
   • the college and the student develop a plan that ensures the student is able to meet the college's SAP standards by a specific time or that the plan takes the student to successful program completion.

5. Students will be notified by the College of the outcome of their appeal. Under no circumstances can Probation be assigned to a prior term.
6. Colleges may notify students prior to the end of the term or prior to official posting of the financial aid SAP status if the student's academic progress indicates they will be ineligible for aid at the end of the term. This includes students who withdraw from the term or fail to meet the terms of their conditional probation.
7. Colleges may set deadlines for SAP Appeal submissions to allow for processing of the appeal and, if successful, the processing of financial aid prior to the end of a term.

IX. Reinstatement of Aid

1. Students who lose financial aid eligibility because they are not meeting the college's SAP standards will regain eligibility when they are again meeting the qualitative and quantitative standards as set previously in this policy.

2. Students may also regain eligibility through the appeal process.
3. Upon success reestablishment of eligibility, the student will be awarded financial aid based on the availability of funds at the time of reestablishment. Students may, or may not, receive all funds awarded prior to the loss of eligibility.

Revising This Procedure

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

NOTE: View the full text of the System Procedure on Satisfactory Academic Progress for Financial Aid at: https://www.cccs.edu/sp-4-20d-satisfactory-academic-progress-for-financial-aid/

Additional Financial Aid Information

Further information about financial aid, scholarships, grants, loan applications, rules and regulations governing programs, application procedures, payment procedures and costs of attending the college is presented in the Financial Aid Handbook. This document is available from the MCC Financial Aid Office, MCC Centers, and at the MCC website.

Scholarships

MCC FOUNDATION SCHOLARSHIPS

The MCC Foundation funds many competitive scholarships whereby recipients are selected based upon their qualifications. Students may apply by completing the General Scholarship Application, available online each January 1st. The priority application date is March 15 for the upcoming academic year. Most scholarships require students to be enrolled in a degree or certificate program. The MCC Financial Aid Office awards additional Foundation funding at their discretion. The types of scholarships and application can be found on the web at: https://morgancc.academicworks.com/

INSTITUTIONAL SCHOLARSHIPS

Morgan Community College offers a number of institutional grants and scholarships. The types and amounts of these awards vary from term to term and require application each semester. Institutional application forms can be found on the web at: https://morgancc.formstack.com/forms/institutionalgrantscholarship

OTHER SCHOLARSHIPS

In addition to the Foundation scholarships and institutional funding, other organizations send scholarship applications to the school. Information and applications to these scholarships is available from the MCC Financial Aid Office and at: www.morgancc.edu/finacial-aid/scholarships/

GRANTS, LOANS, AND WORK-STUDY JOBS

Eligibility for grants, loans and work-study is determined by completion of the Free Application for Federal Student Aid (FAFSA) at our website at www.morgancc.edu/financial-aid or at www.studentaid.gov .

Repeated Courses and Financial Aid

Federal regulations limit the number of times a student may repeat a course and receive financial aid for that course.

• A student may receive aid to repeat a previously passed course one additional time. Once a student has completed any course twice with a passing grade, he/she is no longer eligible to receive aid for that course.
• A student may receive aid when repeating a course that was previously failed (F, W, AW, U/F, or U/D) regardless of the number of times the course was attempted and failed as long as he/she is meeting the overall Standards of Academic Progress.
• If a student retakes a course that is not aid eligible, a recalculation of aid is done to exclude the credits for the repeated course.
• This rule applies whether or not the student received aid for earlier enrollments in the course.

PELL Lifetime Eligibility Limits (LEU)

Public Law 112-74 amended HEA section 41(c)(5) limits the duration of a student's eligibility to receive Federal Pell Grant to 12 semesters (or its equivalent). The calculation is performed by the United States Department of Education and includes all years of the student's receipt of Federal Pell Grant funding. Students must remain eligible to receive aid by meeting Satisfactory Academic Progress (SAP) standards in order to receive Pell Grant funding.

Subsidized Loan Limitations (SULA)

As of July 1, 2013, federal limitations were implemented first-time borrowers taking out Direct Subsidized Stafford Loans defining a limit on the maximum period of time (measured in academic years) that a borrower can receive Direct Subsidized Loans. In general, a borrower may not receive Direct Subsidized Loans for more than 150% of the published length of their program. This is called the "maximum eligibility period".

The maximum eligibility period is based on the published length of a student's current program. This means that the maximum eligibility period can change if a student changes programs. Also, if a borrower receives Direct Subsidized Loans for one program and then changes to another program, the Direct Subsidized Loans they received for the earlier program will generally count against the new maximum eligibility period.

STUDENT LIFE, ACTIVITIES & SERVICES

MCC offers student recreational, social, and cultural student activities that are sponsored by the Student Government Association (SGA) and Student Life Coordinator. The faculty and staff and student organizations also offer special activities and programs to students. The Student Life Coordinator and the Student Life Office are located in the MCC Student Center on the Fort Morgan campus.

ATMs

Located inside the Student Center, an ATM is accessible during regular Student Center hours for student use and convenience.

Morgan Alert

See Safety Issues & Notices - Emergency Notification System/Morgan Alert

BankMobile Services

Morgan Community College has partnered with BankMobile to deliver your financial aid refund. For more information about BankMobile, visit this link: https://bankmobiledisbursements.com/refundchoices/
Contact MCC Accounting Services at 970-542-3124 or 970-542-3135 with questions or for assistance accessing your refund options.

MCC TVs / Bulletin Boards

There are televisions located throughout the campus. Be sure to read the advertisements to learn what opportunities and activities are available. Advertisements on MCC TVs are used for promotion of college activities only. A Community Bulletin Board is located on the north wall right inside the west entrance of the Student Center. If students want to post a flier, they must first get permission from the Student Life Coordinator. All fliers must be approved before posting. Any flier or poster not approved will be removed.

Children on Campus

Students should make plans for the care of dependent children while attending classes, college activities and studying on campus. Unattended children are at risk and will be reported to the proper authorities for their own safety.

The campus, its environment, conversations, and activities are not generally open to, nor geared toward children. Adult learning is the college's main focus. Unless specifically invited to participate in a special classroom event, children are not allowed in classrooms.

No children are allowed in the Student Center. The Student Center is for currently enrolled MCC students only.

Clubs and Organizations

MCC has many student organizations to enhance the student experience. Information on existing or starting new MCC organizations is available from the Student Life Coordinator. The Student Life Coordinator can facilitate student connections with club/organization faculty sponsors, meeting dates, etc.

GAMES AND RECREATION CLUB

Monthly events sharing favorite games/activities with MCC students/staff.

Club Advisors:

Desryan Jenson 970-542-3223
desryan.jenson@morgancc.edu

HOSA: FUTURE HEALTH PROFESSIONALS
HOSA is the national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA provides students opportunities for knowledge, skill and leadership development. MCC HOSA members consist of high school Health Science Technology Program students as well as Health Occupation students. HOSA performs at least one community service project each year. The students compete annually in the state HOSA competitions. State qualifying students are eligible to participate in the national competition. MCC's HOSA consistently has national qualifiers each year.

Organization Advisors:

Kiley David 970-542-3156
Kiley.David@morgancc.edu

Lynne Collins 970-542-3230
Lynne.Collins@morgancc.edu

PRIDE CLUB

The MCC Pride Club is the student association for LGBTQAI+ students and allies. Pride Club creates a safe space for students to build community through social advocacy and create a supportive environment on their campus and help build emerging student leaders.

Club Advisors:

Megan McDonald
Megan.McDonald@MorganCC.edu

Gabriel Tolan
Gabriel.Tolan@MorganCC.edu

MULTICULTURAL CLUB

Students in the Multicultural Club meet new people, learn about different cultures, share their experiences, have fun, and celebrate diversity.

Club Advisor:

Monica Carrasco
Monica.Carrasco@MorganCC.edu

PHI THETA KAPPA (PTK)

PTK is an international honor society of two-year colleges to recognize academic achievement. Students who have completed at least 12 college credit hours with a 3.5 grade point average and declared programs in A.A., A.S., A.A.S., or A.G.S., may be invited to join during ceremonies conducted in the fall and spring.

Club Advisors:

Connie Mitchell 970-542-3207
Connie.Mitchell@MorganCC.edu

Susan Meyer 970-542-3236
Susan.Meyer@MorganCC.edu

Dr. Brady Michel 970-542-3229
Brady.Michel@MorganCC.edu

Christian Lasegue 970-542-3206
Christian.Lasegue@MorganCC.edu

PHYSICAL THERAPIST ASSISTANT ASSOCIATION

For further information contact one of the Club Advisors:

Erin Gonzalez 970-542-3225
Erin.Gonzalez@MorganCC.edu

SCIENCE CLUB

For further information contact one of the Club Advisors:

Dr. Brady Michel 970-542-3229
Brady.Michael@MorganCC.edu

Dr. Steve Sjostedt 970-542-3213
Steve.Sjostedt@MorgancCC.edu

SKILLSUSA

SkillsUSA is for students in the Automotive Service Technology, Automotive Collision Technology, and Welding Technology programs. SkillsUSA is a partnership of students, teachers, and industry working to ensure America has a skilled workforce. SkillsUSA members have the opportunity to participate in local, state, and national skills competitions each year.

Organization Advisors:

Automotive Service Technology:
Brad Parker 970-542-3215
Brad.Parker@MorganCC.edu

Automotive Collision Technology:
Tim Grauberger 970-542-3220

Tim.Grauberger@MorganCC.edu

Welding Technology:
Tyler Wunsch
TylerWunsch@MorganCC.edu

Aaron Garcilazo
AaronGarcilazo@MorganCC.edu

STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA is for student leaders interested in serving as student liaisons in college/student governance. SGA offers an excellent opportunity to strengthen leadership skills, work on issues affecting students, and give input on the allocation of student fees. Officers for the executive branch run for election in the spring; legislative officers run in the fall. Student Government invites students to attend any meeting to discuss concerns and give suggestions. Information and a copy of the SGA bylaws and constitution are available from the Student Life Coordinator.

Club Advisors:

Student Life Coordinator

STUDENT NURSES ASSOCIATION (SNA)

SNA is an organization for students interested in a nursing career. SNA offers students the opportunity to develop leadership skills as well as represent MCC's nursing program to the community and foster the skills needed to be an accountable member of the nursing profession. SNA offers students the opportunity to learn about professional trends and issues in nursing.

Organization Advisors:

Charlene Carrera 970-542-3177
Charlene.Carrera@MorganCC.edu

College Closures

Students should assume that unless a specific closure announcement is made, courses will be held, and offices will be open as scheduled.

NOTIFICATION OF CLOSURE

MCC students and employees are notified of college closures and emergencies through a Morgan Alert. Messages are sent via telephone, e-mail, cell phone, and text messaging.

Also See Emergency Notification System/Morgan Alert for additional information.

DAYTIME COURSES

Notification of MCC Fort Morgan campus closures for the entire day will be sent via Morgan Alert and released to media outlets typically by 7:00 a.m.: radio stations KFTM/KBRU; B-106/KSIR; and television stations Channel 4, 7, FOX 31 (local channel 8) and 9, and on the MCC website and social media. The Fort Morgan Times will also be notified.

EVENING COURSES

Notification of cancelation of evening courses will typically be made no later than 4:00 p.m. and will be sent via Morgan Alert.

