



STUDENT HANDBOOK

Student Handbook

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For the most current document, please refer to www.unco.edu/dos/handbook/links.htm.

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Academic Expectations

The purpose of the University of Northern Colorado is to provide an environment in which the student can develop into an effective citizen and a useful and productive member of society. The freedom to learn depends upon opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Students are obligated to exercise their freedom with maturity and responsibility.

Student Rights

Students have the right to:

1. be informed of course requirements;
2. be evaluated fairly on the basis of their academic performance (their abilities and skills) as required by a professor as part of a course;
3. experience free and open discussion, inquiry, and expression, both in the classroom and in conference;
4. experience competent instruction and advisement.
5. take exception to the data or views presented and reserve judgment about matters of opinion;
6. expect protection against a professor's improper disclosure of student's views, beliefs, and political association which may surface as a result of instructing, advising, or counseling;
7. expect protection, through established procedures, against prejudicial or capricious evaluation (see Academic Appeals section).

Student Responsibilities

Students have the responsibility to:

1. inquire about course requirements if they do not understand them or are in doubt about them;
2. maintain the standards of academic performance established for individual courses and for programs of study;

3. initiate an investigation if they believe their academic rights have been violated. (See section on Academic Appeals);
4. learn the content of any course of study;
5. act in accordance with commonly accepted standards of academic conduct (see Student Conduct section).

Academic Appeal Procedure

Purpose

The purpose of the procedures outlined below is to provide an easily implemented means for appealing and resolving disputes concerning an academic decision which a student considers arbitrary, capricious, or contrary to University policy.

- Arbitrary, capricious: No discernible relationship between the act or decision complained of and the legitimate interests or considerations affecting or motivating such act or decision; i.e., disparate treatment of persons in essentially identical circumstances.
- Violations of policy: Encompasses misinterpretations, misapplication or violations of authorized University policies.

Before initiating these procedures, or between any of the appeals steps outlined below, students may, and are encouraged to seek advice from their academic advisor or, in the case of graduate, the Dean of the Graduate School.

It is the responsibility of the student to initiate the appeals procedure at each level: faculty member, school director or director's designee, dean of the college, Undergraduate or Graduate Appeals Officer, and the Academic Appeals Board. If the student fails to pursue the matter in the manner provided in this policy, after the conference with the appropriate individual identified above, the original academic decision will be final. The student should also bring to the various conferences and to the Academic Appeals Board hearing all evidence on which he or she intends to rely. Extension of the initiation deadline for each required conference can be allowed by the responsible academic officer receiving the appeal if requested by the student with good cause shown. The length of such extension shall be appropriate to accommodate the cause of the delay. The following procedures outline the steps of the academic appeals process. It is expected that all of the parties involved at each step of the appeals process will make a good faith effort to resolve the issues.

Steps for Appeal

Conference with the Faculty Member. The student who has a specific problem or grievance shall first arrange a conference to discuss such problem or grievance with the faculty member who assigned the grade or whose action is addressed in the student's appeal by the end of the third week of the following semester, including summer, in which the student is enrolled. The faculty member must inform the student of his or her decision regarding the appeal within 21 calendar days of this required conference. The faculty member must be prepared to defend the decision or action(s) on the basis of University policy or sound academic policy. In matters concerning program area or school policy or procedures, the student should take the problem to the school director.

In the event that the faculty member is not available, due to absence from campus, illness or non-employed status during the first three weeks of the following semester, the student will direct the

appeal to the school director or director's designee if the director is not from the same discipline as the faculty member whose action is being appealed. To the extent possible, the school director or designee will obtain information from and discuss the appeal with the faculty member who assigned the grade or whose action is addressed in the student's appeal before making a final decision on the appeal.

In the case of an appeal of a program area termination decision, the student will begin the appeal process as in three (3) below by requesting a conference with the dean of the college (or designee).

Conference with the School Director. If the student does not believe that the initial conference with the faculty member has resolved the problem, a request may be made for a conference with the faculty member's school director if the director is not in the same discipline as the faculty member whose action is being appealed, the director will designate a faculty member in the same discipline to hear the student's appeal at this level. The student is responsible for initiating this required conference within twenty-one (21) calendar days of the faculty member's response if he or she wishes to pursue the appeal further. The school director shall confer with both student and faculty member. School director's will inform their dean and the student of their decision regarding the student appeal within twenty-one (21) calendar days of this required conference. If the faculty member is the school director, the student should move to three (3) below and schedule a conference with the faculty member's dean.

Conference with the Dean

If the student does not believe that the conference with the school director has resolved the problem, the student may request a conference with the dean of the college within twenty-one (21) calendar days after notification of the school director's or director's designee's decision in two (2) above. The dean will issue a written reply to the student within twenty-one (21) calendar days of the conference. For a graduate student appeal, a copy of the dean's response will be sent to the Dean of the Graduate School as an information item and is to be retained in the student's file.

An appeal by a student of a recommendation for termination of the student's academic program will be addressed directly to the dean by submitting a letter of intent to appeal by the end of the third week of the semester following the decision. Within twenty-one (21) calendar days after notification to the student of the decision and scheduled at least one week following submission of the letter of intent to appeal, the student shall also arrange a conference with the dean. The letter of intent to appeal will include:

- the identification of the faculty member or program area or school involved; and
- a description of the action or actions the student considers arbitrary, capricious, or contrary to University policy.
 - When a student initiates an appeal of a program area termination decision with the dean, the student will be placed on suspension from his or her program and a hold will be placed on his or her registration which will not allow the student to register for additional courses until a final decision on the appeal has been reached. Any pre-registrations for future semesters will be withdrawn by the CAO for an undergraduate student and the Dean of the Graduate School for a graduate student. The student will complete any courses for which he or she is currently enrolled except when:
 - the student voluntarily withdraws from the course or all courses; or
 - for professional or ethical reasons and based on a program area or school recommendation to the Chief Academic Officer (CAO) or the Dean of

the Graduate School, that the student not be allowed to continue participation in a course for which he or she is currently registered. The dean will promptly inform all involved faculty members, the school director and the CAO or the Dean of the Graduate School that the appeal has been filed. The dean will investigate the appeal by reviewing the evidence submitted by the student and consulting with affected parties. The dean will render a decision to support or not support the program area or school recommendation within twenty-one (21) calendar days of the required conference.

If the appeal is upheld, the dean will submit a recommendation, addressed to the CAO or to the Dean of the Graduate School, with a copy to the student, to reinstate the student's program. If the dean's recommendation is endorsed by the CAO or the Dean of the Graduate School, the student will continue to pursue the degree program and any interrupted courses per stipulated conditions and agreements with the program area or school described in the dean's letter of recommendation. If the CAO or the Dean of the Graduate School do not endorse the dean's recommendation and do not reinstate the student to his or her program, the student may appeal that decision directly to the Academic Appeals Board and omit four (4) below of these procedures.

Conference with the Undergraduate or Graduate Appeals Officer

If the student is not satisfied with the results of the conference with the dean, an undergraduate student may file a written request with the CAO for a conference with the Undergraduate Appeals Officer in Academic Affairs; a graduate student may file a written request to the