The MCC general information number 970-542-3100 or 1-800-622-0216 ext. 0 can also be accessed during regular office hours for up-to-date campus closures.

SNOW CLOSURE AND INCLEMENT WEATHER CANCELATION POLICY

Fort Morgan Campus

• The MCC President or designee will determine campus closures. The decision will take into account whether Brush or Fort Morgan Schools are closing.
• When MCC is open, high school students, regardless of their school closure or other days off, are expected to be in their MCC courses

MCC Centers

The decision to close an individual Center and cancel Center area classes because of inclement weather will be made by that area's Director of Regional Community Outreach. The Morgan Alert system will be used to contact students when necessary. Center students should be certain that they have signed up for Morgan Alert and that their contact information is kept current.

See Emergency Notification System/Morgan Alert.

HOLIDAYS

Morgan Community College is on an alternate Holiday Schedule and will close for the following holidays throughout the year:

Holiday	Type of Closure
Labor Day	College Closed

Thanksgiving Day	College Closed
Friday after Thanksgiving	College Offices Open - No courses held
Christmas Break	College Closed
Spring Break	College Offices Open - No courses held
Memorial Day	College Closed
Juneteenth	College Closed
Independence Day	College Closed

PROFESSIONAL DEVELOPMENT DAYS

To provide the best learning environment for students, all college personnel participate in one Professional Development Day in the fall and one on the spring. Most college offices are closed and no courses are held on Professional Development Days. The Academic Calendar lists the dates.

College Store

The College Store supports students by offering the following services provided conveniently on campus:

TEXTBOOKS

Buy or rent textbooks online at www.morgancc.edu/bookstore or use the kiosks located inside the College Store on the Fort Morgan campus.

CASHIER SERVICES

All MCC bills can be paid to the cashier in the MCC College Store.

COPY CENTER

The Copy Center is available to make copies (black/white & color) for a minimal fee.

FAX SERVICES

Students and staff may send (for a minimal fee) and receive faxes from the College Store at 970-542-3116.

STUDENT MALPRACTICE AND LIABILITY INSURANCE

Students may purchase malpractice and/or liability insurance as required by some programs from the College Store.

COLLEGE STORE HOURS

The MCC College Store generally maintains a Monday-Friday 7:30 a.m. to 4:30 p.m. schedule. During peak registration periods or special events, hours may be extended. The College Store will be closed during listed Holidays and Professional Development Days as published in the MCC Academic Calendar. The College Store closes for inventory in late June. Students can view posted hours and connect to the MCC College Store by accessing their MyMCC portal accounts.

FOOD, SUPPLIES, CLOTHING, FOOD & GIFTS

The MCC College Store offers food options such as a coffee bar with hot and iced coffee drinks, breakfast items (breakfast burritos and parfaits), wraps and salad options. The College Store has a variety of student supplies, clothing, gifts, and more.

Computer Labs

There are several computers available for students to use outside of class time. A student needs to show a current student I.D. to use the computer labs and must sign in and sign out. No food or drinks are allowed in the computer labs. Center labs follow the same policies.

Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user, receives, displays, prints, otherwise disseminates, makes a request for, or later uses, a photocopy or reproduction in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if in its judgment, fulfillment of the order would involve the violation of copyright law.

Email for Students

STUDENT EMAIL ACCESS

Students are assigned a college email account upon admission to the college. Students activate and view this account using the student portal, MyMCC.

STUDENT EMAIL USE

The student email account assigned through the Colorado Community College System (System) shall be the primary official means of communication with students. The System expects that students sign in and check their college issued email account on a frequent and consistent basis, as students are responsible for all information sent to them via their System-assigned email account. This account is free of charge and currently is active for life. The use of student email is a privilege, not a right; and the System maintains the right to limit access. Email is subject to disclosure to third parties through subpoena or other processes.

It is acceptable to use the System's student email for purposes relating directly to education. Email should be considered the same as printed communication and should meet the same standards of taste, professionalism, accuracy and legality that are expected in printed communication.

EMAIL HARASSMENT

If a student is being harassed via email, the student should immediately notify the Vice President of Student Services. It is also the responsibility of all students to report any potential misuse of the college email communications services.

For the full policy, see: CCCS Student Email Acceptable Use Policy SP 4-32a https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-32-student-electronic-communications-acceptable-use/

PROHIBITED USE

Prohibited activities on CCCS computers and telecommunications systems include but are not limited to:

1. Fraudulent, harassing, threatening or libelous messages and inclusion of personal or sensitive information about individuals without their consent
2. Obscene, profane, abusive, defamatory, derogatory, threatening, or sexually explicit language or graphic representation
3. Statements or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria
4. Commercial activities and other activities conducted for personal gain
5. Religious causes
6. Solicitations not approved by the System
7. Political fund-raising or lobbying
8. Violating any federal, state, or local law/regulation, or System policy/procedure.
9. Deliberately wasting computing resources.
10. Posting or viewing on College computers, materials that violate existing laws or the College's codes of conduct (MCC strictly prohibits viewing, solicitation, or printing of pornographic literature on College equipment).
11. Sending, receiving, displaying, printing, otherwise disseminating, or storing material that is fraudulent, harassing, illegal, abusive, indecent, embarrassing, profane, sexually explicit, obscene, intimidating, or defamatory; Exceptions may be made for legitimate instructional purposes.
12. Transmitting to others, in any location, images, sounds or messages that might reasonably be considered harassing
13. Screen displays of images, sounds or messages that could create an atmosphere of discomfort or harassment for others, especially those considered obscene or sexually explicit
14. Attempting to forge electronic mail messages or using someone else's electronic mail
15. Accessing personal interest sites, viewing chat rooms (except chat rooms integrated within the course management system), or using recreational games for other than occasional use
16. Using CCCS computers for commercial gain or private profit
17. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, music, videotapes, books, or other copyrighted sources, and copyrighted software
18. Exporting software or technical information in violation of U.S. export laws
19. Posting or e-mailing scams such as "make money fast" schemes or pyramid/chain letters
20. Threatening bodily harm or property damage to individuals or groups
21. Making fraudulent offers of products, items, or services originating from a user's account
22. Attempting to access the accounts of others, or attempting to penetrate security measures of other entities' systems ("hacking"), whether or not the intrusion results in corruption or loss of data
23. Accessing another person's computer, computer account, files, or data without permission
24. Using any means to decode or otherwise obtain restricted passwords or access control information
25. Attempting to circumvent or subvert system or network security measures. Examples include creating or running programs that are designed to identify security loopholes, to decrypt intentionally secured data, or to gain access to any system; initiating or facilitating in any way mass unsolicited and unofficial electronic mailing (e.g., "spamming", "phishing", "flooding", or "bombing")
26. Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to data
27. Engaging in any other activity that does not comply with the general principles presented above.
28. Activities will not be considered misuse when authorized by appropriate College officials for security or performance testing.

COMPUTER USAGE VIOLATION

System administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged. All existing laws (federal and state) and College regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that apply generally to personal conduct.

Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable campus policies, or procedures. Complaints alleging misuses of Morgan Community College resources will be directed to those responsible for taking appropriate disciplinary action.

For detailed information on CCCS email and computer policies, please see the following website: https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-32-student-electronic-communications-acceptable-use/

Handicapped Accessibility

The Fort Morgan campus, as well as classrooms in all locations, are handicap accessible. Handicapped parking is designated near every accessible campus entryway.

Homework and Time Management

Students should expect to spend a minimum of two hours per week outside of class time completing work for each course credit. Hybrid courses and online courses require additional instructional time outside of the designated class time.   See Course Information/Student Learning Time sections of the MCC catalog for additional information and details.

Housing

MCC does not have residence halls. Students are responsible for locating and securing housing on their own. The college maintains a list of local housing available from community contacts. Housing information is available in the Office of Student Life located in the Student Center, or in the Student Services Office. Lists are maintained of houses and apartments for rent as well as roommate requests.

Identification Cards

Registered students will be issued an MCC Student Identification Card after the refund deadline each semester. The identification card may be required for identification at student-sponsored events and at various offices at MCC. The first MCC Student ID card is free; replacement cards are available for a fee. ID photos are taken in the Student Services Office or MCC Centers and students may pick up their cards within 3-5 days.

Lactation Rooms for Nursing Mothers

In compliance with law and in support of our nursing mothers who are students, staff, faculty and visitors to our campus, Morgan Community College is pleased to provide a lactation room for nursing within its facilities. The following are locations of the MCC lactation rooms:

•   Fort Morgan Campus - Aspen 203
•   Burlington Center - contact center staff for room
•   Wray Center - contact center staff for room

If you have any questions or concerns about the facilities we have provided, please feel free to contact:

•   Fort Morgan Campus: Human Resources 970-542-3130
•   Burlington Center: Director of Regional Community Outreach 719-346-9300
•   Limon Center: Director of Regional Community Outreach 719-775-8873
•   Wray Center: Director of Regional Community Outreach 970-332-5755
•   Or Vice President of Finance & Administration: 970-542-3127

Library

The Morgan Community College Library is part of the Learning Commons (LC), located in Cottonwood Hall. The library offers a collection of both print and non-print materials to help students in gathering information and research. Books, periodicals, newspapers, online databases, electronic resources, and audiovisual items are available for checkout and/or for use in the library. The library offers student computers for Internet access, word processing, and email, as well as wireless Internet access. Morgan Community College Library uses the Auto-Graphics catalog system for locating print and audiovisual materials within its collection and provides access to online databases and electronic resources through the library page on the MCC website.

LIBRARY HOURS

Library hours are posted and may change without notice. To be certain of the hours on a given day, call the library at (970) 542-3185.

Students can view library hours and access other library services on MyMCC.

ONLINE COLLECTIONS

Electronic resources are accessible through the library page on the MCC website: www.MorganCC.edu/library . Research links, electronic books, and online databases (collections of abstracts and full-text journal articles) may be accessed on- or off-campus by a computer with Internet access. Digital collections are multidisciplinary in scope and include primary resource materials and images when available.

INTERLIBRARY LOAN SERVICE (ILL)

The MCC Library participates as a lender and a borrower with interlibrary loan (ILL). MCC students, faculty, and staff may request books and journal articles from other Colorado libraries (reference, reserve, and most audiovisual materials are not available through ILL). A minimum processing time of two weeks is recommended, and all ILL requests must comply with copyright law. Some libraries may charge a fee for interlibrary loan materials. Requests may be submitted to the MCC Library in person, by phone, or through the library website.

For more information, call 970-542-3185 or visit www.MorganCC.edu/library

Malpractice and Liability Insurance for Students

Students enrolled in selected health professions and service programs are required to carry malpractice & liability insurance. The insurance coverage is available at a nominal cost to students. Students are required to purchase the insurance through the MCC College Store or from the cashier at any Center location.

MyMCC Student Portal

Upon admission to MCC, students are assigned a Username/Student ID (S#) as well as a temporary password. The first time the student logs into MyMCC they are prompted to change the temporary password (for additional security.)

Students use MyMCC to:

- Add or drop courses
- View account balances and pay tuition/fees
- See Financial Aid awards
- See final grades
- View student email
- Find student forms
- Access DegreeCheck
- Request or view Transcripts

MyMCC also includes information about college activities, calendars, important notices, department contacts, and more.

Students can access MyMCC by going to www.MorganCC.edu/MyMCC

No Loitering Zones

Family members or friends of students are welcome to wait for students to complete class time or school business in the Learning Commons (Library). All other areas of campus, including the Student Center, are for student use and considered "No Loitering Zones."

Papercut Print Management System

Each student receives a total of $25 printing credit each semester for use at the Fort Morgan Campus, the Limon Center, and the Burlington Center. The cost for a black-and-white printed copy is 10¢. Color printing is available for an additional charge. When a student logs on to a computer at these locations, a text box is displayed on the screen detailing the remaining amount of printing credit available. The appropriate amount is subtracted each time a print job is sent to a printer.

Once the initial allotment has been used, additional amounts may be purchased in $1.00 increments (nonrefundable) at the MCC College Store during regular business hours. At MCC Centers, students should contact Center staff for additional purchases. Purchases are typically applied immediately. Students are reminded to always use "Print Preview" before printing, to plan ahead and purchase more printing credit when the limit is close to being exhausted, and to limit their amount of non-academic printing.

Parking

All MCC parking lots are self-park facilities. The vehicle owner and/or operator is responsible for locating a legal parking space at all times. Within a parking facility, the vehicle must occupy only one stall and be parked facing a wheel stop that designates a parking stall and/or within stall marks painted on the lot surface. Backing into stalls is prohibited.

TYPES OF PARKING VIOLATIONS

1. Parking in an unauthorized space, reserved area, or where signs or road markings prohibit parking
2. Parking in a handicap parking space without the proper pass
3. Parking which blocks any other vehicle
4. Parking which interferes with the free and proper use of a roadway, driveway, or entrance to a parking lot
5. Parking in a service driveway or service area to include blocking a dumpster
6. Parking on a grassy area
7. Blocking or interfering with the proper use of a crosswalk or sidewalk
8. Overnight parking in an unauthorized parking lot
9. Parking which interferes with the use of a fire hydrant, fire access lane or other emergency zone
10. Parking in any area not specifically designated as a parking lot or space on college premises
11. Parking in violation of temporary instructions during a declared snow emergency

OTHER TRAFFIC VIOLATIONS

- Exceeding the posted speed limits
- Failure to obey signs and markings

PARKING VIOLATION DISCIPLINARY ACTION

- Subject to Student Discipline Policy

Smoking

Consistent with State of Colorado statute, tobacco products are not permitted on any Morgan Community College campus, effective January 1, 2020. Tobacco products include the use of cigars, cigarettes, and electronic smoking devices (e.g., e-cigarettes) and smokeless tobacco.

Student Ambassador Program

The Student Ambassador Program provides students with the opportunity to build leadership, communication, and teamwork skills. Ambassadors help with campus tours, special events, and speaking engagements. Students interested in the program should contact the Recruitment Office at (970) 542-3108.

Student Center

MCC's Student Center on the Fort Morgan campus houses the MCC College Store, copy center, Anna C. Petteys Student Lounge, mini kitchen, a variety of vending machines, ATM, and the Student Life Office. A pool table, computer with internet access, and television are also available for student use during free time. Students can deposit outgoing mail in the Student Center mail slot.

The Anna C. Petteys Student Lounge is not a public space and is only for use by currently enrolled MCC students. The facility was built with and is maintained by student fees. Because of this, the Student Center may be monitored to ensure that those using the facility are currently enrolled MCC students. Users should be prepared to show a current MCC student identification card and are expected to behave in a respectful manner to other students and staff in the lounge. Users should clean up after themselves; children are not allowed in the student lounge. Individuals using the facility who are not current MCC students will be asked to leave the Student Center.

Student Services Office (One-Stop) and Welcome Center

The Student Services One-Stop Office is located in Cottonwood Hall and houses the offices of Admissions, Guidance and Placement, Financial Aid, Records, Registrar, and Registration. The MCC Welcome Center is located at the front of the Student Services Office.

Technology Resources

MCC students have free access to laptops, headsets, hotspots, and webcams, and can borrow these over the course of a semester. Student Support Specialists are available to provide student assistance with equipment, software or basic computer skills. , Appointments can be made with a Student Support Specialist Learning Commons or through Navigate.

Telephones/Cell Phones

A student-use phone for local calls from the Fort Morgan campus is available in the Student Center. Center students should contact their Center staff. Cellphone use is permitted in common areas.

Testing Center

Located in the Learning Commons (Library), the Testing Center offers several testing services, including standardized tests, assessment/placement tests, instructor/course tests, exams from other universities, and Guided Studies tests for students and the general public. For testing inquiries or appointments, contact the Testing Center at (970) 542-3188 or 1-800- 622-0216, ext. 3188.

TESTING FEES

Students must contact the Testing Center to determine if there is a cost for their desired test. If so, payment must be made in advance in the MCC College Store by presenting the appropriate form from the Testing Center. For a list of tests offered by the Testing Center go to: www.morgancc.edu/admissions/testing

TESTING CENTER ON MYMCC

Students can view Testing Center hours and tests offered at www.morgancc.edu/admissions/testing.

Tutoring Center

The Tutoring Center provides in-person and online tutorial services in English, Math and other subject areas. Tutoring services are free to all MCC students. A schedule is developed each semester that shows the availability of MCC tutors. Tutors are available on a walk-in basis and by appointment through Navigate. Students needing tutoring assistance at Centers are encouraged to make an appointment through Navigate, by calling or emailing the Academic Success Coordinator, or by contacting their Center coordinator.

Voter Registration

MCC fully supports and advocates that students and staff register to vote. Voter registration forms are available in the MCC Student Services Office, on the Colorado Secretary of State website at www.sos.state.co.us/pubs/elections/main.htm and through the Federal Government website at http://www.elections.colorado.gov/

Vending Machines

Many varieties of food and beverage machines are available in the Student Center, Center locations, and throughout campus. If students lose their money in any of these machines, they may contact the College Store or Center staff for assistance.

Veterans Programs

The Office of Veteran Affairs, located in the Student Services Office, provides enrollment services and general information to students who are eligible for education benefits under the Veterans Administration (VA) Program. Courses offered by Morgan Community College, with certain exceptions are approved for the training of veterans and eligible dependents under Chapters 30, 31, 32, 35, and 1606, Title 38, U.S. Code (P1 815).

Students who plan to utilize Veterans Administration (VA) benefits while attending Morgan Community College should contact the Office of Veteran's Affairs immediately after making the decision to attend MCC. A six- to eight-week VA processing time should be anticipated for new applicants. It is the student's responsibility to notify the Office of Veterans Affairs at MCC of any address changes and/or enrollment changes such as course adds and drops, change of program, other schools attended, and any other information related to their academic standing. Veterans must submit a copy of their DD214 and official transcripts of grades for any previous college education when submitting their Admission Application to MCC. Failure to provide this institution with a written record may result in serious delay in educational benefits. Students who are applying for VA benefits are responsible for payment of tuition, fees, and books, whether or not benefit payments have started.

Students can find additional information on MyMCC.

www.MorganCC.edu

The MCC website, www.MorganCC.edu, reflects the most current college information. Each semester's MCC Schedule of Classes and changes, the MCC Catalog, calendar of important dates, directory of staff, and general college information are accessible on the site. In addition, there are many tasks that can be accomplished electronically: apply for admission, apply for financial aid, find necessary forms, and access the college library.

STUDENT RIGHTS & RESPONSIBILITIES

Colorado Student Bill of Rights

The Colorado general assembly hereby finds that students enrolled in public institutions of higher education shall have the following rights:

1. Students should be able to complete their associate of arts (A.A.) and associate of science (A.S.) degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;
2. A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;
3. Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;
4. Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;
5. Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;
6. Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements;
7. A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.

View full text at: https://cdhe.colorado.gov/students/how-do-i/what-is-the-student-bill-of-rights 23-1-125. Colorado Commission on Higher Education directive - Student Bill of Rights

Student Rights and Responsibilities

CLASSROOM

1. Students have the right to inquire, to discuss, and to express their views by orderly means that do not infringe upon the rights of others or impede the progress of the course.
2. Students have the right to expect that instructors will conduct themselves professionally in the classroom in accordance with College policy.
3. Students have the right, through a printed syllabus and course outline, to be informed of the academic standards expected of them in each course. Academic standards shall include, but are not limited to, contents, objectives to be achieved, and grading criteria which will be applied to a particular course of study.
4. Students have the right to be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards. Students have the right to be protected through established procedures against prejudiced or capricious academic evaluation. Students may not grieve a grade. Students can grieve violation of the state's grading criteria or the inequitable application of grading criteria.
5. Students have the opportunity, through established institutional mechanisms, to assess the value of a course, services, facilities, and equipment; to make suggestions as to its direction; and to evaluate both the instructor and the instruction they have received.
6. Students have the right to privacy. Personal or scholastic information about students shall be considered confidential and shall not be disclosed to others except in accordance with College policy, Colorado State Open Records Act, The Family Educational Rights and Privacy Act (FERPA), and Freedom of information statutes.

7. Students have the right to reasonable academic assistance provided by the institution both in and out of the classroom, based on a resource available basis.
8. Students have the right to legally mandated absences, such as military duty, jury duty, or legal summons to a court of law. Students receiving financial aid or Veterans benefits should contact the Financial Aid Office.
9. No qualified individual with a self-identified disability shall, by reason of disability, be excluded.

CAMPUS

Outside the classroom, students have the right to discuss and express by orderly means, views in support of any cause, providing it does not disrupt the operation of the institution or infringe on the rights of other members of the College community, subject only to reasonable time, place, and manner restrictions. Students shall have the right to dress in any way that personal taste dictates and that does not interfere with the education process or with health and safety requirements and is not lewd, indecent, or obscene. Clothing with offensive and/or obscene wording or pictures will not be tolerated. Students wearing such items will be asked to change the item of clothing or leave campus. Students have the right to be free from harassment or discrimination based on race, national origin, gender, religion, disability, age or sexual orientation. MCC requires an environment free of drug and alcohol abuse. Family members or friends of students are welcome to wait for students to complete class time or school business in the Learning Commons (library). All other areas of campus, including the Student Center, are for student use and considered No Loitering zones.

Student Code of Conduct (SCOC)

Students are subject to the same federal, state, and local laws as non-students and are the beneficiaries of the same safeguards of individual rights. As members of the academic community, students are expected to conduct themselves in a reasonable manner.

Students should always try to promote a sense of cooperation and work to build an atmosphere that will be most conducive to the goals of higher education. Members of the College community shall recognize the authority of the College to publish and maintain its own set of rules and regulations. It is the responsibility of all members of the College community to make themselves aware of the rules and regulations of the institution and comply with those rules and regulations. All members of the College community, while on campus or while participating in College-sponsored activities (on or off campus), are expected to comply with College rules and regulations and with the regulations of off-campus sites.

Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

1. Academic Misconduct:

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Morgan Community College disciplinary procedures.

2. Disruptive Behavior:

Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.

3. Deceitful Acts:

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

4. Conduct that is Detrimental to College or to Safety:

Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Vice President for Student Success. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.

5. Physical/Non-physical Abuse:

- Physical abuse or conduct that threatens or endangers another person's health or safety.
- Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
- Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.

6. Harassment and/or Discrimination:

Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.

https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/

7. Sexual Misconduct:

Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. (See SP 19-60a, for more information:

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

8. Weapons:

Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

9. Narcotics/Alcohol:

Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college-controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles. Note: Although possession and use of marijuana 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 owned or college-controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

10. Dress Code:

Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.

11. Leaving Children Unattended:

Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.

12. Violation of Laws, Directives, and Signage:
   - Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
   - Violations of college traffic and parking rules, regulations, or signage.
   - Damage to or falsely using fire alarms and/or fire extinguishers.
   - Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
   - Violations of college policies, protocols, procedures or signage.

13. Illegal Gambling:

Participation in illegal gambling activities on college owned or college-controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

14. Unauthorized Entry and/or Unauthorized Possession:

Entry into or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

15. Unacceptable Use of College Equipment, Network or System:

Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.

16. Unauthorized Pets/Animals:

Possession of any unauthorized pet or animal, excluding trained service animals (For residential dorms only: and/or assistance animals) while on college-owned or college-controlled property.

17. Tampering with Student Organization, Election, or Vote:

Tampering with the process of any college recognized student organization, election or vote.

18. Group or Organization Conduct:

Students who are members of a college-recognized student organization or group and commit a violation of the Student Code of Conduct may be accountable both as an individual and as a member of the student organization.

19. Abuse of the Student Disciplinary and/or Grievance Procedure:
   - Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:
   - Disruption or interference with the orderly conduct of the student disciplinary/grievance procedure.
   - Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
   - Attempting to discourage an individual's proper participation in, or use of, the student disciplinary/grievance procedure.
   - Attempting to influence the impartiality of a participant and/or the student disciplinary/grievance procedure.
   - Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary/grievance procedure.
   - Failure to comply with directives and/or sanctions imposed under student disciplinary/grievance procedure.
   - Influencing or attempting to influence another person to commit an abuse of the student disciplinary/grievance procedure.

- • Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary/grievance procedure
- • Unauthorized Entry into College events:
- • Entering or attempting to enter any college-sponsored activity without proper credentials for admission.

20. <u>Preventing or attempting to prevent any student(s) from attending any class or other College activity</u>, impeding, or disrupting any class or other College activity, or attempting to prevent any person from lawfully entering, leaving, or using any College facility. Intentional and unauthorized interference with a right of access to College facilities, freedom of movement or freedom of speech.
21. <u>Damaging, destroying, or stealing College property or private property of students</u>, College staff or guests when such property is located upon or within College buildings or facilities.
22. <u>Failure to comply with the verbal or written directions of a College official</u>, violating any College suspension, probation, or conditions thereof. Failing to comply with contractual obligations with the College (such as defaults on payments, loan agreements, terms of work-study, employment, etc.)
23. <u>Influencing or attempting to influence any employee or any student</u> enrolled in the College through the offerings or acceptance of favors (including sexual), bribery, or any kind of threats.
24. Violation of college rules regarding the operation and parking of motorized vehicles on college property.
25. <u>Aiding, abetting, or inciting others</u> to commit any of the acts listed above.

Note: Additional disciplinary policies may be in effect for the health occupations. Please refer to these programs for specific information. Students in the above programs do not in any way forgo their right of due process through the grievance procedure.

Also note: In most circumstances, the college will treat attempts to commit code of conduct violations as if those attempts had been completed.

Violations of the above may result in, but are not limited to, fines, restitution, community service, and/or disciplinary procedures.

Student Disciplinary Procedure

APPLICATION

The procedure applies to students within the Colorado Community College System (CCCS).

BASIS

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College. If a student is charged with violating the College's Code, these are the procedures to be used in resolving the charge.

DEFINITIONS

<u>Chief Student Services Officer (CSSO)</u>: The individual designated by the College President to administer student affairs and be responsible for administering the College's Student Code of Conduct and this procedure. The CSSO may delegate student discipline to another individual (designee).

<u>Code of Conduct</u>: A document developed and published by each College which, defines prescribed conduct of students.

<u>Complainant(s)</u>: A person(s) who is subject to the alleged misconduct or related retaliation. For purposes of this procedure, a Complainant can be a CCCS employee(s), student(s), authorized volunteer(s), guest(s), or visitor(s).

<u>Day</u>: Refers to working day unless otherwise noted below.

<u>Jurisdiction</u>: Applies to behaviors that take place on the campus, at System or College sponsored events; and may also apply off-campus and to online activity when the Chief Student Services Officer (CSSO), or designee, determines that the off-campus conduct affects a substantial System or College interest. A substantial College interest is defined to include the following:

- • Any action that constitutes criminal offense as defined by federal or Colorado law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the System or the College is located;
- • Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- • Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- • Any situation that is detrimental to the educational interests of the System or the College.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the System or the College's control (e.g., not on System or College networks, websites or between System or College email accounts) will only be subject to this procedure when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the First Amendment to the Constitution.

<u>Notice</u>: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or emailing the student to their official College email address requesting a delivery receipt notification. If notice is mailed, the student shall be given three (3) additional days to respond.

<u>Respondent</u>: A student whose alleged conduct is the subject of a complaint or incident.

<u>Retaliatory Acts</u>: Include but not limited to intimidation, verbal or physical threats, harassment, coercion, or other adverse action(s) against a person who reports an incident of misconduct.

<u>Sanctions</u>: One or more of the following may be imposed when there is a finding that a student has violated the College's Code of Conduct:

- • <u>Warning</u>: A Notice served upon the student advising her/him that he/she is violating or has violated College regulations.

- Probation: After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
- Other Disciplinary Sanction: Fines, restitution, denial of privileges (including extra-curricular activities or holding office in student organizations), assignment to perform services for the benefit of the College or community; educational sanctions such as mediation, letter of reflection, attendance at a workshop, seminar, or training writing a letter of apology seeking academic advising; re-assignment or eviction from campus housing, substance abuse screening, re-assignment to another class section, including a potential online section, or other sanction that doesn't result in the student being denied the right of attending classes, or any combination of these.
- College Suspension or Expulsion: An involuntary separation of the student from the College for misconduct not based on academic performance for a specified period of time.
- Suspension is a separation that shall not exceed three academic terms (including summer term) per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community Colleges within the System

- Expulsion is an indefinite separation from the College. The expelled student is not eligible for admission or re-admission at any of the community Colleges within the System.

- Interim Action: An immediate action taken by the CSSO or designee, to ensure the safety and well-being of members of the System or College community; preservation of System or College property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the System or College. In the event of an interim action, the hearing before the CSSO or designee shall occur as soon as possible following the interim action. If the College issues a permanent sanction, the student shall be afforded appeal rights as discussed below. If the College does not implement a permanent sanction, the interim action will be removed from the student's record.
- The College may issue a "Cease Communications", "No Contact", and/or "No Trespass" directive, also referred to as a persona non grata.
- Student: All persons currently taking courses at or sponsored by the College(s), pursuing either credit or non-credit courses (or both), including those concurrently attending secondary or post-secondary institutions and College. Persons who are not officially enrolled for a specific term, but who have a continuing relationship with the College are considered students.
- Continuing Relationship: A student registered for an upcoming term or has indicated intent via a transaction such as a financial aid application to register for an upcoming term. A continuing relationship also includes students who are first time enrollees who engage in misconduct prior to the time of enrollment. For students in a continuing relationship status, jurisdiction and the reasonable person standard must be considered in pursuing disciplinary charges. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
- Title IX Coordinator(s) and Title VI and VII Coordinator(s) (EO Coordinator): Individuals designated by the College President to oversee all civil rights complaints.
- Training: All College officials involved with the investigation and discipline process will be trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking.

PROCEDURES

The CSSO or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the College will investigate those incidents through the Civil Rights Grievance and Investigation Process, System Procedures (SP) 3-50a and (SP) 4-31a via the following link: https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-31a-student-complaint-procedure/

Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation Process, the CSSO or designee shall render a sanction decision.

1. The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate.

In cases of domestic violence, dating violence, sexual assault and stalking, the Complainant and the Respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final and shall be given the rationale for the discipline decision.

The student shall receive written notice of the decision and be advised of the right to appeal the decision, subject to the grounds below, by filing a written appeal with the CSSO or designee within seven (7) days of service of the decision.

APPEAL

In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the Complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the Appeals Officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding(s) and sanction(s) will stand if the appeal is not timely or substantively eligible, and the decision is final.

If the appeal has standing, the documentation is reviewed. Because the original finding(s) and sanction(s) are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The only grounds for appeal are as follows:

1. A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or

2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding. Failure to participate in the initial process does not constitute as new information for the appeal process.

If the Appeals Officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO or designee with instructions to reconvene, in order to cure the error. In rare cases of bias, where the procedural or substantive error cannot be cured by the CSSO or designee, the Appeals Officer or committee may order that a new hearing be held by a different individual acting in the place of the designated CSSO or designee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed once on (either or both of) the two applicable grounds for appeals.

If the Appeals Officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO or designee to reconsider in light of the new evidence, only. If the subject matter pertains to civil rights violations pursuant to SP 4-31a Civil Rights Grievance and Investigation Process, the Appeals Officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the CSSO, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

*   All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
*   If the Appeals Officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSSO or designee for reconsideration (remand) should be pursued.
*   Appeals are not intended to be a full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
*   An appeal is not an opportunity for an Appeals Officer or committee to substitute their judgment for that of the CSSO or designee, merely because they disagree with the finding and/or sanctions.
*   Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.
*   Sanctions imposed are implemented immediately, unless the CSSO or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
*   The Appeals Officer or committee will render a written decision on the appeal to all parties within seven (7) days of receiving the appeal request. The committee's decision to deny appeal requests is final.

ADDITIONAL PROCESS PROVISIONS

*   The student may have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise the advisee, but not speak for the advisee at any meeting or hearing. These procedures are entirely administrative in nature and are not considered legal proceedings. The CSSO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.
*   The student is responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing, except when the student is under the age of eighteen (18) or incapacitated.
*   The student shall have the right to identify documents, witnesses and other material they would like the CSSO or designee to review before making a final decision.
*   Any hearing held shall be conducted in private unless all parties agree otherwise.
*   A record of the hearing should be maintained by the CSSO or designee.
*   Audio and/or Video Recording – the College, at its discretion, may audio or video record any meeting throughout the process. Should a recording exist, the student may request a copy at the end of the process. No other audio or video recording will be allowed.
*   If the student has a disability and would like to request an accommodation to help through the discipline process, this may be done by informing the CSSO or designee. The CSSO or designee will then work with disability support services to accommodate the request.
*   Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus
*   Standard of proof – the College will use the preponderance of evidence standard in the disciplinary proceedings, meaning, the College will determine whether it is more likely than not that a conduct code was violated.
*   All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the CSSO or designee for special consideration in exigent circumstances, but the presumptive stance of the College is that the sanctions will stand. Graduation, study abroad, internships/externships, clinical placements, extra-curricular activities, etc. do not (in and of themselves) constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the College or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.
*   The procedural rights afforded to students above may be waived by the student.
*   All timelines may be extended as agreed upon by both parties.

RETALIATORY ACTS

It is a violation of this procedure to engage in retaliatory acts against any employee or student who reports an incident(s) of Code of Conduct violations or any employee or student who testifies, assists or participates in the discipline proceeding, investigation or hearing relating to such allegation(s) of Code of Conduct violations.

REVISING THIS PROCEDURE

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

NOTE: The full procedure may be viewed at: https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-31a-student-complaint-procedure/

Sexual Misconduct/Sexual Harassment

If you believe you have been or are the victim of sexual misconduct or sexual harassment, including sexual assault, sexual violence, you may report such conduct or file a complaint under Title IX with the Title IX Coordinator. Complaints of student sexual misconduct are addressed by the Title IX Coordinator and are governed by the CCCS Prohibition of Discrimination, Harassment or Retaliation PB 19-60.

Sexual Misconduct Procedure

For a complete copy of the Colorado Community College System - System Procedure - Sexual Misconduct Procedure SP 19-60a (Revised September 8, 2021) go to: https://www.cccs.edu/policies-and-procedures/sp-19-60a-civil-rights-and-sexual-misconduct-resolution-process/

BASIS

Board Policy (BP) 19-60 provides that individuals affiliated with CCCS shall not discriminate or harass on the basis of sex, gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, familial status, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, gender expression, or gender identity, or any other protected class or category under applicable local, state or federal law (also known as "civil rights laws"), in connection with employment practices or educational programs and activities (including in admissions). BP 19-60 further provides that individuals affiliated with CCCS shall not retaliate against any person who opposes discrimination, harassment or retaliation, or participates in any complaint or investigation process. When both the Complainant and Respondent are CCCS employees, authorized volunteers, guests and/or visitors, the System and Colleges will comply with Title VII of the Civil Rights Act of 1964. When a Complainant and/or Respondent is a student, the System and Colleges will comply with Title IX of the Education Amendments of 1972 (Title IX). For all individuals who this procedure applies to, the System and Colleges will adhere to their obligations under the Violence Against Women Reauthorization Act (VAWA) of 2013.

Jurisdiction applies to behaviors that take place on the campus, at System or College sponsored events, and may also apply off-campus and to actions online when the Title IX/EO Coordinator determines that the off-campus conduct affects a substantial System or College interest. A substantial System or College interest is defined to include:

• Any action that constitutes criminal offense as defined by federal or Colorado law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the System or College is located;
• Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
• Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
• Any situation that is detrimental to the educational interests of the System or College.

Any online postings or other electronic communication by students, including but not limited to cyber-bullying, cyber-stalking, and/or cyber-harassment, occurring completely outside of the System or College's control (e.g., not on System or College networks, websites or between System or College email accounts) will only be subject to this procedure when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the First Amendment.

Off-campus discriminatory or harassing speech by employees may be regulated by the System or College only when such speech is made in an employee's official or work-related capacity.

Offensive conduct that does not rise to the level of discrimination or harassment may not result in the imposition of discipline under the System Procedures, but will be addressed through civil confrontation, remedial actions, education and/or effective conflict resolution mechanisms.

REPORTING AN INCIDENT OF SEXUAL MISCONDUCT

The System and the Colleges do not permit sexual misconduct. The System and Colleges can respond to a complaint only if it is aware of the allegations made. Further, the System and Colleges can more effectively investigate the sooner the allegation is brought to its attention.

MCC can only respond to allegations of misconduct if it is aware of the misconduct. Further, MCC can more effectively investigate the sooner the allegation is brought to its attention. Any employee, student, authorized volunteer, guest or visitor who believes that they have been subjected to sexual misconduct, or believes someone else a part of the MCC community is being subjected to sexual misconduct, shall contact:

MCC Contacts:

Director of Human Resources
L.J. DeWitt
(970) 542-3129
LJ.Dewitt@MorganCC.edu

Vice President of Student Services

Dr. Gary Dukes
(970) 542-3111
Gary.Dukes@MorganCC.edu

CONFIDENTIALITY AND REPORTING INCIDENT(S) OF SEXUAL MISCONDUCT VIOLATIONS

CCCS employees, depending on their roles, have varying reporting responsibilities and may not be able to maintain confidentiality of information reported to them. Any person who reports concerns of civil rights violations should not assume that confidentiality or anonymity can be protected in connection with making a report.

At individual Colleges, some confidential resources may be available, such as mental health counselors, either on or off campus, campus health service providers, off-campus rape crisis resources, legal professionals, and/or members of the clergy. Except in rare circumstances, such as the existence of an immediate threat of harm, these individuals can offer options and advice without any obligation to report internally or externally unless the Complainant has requested information be shared. Other outside confidential resources are available, and the Title IX/EO Coordinator can assist in connecting an individual to these resources.

Any person who reports concerns of civil rights violations should also be aware that CCCS must issue immediate emergency notifications and/or timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. CCCS will make every effort to ensure that a Complainant's name and other identifying information is not disclosed, while still providing adequate information for community members to make safety decisions in light of the danger.

EMPLOYEE'S OBLIGATION TO REPORT

CCCS employees (including student employees), unless deemed a confidential resource by law, have an ethical obligation to promptly report any incidents they are aware of concerning civil rights violations. Reports should be made within 24 hours, unless there is reasonable justification for a delay. Employees unsure of the scope of this requirement may direct their questions to the Title IX/EO Coordinator. Failure to report will be considered a violation of BP 3-70, Colorado Community College System Code of Ethics, and may result in discipline, up to and including termination. All other individuals affiliated with CCCS are strongly encouraged to report civil rights violations.

CLERY ACT FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials have a duty to report criminal misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus officials regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Mandated federal reporters include student affairs/student conduct officers, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

CLERY ACT FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials have a duty to report criminal misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus officials regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Mandated federal reporters include student affairs/student conduct officers, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

CLERY ACT FEDERAL TIMELY WARNING REPORTING OBLIGATIONS

Victims of criminal misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

For more information on Clery Act reporting requirements, please contact the College's designee in charge with overseeing the Clery Reporting obligations. Each College must publish and notify the College community of who this individual is.

FILING A COMPLAINT

All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

The System and the Colleges must include a web link to the Civil Rights Incident Report Form, as attached to SP 3-50a https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-50a-employee-grievances/ and SP 4-31a, Civil Rights Grievance and Investigation Process, to initiate a sexual misconduct allegation

https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-31a-student-complaint-procedure/

If a Complainant does not want to make a report through the online form, they should report all concerns or complaints relating to sexual misconduct to the Title IX/EO Coordinator(s) at the System or the Colleges. The System and the Colleges are required to publish the name, title, address, phone number, and email of the Title IX and EO Coordinator(s).

External Complaints

Students with complaints of this nature also have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights (OCR)
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: (303) 844-5695
Facsimile: (303) 844-4303
Email: OCR.Denver@ed.gov
Web: http://www.ed.gov/ocr

For employees with complaints of this nature also have the right to file a formal complaint with the Colorado Department of Regulatory Agencies:

Colorado Civil Rights Division
1560 Broadway #1050
Denver, CO 80202
Telephone: (303) 894-2997
Facsimile: (303) 894-7830
Web: https://www.colorado.gov/pacific/dora/civil-rights

Or

United States Equal Employment Opportunity Commission
303 E. 17th Avenue
Suite 410
Denver, CO 80203
Telephone: (800) 669-4000
Facsimile: (303) 866-1085
Web: http://www.eeoc.gov/field/denver/index.cfm

All other grievances where the Complainant is a student(s) and the basis of the complaint is not based on federal or state civil rights laws will be addressed pursuant to SP 4-31, Student Grievance Procedure: https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-31a-student-complaint-procedure/

All other grievances by an employee(s) and the basis of the complaint is not based on federal or state civil rights laws will be addressed pursuant to SP 3-50a, Employee Grievances: https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-50a-employee-grievances/

[1]CCCS has elected to use the term "Sexual Misconduct" to comply with its federal obligations pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, and the Violence Against Women Reauthorization Act (VAWA) of 2013 The term "sexual misconduct" is intended to include incidences that may rise to the level of Sexual Assault, as defined by C.R.S. 18-3-402, or Sexual Assault on a Child, as defined by C.R.S. 18-3-405, and/or applicable local jurisdictional crimes. The decision to investigate and sanction an incident under this procedure does not constitute a determination that the incident is a criminal offense. The decision to criminally charge an incident as a "sexual assault," and/or applicable local jurisdictional crimes, is a determination for law enforcement.

[2]Colorado law does not define "dating violence"; therefore, the System and College will use the definition set forth in the Violence Against Women Reauthorization Act (VAWA) of 2013. Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

[3]Colorado law, C.R.S. 18-6-800.3, defines "domestic violence" as an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. Domestic violence also includes any other crime against a person, or against property, including an animal or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship. This definition is applicable to criminal prosecutions, and it will also be used as the definition for this procedure.

[4]Colorado Law, C.R.S. 18-3-602, defines "stalking", which is applicable to criminal prosecutions, but defers from the definition used in this procedure, is defined as a person commits stalking if directly, or indirectly through another person, the person knowingly:

- Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
- Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
- Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

[5]Colorado law, C.R.S. 18-9-124, "hazing", which is applicable to criminal prosecutions, but defers from the definition used in this procedure, is defined as any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization; except that "hazing" does not include customary athletic events or other similar contests or competitions, or authorized training activities conducted by members of the armed forces of the state of Colorado or the United States.

[6]The state definition of "Consent" regarding "Unlawful Sexual Behavior", C.R.S. 18-3-401, for criminal prosecutions, but defers from the definition used in this procedure, means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent. Submission under the influence of fear shall not constitute consent.

[7]The System and Colleges may designate one employee to be the Title IX Coordinator as well as the EO Coordinator or they may designate two separate employees.

[8]Colleges are required to notify the U.S. Department of Education of their designated Title IX Coordinator, including contact information. Please cc CCCS Legal Affairs to the notice.

[9]CCCS has adopted parts of the National Center for Higher Education Risk Management (NCHERM) Group and the Association of Title IX Administrators (ATIXA policy, "The NCHERM Group/ATIXA Model Policy and Procedure for Civil Rights Equity Grievance Resolution For all Faculty, Students and Employees"). Use and Adaptation of this model with citations to the NCHERM Group/ATIXA is permitted through a license to the Colorado Community College System. All other rights reserved © 2014. The NCHERM Group, LLC/ATIXA.

[10]The System and the Colleges are expected to establish on and/or off-campus mental health resources. These resources must be publicized for the System and College community.

Student Grievances

Student Grievance Procedure

For a complete copy of Colorado Community College System - System Procedure - Student Grievance Procedure SP 4-31 (Revised and retitled December 8, 2021) go to https://cccs.edu/policies-and-procedures/board-policies/bp-4-31-student-complaints/ .

APPLICATION

The procedure applies to students within the Colorado Community College System (CCCS).

BASIS

This Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services.

If the basis of the claim is discrimination and/ or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process.

If the accused (Respondent) is a student, they should refer to SP 4-31a (https://www.cccs.edu/sp-4-31a-civil-rights-grievance-and-investigation-process/).

If the Respondent is a CCCS Administrator/Professional Technical employee(s), Faculty or Adjunct Instructor(s), Classified employee(s), hourly employee(s), which would include student hourly employees and work-study students (CCCS employee(s)), authorized volunteer(s), guest(s) or visitor(s), please refer to SP 3-50b (https://www.cccs.edu/sp-3-50b-civil-rights-grievance-and-investigation-process/).

DEFINITIONS

Chief Student Services Officer (CSSO) is the College employee designated by the College President to administer student grievances. The CSSO may delegate the responsibility over student grievances to another person.

Complainant(s) is a person who is subject to alleged inequity as it applies to Board Policies, System Procedures, or College Procedures. For purposes of this procedure, a Complainant(s) is a student who was enrolled at the time of the alleged incident.

Day refers to calendar day unless otherwise noted below.

Grievance: A grievable offense is any alleged action which violates or inequitably applies State Board Policies, System Procedures, and College Procedures. The Complainant must be personally affected by such violation or inequitable action.

Non-grievable matters: The following matters are not grievable under this procedure except as noted:

- Matters over which the College is without authority to act.

- Grades and other academic decisions unless there is an allegation that the decision was motivated by discrimination and/or harassment which should be filed under the appropriate Civil Rights Grievance and Investigation Process.

Notices which are required to be given by this procedure shall be considered served when given by personal delivery, mailing by certified mail, or emailing the parties to their official College email address requesting a delivery receipt notification. If notice is mailed, the parties shall be given three (3) additional days to respond.

Respondent(s) is a person whose alleged conduct is the subject of a complaint. For purposes of this procedure, a Respondent can be a CCCS employee(s), student(s) who was enrolled at the time of the alleged incident, authorized volunteer(s), guest(s) visitor(s), or College.

FILING A COMPLAINT

All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

PROCEDURES

Students must timely submit all grievances in writing (See Appendix) to the CSSO. The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the initiator of a formal grievance should submit any supporting materials in writing as quickly as is practicable.

The Complainant's supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the Complainant should state the reasons why.

The CSSO shall initially determine whether the complaint is grievable or non-grievable.

- If grievable, the CSSO shall inform the Complainant and Respondent of the grievance.
- If the CSSO determines the complaint is not grievable, the Complainant will be informed of this decision in writing. This decision is final.

INFORMAL GRIEVANCE PROCESS

The Complainant is encouraged to resolve the issue with the Respondent through the informal process. The CSSO shall facilitate the informal process. If the informal grievance process is unsuccessful, or if the College or the Complainant chooses not to pursue the informal process, the CSSO will open a formal grievance case.

FORMAL GRIEVANCE PROCESS

Participation in the Grievance Process

The CSSO will contact or request a meeting with both the Complainant and Respondent. Both parties will be given the opportunity to discuss the allegations of the grievance and may offer any documentation, witnesses, or other materials in support of the complaint.

The CSSO may also contact or request a meeting with relevant College staff, students, or others as part of the investigation.

The CSSO may discontinue meetings with anyone that is causing disruption and will proceed to make a determination based on the information known at that time.

The Complainant(s) and the Respondent(s) have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing.

An advisor can consult and advise an advisee, but cannot speak for the advisee at any meeting or hearing. These procedures are entirely administrative in nature and are not considered legal proceedings. The CSSO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

AUDIO and/or VIDEO RECORDING

The College, at its discretion, may audio or video record any meeting throughout the process. No other audio or video recording will be allowed.

DECISION

Based on the preponderance of evidence, the CSSO shall issue a decision, in writing, to both the Complainant and Respondent. The decision shall reject or grant the grievance and make recommendation(s) to resolve the issue(s). The Complainant and Respondent shall be advised of his/her right to appeal the decision, subject to the grounds below, by filing a written appeal with the CSSO within seven (7) days of service of the decision.

APPEAL

In the event of an appeal, the CSSO shall give written notice to give the other party an opportunity to submit a response in writing. The CSSO will also draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding will stand if the appeal is not timely or substantively eligible, and the decision is final. The party requesting appeal must show

error as the original finding is presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures); or
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included in the written appeal.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO to reconsider in light of the new evidence, only.

If the appeals officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO with instructions to reconvene the hearing to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the CSSO in cases of bias, the appeals officer or committee may order a new hearing be held by a different individual acting in the place of the designated CSSO. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals.

SPECIAL GRIEVANCE PROCESS PROVISIONS

• The student is responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under the age of eighteen or incapacitated.
• A student shall have the right to identify documents, witnesses and other material they would like the CSSO to review before making a final decision.
• Any hearing held shall be conducted in private unless all parties agree otherwise.
• A record of the hearing should be maintained by the CSSO.
• If the student has a disability and would like to request an accommodation to assist them through the grievance process they may do so by informing the CSSO. The CSSO will then work with disability support services to accommodate the request.
• If the grievance is against the CSSO, the Chief Academic Officer or other person designated by the president shall perform the duties of the CSSO.
• Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
• Standard of proof: The College will use the preponderance of evidence standard in the grievance proceedings, meaning, the College will determine whether it is more likely than not the Complainant was subjected to inequity as it applies to Board Policies, System Procedures, or College procedures.
• False Reports: The College will not tolerate intentional false reporting of incidents. False reporting could lead to disciplinary action, up to and including expulsion for students.
• The procedural rights afforded to students above may be waived by the student.

RETALIATORY ACTS

If any person who files a grievance, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such grievance, feels they are being subjected to retaliatory acts, they may report such incidences to the CSSO.

It is a violation of the grievance procedure to engage in retaliatory acts against any person who files a grievance or any person who testifies, assists or participates in the grievance proceeding, investigation or hearing relating to such grievance. Such act will be subject to discipline, up to and including expulsion for students, termination for CCCS employees, and dismissal for authorized volunteers, guests or visitors.

REVISING THIS PROCEDURE

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

FORMS AND WHO TO REPORT TO

Student Grievance Incident Report Form:

To file a non-civil rights complaint, students should complete the Student Grievance Incident Report Form found at:

http://www.morgancc.edu/grievances

Submit all Student Grievance Incident Report forms to:

Morgan Community College
Vice President of Student Services
Dr. Gary Dukes
(970) 542-3111
Gary.Dukes@MorganCC.edu

Complaint Incident Report Form (Civil Rights):

To file a civil rights grievance, complete the Complaint Incident Report Form found at www.morgancc.edu/grievances

Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator:

Morgan Community College
L.J. DeWitt, Director of Human Resources/Title IX Coordinator
920 Barlow Road, Fort Morgan, CO 80701
Telephone: 970-542-3129
Email: LJ.Dewitt @MorganCC.edu

Students with complaints of this nature also have the right to file a formal complaint with the United States Department of Education at:

Office for Civil Rights (OCR)
The United States Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: (303) 844-5695
Facsimile: (303) 844-4304
Email: OCR.Denver@ed.gov
Web: http://www.ed.gov/ocr

GRADUATION POLICIES

Graduation Application

To receive a certificate or degree, a Graduation Application must be filed with the Student Services Office by the published graduation application deadline in which the student plans to complete requirements. It is the student's responsibility to apply for graduation. The Graduation Application form may be downloaded from the MCC website, requested from the Student Services Office, or requested from MCC Centers.

LATE GRADUATION APPLICATIONS

Graduation Application forms received after the term deadline may risk missing deadlines for:

• Graduation honors designations & honors cord
• Graduation publicity
• Commencement program inclusion

Students may also incur delay in final graduation processing and receipt of diploma beyond the usual 6-8 weeks after term end and incur extra charges for commencement participation. Students may find more informaotin and the application for graduation at www.morgancc.edu/grad .

Graduation Application Deadlines

Only one graduation ceremony is held each year.

To receive a certificate or degree, a Graduation Application form must be filed with the Student Services Office by the following dates:

STUDENT'S COMPLETION TERM	GRADUATION APPLICATION DEADLINE
Fall Completion	September 1
Spring Completion	March 15
Summer Completion (To participate in Spring ceremony)	March 15
Summer Completion	July 1

Note: If the listed date falls on a Saturday or Sunday, or a date the College is closed, the deadline will be the following Monday.

Graduation Requirements

Graduation requirements for degrees and certificates listed are as follows:

• Completion of all course requirements for the degree or certificate as listed in the candidate's effective catalog or addendum
• Cumulative GPA of 2.0 or higher (Some certificate programs may be computed based on program only GPA with Instructional Dean or Vice President of Instruction approval.)
• No grades below a "C" among the required courses in the program
• Satisfactory completion of a minimum of 15 credit hours in residency at the institution from which the degree is offered. Residency hours must apply to the program of study for which the applicant is applying to graduate. For certificates, at least 25% of the credits must be completed in residence. Online courses with registrations through the home College will be included in residency hours.
• Submission of a Graduation Application form for the completion term
• Completion of all financial obligations to the College (To receive a diploma or transcripts, all financial obligations to the College must be met as well as any financial obligations to other CCCS colleges.)

Note: Certain programs have additional requirements. Check program layouts or consult with academic advisors for specifics.

Other Graduation Policies

• Morgan Community College will accept those courses in transfer that have been completed with a "C" or better at an accredited college or university, or other approved institution.

- No remedial or developmental courses will be applicable to an Associate of Arts (A.A.), Associate of Science (A.S.), Associate of Applied Science (A.A.S.) or Associate of General Studies (A.G.S.) degree.
- The College reserves the right to substitute or delete course work based on current curriculum.
- All Guaranteed Transfer gtPathways courses used to complete the State Guaranteed Transfer requirements and the 60 credits for the A.A. and A.S. degrees must be completed at a "C" or higher level.
- No more than three (3) semester hours of physical education course work may be applied to an associate degree program
- To complete an associate degree program or certificate, students are required to fulfill the requirements in effect at the time of initial enrollment as specified in the MCC catalog. If a student does not attend the College for at least two consecutive semesters, excluding summer semester, the student will be subject to the requirements of the catalog in effect at the time of re-enrollment.

Graduation Honors

Graduation honors recognize outstanding academic achievement throughout a student's academic career at Morgan Community College. The honors are awarded to students who complete the requirements for an associate degree and earn a 3.5 or better cumulative grade point average (CGPA) at the institution. Only college-level courses completed at Morgan Community College will be included in the GPA calculation.

A minimum of 51% of the degree credits must be earned in residence at MCC to be eligible for graduation honors. The three levels of recognition are defined as follows and will be posted on the student's transcript.

-Approved by CCCS Education Services Council; CCCS ES 9-85 Graduation Honors

HONOR	CUMULATIVE GPA REQUIRED
summa cum laude "with highest honor"	4.0
magna cum laude "with great honor"	3.75-3.99
cum laude "with honor"	3.50-3.749

OTHER GRADUATION HONORS REQUIREMENTS
- Submitted a Graduation Application by the graduation application deadline for the completion term.
- Applied to graduate with an Associate of Arts (A.A.), Associate of Science (A.S.), Associate of General Studies (A.G.S.), or Associate of Applied Science (A.A.S.) degree.
- Transfer students must have completed a minimum of 51% of course work at MCC.
- Recipients must have all course work in progress to be completed by the end of the graduation semester to be recognized at commencement and receive honors designations during the ceremony, in the program, and in commencement publicity.
- Honors recognition at the Spring Commencement ceremony is based on the GPA from the last completed term prior to the graduation term.
- If a final CGPA qualifies a spring graduate for honors, even though the previous final GPA was below 3.50, the honor will be posted on the official academic transcript, although the honor was not noted at the commencement ceremony. Conversely, if a final GPA disqualifies a spring graduate from receipt of honors designation, the designation will not be posted on the official academic transcript, even if the honor was noted in the ceremony program and publicity.

Commencement Ceremony

An annual commencement ceremony is held at the end of the spring semester for the previous fall graduates and spring graduation candidates. Participation in the commencement ceremony does not imply that a degree/certificate has been awarded. All degree requirements must be met before a degree/certificate is awarded. Students must pay a commencement participation charge to attend the ceremony.

SUMMER COMPLETERS

Students completing their requirements in the upcoming summer may participate in the previous spring commencement ceremony.

See SUMMER COMPLETERS for additional information.

COMMENCEMENT PARTICIPATION FEE

There is a fee for each commencement participation. Completion of the Graduation Application form DOES NOT constitute notice that you plan to participate in the spring ceremony. Students must contact the MCC College Store or a cashier at any MCC Center Office by March 15 of Spring term to purchase a commencement participation package. A late charge may be added for those failing to meet this deadline.

Students who do not plan to participate in the College commencement ceremony may purchase an extra diploma cover and/or tassel from the MCC College Store or from any MCC Center.

Graduation Publicity

Graduation applicant names, awards, and honors are printed in the annual commencement program and in media reports about the ceremony. If a graduation applicant does not want to be listed in graduation publicity, the student must contact the Registrar's Office

in writing by the fourth week of the graduation term. No guarantees are made that information will be withheld, but every attempt will be made to do so.

Diplomas, Transcripts, and Degree Posting

There is no charge to receive a diploma. After the end of the semester and after all final grades are recorded, the earned degrees and certificates are posted to the official academic record. If transcripts are desired with the degree posted, students should wait to request their transcripts until the degree appears on their academic record (students can check their online accounts).

Diplomas are mailed 4-6 weeks after the end of the term. The diploma is issued with the name listed in the official academic records and is mailed to the LOCAL address listed in the student records.

IF REQUIREMENTS ARE NOT COMPLETE

If degree/certificate requirements, including financial obligations, are not complete by the end of the application term, a new Graduation Application form is required for the following term. No further processing will be done without a new application.

Summer Completers

SUMMER COMPLETERS AND SPRING COMMENCEMENT PARTICIPATION

Students completing requirements during the summer term who wish to participate in the previous spring commencement ceremony should indicate summer as the award term, but should submit the Graduation Application by the spring term deadline (March 15) to be sure to receive all commencement ceremony email notices, etc. They will also need to pay the commencement participation fee to the MCC College Store or at their Center.

SUMMER COMPLETERS AND HONORS

A student who is completing requirements during the summer term will not be eligible for commencement honors recognition the spring before completion. If, at the end of the summer term, completion is within honors ranges, the honors will be posted to the student's official transcript.

MAPP Testing Requirement for Graduation

All full-time degree-seeking students need to take the MAPP test during their last semester before graduation. This test provides MCC with information about the effectiveness of their degree programs. This data is used to compare MCC to other community colleges nationwide. There is no charge for this exam, it takes approximately 40 minutes, and is scheduled by the student through the Testing Center in the LRC or through a local area MCC Center.

SAFETY & CONSUMER NOTICES

ADA Statement

Morgan Community College complies with and fully supports Section 504 of the vocational rehabilitation act of 1973 with amendments of 1974 as well as the Americans with Disabilities Act (ADA) of 1990. "No qualified individual with a disability shall, by reason of such disability, be subjected to discrimination."

Students have the responsibility to self-identify to the institution as a person with a disability or special need. Appropriate documentation must be provided to the ADA coordinator. Students of special populations may be eligible for "reasonable accommodations" so long as they meet and follow MCC policy and procedure.

Go to Disability Services (https://www.morgancc.edu/get-started/disability-services/) for more information. Those wishing to seek accommodations must contact the interim ADA Coordinator, Dr. Gary Dukes, at (970) 542-3111.

Behavioral Intervention Team (BIT)

Morgan Community College cares about the safety, health, and well-being of its students, faculty, staff, and community. The Morgan Community College Behavioral Intervention Team (BIT) was established to promote and maintain the safety and well-being of the campus community through positive, proactive, and practical risk assessment and intervention. Students are encouraged to read all the information provided to know when and how to submit an incident report. For more information go to: https://www.morgancc.edu/behavioral-intervention-team/

REASONS FOR REPORTING AN INCIDENT

You should refer individuals who are exhibiting behaviors that pose a threat to safety or that cause a significant disruption to the MCC community.

Signs to look for include:

• Self-injurious behavior
• Suicide ideation or attempt
• Danger or threat to others (violence, threats, or implied threats of violence and intimidation)
• Possession of a weapon
• Inability of an individual to take care of themselves (serious mental health concerns or substance abuse)
• Erratic behavior that is disruptive to the normal proceedings of the college community

If you believe your referral requires more immediate attention, please call Dr. Gary Dukes, Vice President of Student Services, at (970) 542-3111 or L.J. DeWitt, Human Resource Director at (970) 542-3129.

In case of an emergency, call 911.

Campus Law Enforcement

Campus law enforcement is the responsibility of the local law enforcement specific to MCC campuses.
Fort Morgan Campus - City of Fort Morgan Police Department
Burlington Campus - Burlington Police
Limon Campus - Limon Police
Wray Campus - Wray Police

Campus Security Policy and Campus Crime Statistics Act

The Clery Act report is available on the MCC website or from MCC Student Services. A list of sexual offenders in the area can be obtained through local Police/Sheriff's Departments. Additional information can be found at http://ope.ed.gov/security/ and http://nces.ed.gov/collegenavigator/ .

Campus Security Report

The campus security report is required by the Department of Education and is available along with the campus security policy information to all students and employees, as well as for all requests from potential employees and students. A Campus Security Report is to be completed each year and left on file with the President's Office of Morgan Community College and posted on the MCC website at:

http://www.morgancc.edu/about-mcc/legal-notices

Communicable Diseases

Based on current information from the American College Health Association, the National Centers for Disease Control, and the Colorado Department of Health, there are numerous reportable communicable diseases which can represent a public health threat to the campus community. When cases of reportable communicable diseases are known to exist on the MCC campus, the President of the College will appoint a committee to review matters on a case-by-case basis.

The committee will include the following:

- Attending physician of infected individual
- Representative from Student Services
- Representative from Faculty
- Representative from Administration

The committee will review the issues, consider the guidelines from the above-listed agencies, and provide recommendations to the College President for resolution.

Crime Awareness and Campus Security Act of 1990

In compliance with the Campus Security Act: Title II of Public Law 101-542, MCC has adopted the following policy for reporting criminal activities:

MCC policy is that all criminal actions or other emergencies are to be reported to the Vice President for Administration and Finance, or his/her designee, whether in person or by telephone.

- The Vice President for Administration and Finance will respond to all calls; medical assistance will be administered by the Morgan County Ambulance Services.
- Law enforcement assistance will be provided upon request by the City of Fort Morgan Police Department.
- Motor vehicle accident, investigation assistance will be requested from the same.

CRIME CATEGORIES TO BE REPORTED

Murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, and arrests for liquor law violations (not including drunkenness or driving under the influence of alcohol), drug abuse violations, and weapons violations.

CRIME RECORDS

The College will provide a record of violent crimes committed on the MCC campus and make those records available each September to the students and employees of MCC and available on request to those seeking employment or enrollment.

Disclosure of Student Records

Records at Morgan Community College help staff and faculty plan educational opportunities to meet the needs of individual students, better understand students, counsel more effectively with them and assist in employment after graduation. MCC student records are regarded as confidential. These records will be released to faculty and professional staff for authorized College-related purposes. Academic records are released only with the written consent of the student or under specific guidelines set out in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Transcripts may be withheld because of outstanding financial obligations to Morgan Community College or any CCCS college. Certain items of student information have been designated by Morgan Community College as public or directory information. Currently enrolled students may withhold disclosure of directory information by notifying the Registrar in writing each academic year that they do not want the directory information

released for that period of time. Academic year is defined as summer through spring terms within one 12-month period. Morgan Community College assumes that unless students specifically request that directory information be withheld, they are approving this information for disclosure.

The privacy and confidentiality of all student records shall be preserved, and access guaranteed in accordance with The Family Educational Rights and Privacy Act (FERPA), and The Privacy Act of 1974 (as amended, 1976) and pursuant regulations. The College will not permit access to, or the release of student records, or personally identifiable information contained therein, other than public information, without the written consent of the student, or in accordance with existing State or Federal statutes.

Also see Family Educational Rights & Privacy Act (FERPA)

Also see Fair and Accurate Credit Transactions Act (FACTA)

Drug and Alcohol Abuse Prevention Program

Morgan Community College ("College") is a state system community college governed by the State Board for Community Colleges and Occupational Education ("Board").

Board policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law). In compliance, MCC has adopted and implemented a Drug and Alcohol Abuse Prevention Program that includes:

1. Student Code of Conduct
2. Legal sanctions for unlawful possession or distribution of illicit drugs and alcohol
3. Health risks associated with the abuse of alcohol and the use of illicit drugs
4. Referral Resources - Available counseling, treatment, and rehabilitation programs

See State Board Drug Free Schools (BP 19-30)　See System Procedure Drug Free Schools (SP 19-30a)

STUDENT CODE OF CONDUCT

Students shall not engage in the unauthorized or unlawful manufacture, distribution, purchase, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or as a part of any College activity. This includes the use, distribution, purchase or possession of "medical marijuana" which remains a violation in Federal law.

LEGAL SANCTIONS FOR DRUG AND ALCOHOL USE

There are legal sanctions for violation of the Student Code of Conduct. The possession, sale, and use of any illegal drug are strictly prohibited. The sale of alcoholic beverages is prohibited except in designated areas, at times and dates approved by MCC Administrators and licensed by the Colorado State Department of Revenue. Any violations will be immediately referred to local law enforcement agencies and are subject to criminal penalties under local, state or federal law. The penalty assessed depends upon the nature and severity of the individual offense.

MCC SANCTIONS

Students and/or employees who violate the above standards of conduct will be subject to disciplinary action under employee and student policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from College or termination of employment; and/or referral to authorities for prosecution.

HEALTH RISKS

There are many health risks associated with the use of alcohol and illegal drugs/substances. Health risks associated with drug and alcohol abuse include, but are not limited to, malnutrition, brain damage, heart disease, pancreatic disease, cirrhosis of the liver, mental illness, death, low birth rate babies, and babies with drug addictions.

Referrals for counseling, treatment, and rehabilitation programs are available through the community. Consult local listings for information on private and community-based programs.

Drug and Alcohol Prevention Information

Drug and Alcohol Prevention Information and policies are available on the website at http://www.morgancc.edu/about-mcc/legal-notices/ and in the MCC Student Services Office. MCC supports the efforts of local, state and federal governments in promoting a drug free America pursuant to Public Law 101.

Emergency Response Team (ERT)

MCC has an Emergency Response Team (ERT) made up of faculty and staff members to ensure the safety of students, faculty, staff, and visitors.

The ERT has developed an Emergency Response Guide (ERG) and updates it as needed. The guides are located throughout campus and in each classroom.

Emergency Notification System/Morgan Alert

Morgan Community College has implemented an emergency notification system. The system, called "Morgan Alert", is capable of notifying students, faculty and staff in the case of an emergency on the Fort Morgan campus or within the MCC Service area of Bennett, Burlington, Limon, or Wray.

Messages are sent via telephone, e-mail, cell phone, and/or text messaging if it is enabled by the owner.

Students activate and update their Morgan Alert notification numbers/emails on MyMCC.

Morgan Alert will send a test message each semester. The message will clearly state that it is only a test and will be sent to currently enrolled semester students, faculty, and staff.

Recipients of the messages are not to reply to them. The caller ID number of a Morgan Alert call is (970) 542-3110; a text message is identified by 237-233 Morgan Alert; and an e-mail will identify the sender's e-mail address as MorganCC@alert.apparmor.com. This e-mail address is being protected from spambots. JavaScript must be enabled to view it.

The Morgan Alert system will be used to transmit brief, urgent messages related to emergencies or weather-related closures to the College's population as quickly as possible. Morgan Alert is not used for general or miscellaneous announcements. Emergency notifications may include but are not limited to:

• Fire alarms
• Bomb threats or other imminent violent threats
• Building evacuations and lock downs
• Biological or pandemic emergency notifications
• Natural disasters
• Power outages and utility failures resulting in an imminent threat
• Closure due to declared civil emergency
• Severe weather-related closures

When on campus, follow procedures as detailed in the Emergency Response Guide located in each classroom and office.

Family Educational Rights and Privacy Act (FERPA)

Morgan Community College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974.

This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) Office concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Educational Rights and Privacy Act (FERPA) should be directed to Student Services staff. Copies of the Morgan Community College policy relating to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, are available in the Student Services office.

1. Students have the right to access their own scholastic, personal, and College records. All students have the right to examine, in the presence of a professional staff member, their own College records.
2. Other than for collection of such data for statistical reporting purposes as required by proper State or Federal authorities, no record shall be made in relation to any of the following matters except upon express written consent of the student or in accordance with existing State or Federal Statutes:

    a. Race
    b. Religion
    c. Political or social views
    d. Disability status

3. Records that document student disabilities or special population classification for the purpose of qualifying them to receive academic accommodations will be held by the ADA Coordinator. The ADA Coordinator will only share relevant records with other College authorities if it is deemed necessary to do so in order to further student disability or special population-related support. Information will only be shared with off-campus entities according to College policy or if the students themselves initiate such actions through a signed written request.
4. The following items will be designated as "directory information." Colleges may disclose any of this information without prior written consent, unless notified by the student in writing to the contrary by the first official class meeting date of each semester. Directory information is limited to the current academic year only.

    • Student Name
    • Major field of study
    • Dates of attendance
    • Participation in officially recognized activities and sports
    • Degrees and awards received
    • Most recent educational institution attended
    • Enrollment status (i.e., full-time, three-quarter-time, half-time, less than half-time, withdrawn, graduated or deceased)

MCC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. The following individuals have access to student records because of their official functions: MCC officials, officials at other schools and colleges to which the student applies, state or federal education authorities, officials evaluating the application for financial aid, state and local officials requesting reporting data, organizations conducting studies for educational institutions or agencies, BOCES, accrediting organizations, parents of dependent students (proof of dependency is required – MCC will attempt to notify the student before releasing information), and the Veterans Administration.

In addition, MCC may also provide information without consent to comply with Judicial orders, in emergencies where the information in the student file is needed to protect the health, safety, or welfare of the student or that of other persons, to institutions with whom MCC has transfer agreements and students have declared an intent to transfer to that institution, and in response to requests made by military recruiters who are granted access to students in higher education by the Solomon Amendment.

Additionally, student names may be released for graduation listings and lists of special awards, honors and events released to the news media. All other information contained in student records is considered private and not open to the public without written consent of the student.

5.   Students have the right to provide written consent before MCC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests.

A College official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, book vendor, electronic transcript services, verification services, auditor, or collection agent); a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. MCC has designated the National Student Clearinghouse as a College official. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll, or after enrollment.

Also see Fair and Accurate Credit Transactions Act (FACTA)

Fair and Accurate Credit Transactions Act (FACTA)

In accordance with the Fair and Accurate Credit Transactions Act (FACTA) of 2003, Morgan Community College adheres to the Federal Trade Commission's (FTC) Red Flag Rule (A Red Flag is any pattern, practice, or specific activity that indicates the possible existence of identity theft), which implements Section 114 of the FACTA and to the Colorado Community College System's Identity Theft Prevention and Detection Program, which is intended to prevent, detect and mitigate identity theft in connection with establishing new covered accounts or an existing covered account held by the Colorado Community College System (System or CCCS) or one of its thirteen (13) community colleges, and to provide for continued administration of the Program.

If a transaction is deemed fraudulent, appropriate action will occur. Action may include, but is not limited to, cancelling of the transaction, notifying and cooperating with law enforcement, reporting to the Office of the Vice President of Student Services, and notifying the affected parties. The links below are contain more information on FACTA, Red Flag Rules, and Identity Theft Consumer Information. Contact Student Services for additional information.

Federal Trade Commission Statute
http://www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0111-fair-credit-reporting-act.pdf

Red Flag Rules
http://business.ftc.gov/privacy-and-security/red-flags-rule
Identity Theft Consumer Information
http://www.consumer.ftc.gov/features/feature-0014-identity-theft

Also see Family Educational Rights & Privacy Act (FERPA)

MCC's Title IX Responsibilities

Morgan Community College seeks to provide an environment that is free of bias, discrimination, and harassment. The Colleges encourages students to report instances of sexual harassment/misconduct/assault. If a student makes a report to a faculty or staff member, that person must notify L.J. DeWitt, the College's Title IX Coordinator about the basic facts of the incident (the reporting student may choose whether to identify themself or anyone involved by name). More information is available at
https://www.morgancc.edu/titleix/

Notice of Non-Discrimination

Morgan Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Morgan Community College will take appropriate steps to ensure that a lack of English language skills will not be a barrier to admission and participation in vocational education programs.

For information regarding civil rights compliance or grievance procedures contact:

Title IX Coordinator, Affirmative Action/Equal Opportunity Officer:

L.J. DeWitt
Director of Human Resources
920 Barlow Road
Fort Morgan, CO 80701
970-542-3129
LJ.Dewitt @MorganCC.edu

Deputy Title IX Coordinator:
Dr. Gary Dukes
Vice President of Student Services
920 Barlow Road
Fort Morgan, CO 80701
Gary.Dukes@MorganCC.edu

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Prohibition Statement: Domestic Violence, Sexual Assault, and Stalking

Morgan Community College prohibits the offenses of domestic violence, sexual assault and stalking; as defined by C.R.S. 18-6/800.3, C.R.S. 18-3-402, and C.R.S. 18-3-602. The College also prohibits the offense of dating violence as defined as the physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner. You may have heard several different words used to describe teen dating violence including relationship abuse, intimate partner violence, relationship violence, dating abuse, domestic abuse, and domestic violence. The definition of "consent" in reference to sexual activity is defined per state statute C.R.S. 18-3-401(1.5) under "unlawful Sexual Behavior."

For further information please contact one of the following:

Title IX Coordinator
L.J. DeWitt
Director of Human Resources
920 Barlow Road
Fort Morgan, CO 80701
(970) 542-3129
LJ.Dewitt@MorganCC.edu

Deputy Title IX Coordinator
Vice President of Student Services
Dr. Gary Dukes
920 Barlow Road
Fort Morgan, CO 80701
(970) 542-3111
Gary.Dukes@MorganCC.edu

To report an incident please contact one of the people listed above or electronically at:
MCC Incident Report (https://cm.maxient.com/reportingform.php?MorganCC&layout_id=0).
In case of an emergency call 911.

Reporting of Criminal Activities

In the event of a crime of murder, rape (or attempted rape), robbery, aggravated assault, burglary (or attempted burglary), or motor vehicle theft (or attempted theft) occurring on the Morgan Community College campus, witnesses or victims are advised to contact one of the following people immediately:

- Vice President for Administration & Finance Ext. 3127
- Vice President of Student Services Ext. 3111
- Local Law Enforcement/Emergency Services 911

If the law enforcement is contacted directly, the information should also be reported to the Vice President for Administration and Finance. The above College personnel will work directly with the individual(s) reporting the incident and in conjunction with the appropriate personnel outside of the College as necessary.

Sex Offender Registry Information

Information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed or volunteering at Morgan Community College, may be obtained from the local police department or county sheriff's department. The Colorado Convicted Sex Offender website is http://sor.state.co.us

Safety Warnings

Students are encouraged to travel in pairs or groups when walking to and from the parking lot, particularly in the evenings and at night. As the College becomes aware of potential threats to the College community, students and other members of the College community will be given timely notice regarding violent crimes reported on campus. Students can download the Morgan Alert application on a cell phone to utilize the "Friend Walk" application. This application allows students to share their location in real-time with a family member or friend so they can watch as the student walks to their destination.

Security for Campus Buildings

DOORS

The Fort Morgan Campus buildings will be open:
Monday-Friday 7:00 a.m. - 10:00 p.m.*
Saturday 7:00 a.m. - 4:00 p.m.*
Sundays Closed*
(*Unless special arrangements have been made.)

Anyone who is within the building at closing hours is able to exit the building at various locations due to the type of exterior door latching system in use. Once you have exited, please check that the door is locked behind you.

During periods of inactivity, school closings, and on all major holidays, the buildings will remain locked. Only staff with approved exterior door access and codes may enter the building. MCC utilizes a 24-hour security monitoring system to prevent unauthorized entry. If an unauthorized person gains entry, the security monitoring company automatically notifies the Fort Morgan Police Department to respond and take appropriate action.

IDENTIFICATION

The administrative staff can ask for proof of identification from campus occupants unknown to them.

NOTIFICATION OF SUSPICIOUS ACTIVITIES

The administrative staff encourages students to be alert and report all suspicious or criminal activities which occur on campus.

Student Right-to-Know

In accordance with Title I of Public Law 101-542, information about graduation rates is available on the MCC website www.morgancc.edu or from the Office of Institutional Research; additional graduation data is also available at the Colorado Department of Higher Education website: http://highered.colorado.gov/.

Video or Audio Recording of Lectures

Except where a student is entitled to make an audio or video recording of class lectures and discussions as an educational accommodation determined through the student's interactive process with College disability services, a student may not record lectures or classroom discussions unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur.

A student granted permission to record may use the recording only for his or her own study and may not publish or post the recording on YouTube or any other medium or venue without the instructor's explicit written authorization.

Students with a disability are encouraged to contact the learning resources and support programs on each campus to arrange for accommodations and support services. Please visit the Disability Services webpage (https://www.morgancc.edu/get-started/disability-services/) for more information.

Violence/Firearms on Campus

To view the complete System Procedure (SP 19-10) Violence Firearms on Campus go to: https://cccs.edu/policies-and-procedures/board-policies/bp-19-10-violencefirearms-on-campus/

To view the complete State Board Policy (BP 19-10) Violence/Firearms on Campus go to: https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-19-10-violence-firearms-on-campus/

VIOLENT BEHAVIOR

Violent behavior or the threat of violence toward employees, students, the general public, College property or College-operated facilities will not be tolerated. Violent behavior is defined as any act or threat of physical, verbal, or psychological aggression or the destruction or abuse of property by any individual.

FIREARMS

No person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by Morgan Community College. "Weapon" means any of the following which in the manner it is used or intended to be used is capable of producing death or serious bodily injury:

- A firearm, whether loaded or unloaded;
- A knife;
- A bludgeon;
- Or any other weapon, device, instrument, material, or substance, whether animate or inanimate.

Persons authorized to carry firearms and other equipment defined in the policy are:

- Those persons conducting and participating in an approved program of instruction in the College's curriculum which requires access to such equipment as an integral part of the instructional program;
- Those persons authorized by law to carry firearms; and those persons granted permission at the discretion of the College president for specific purposes from time to time

Any person(s) in violation of this regulation shall be subject to College disciplinary action, as well as being charged with violation of existing criminal statutes.

In the event of a violent behavior or firearm occurrence students should notify the Vice President of Student Success (970-542-3111). If that Vice President is unavailable, notify the office of the President (970-542-3105), the Vice President for Administration and Finance (970-542-3127), or the Vice President of Instruction (970-542-3208) who will then initiate the call to 911.

REVISIONS AND UPDATES

Student Handbook updated:

July 2023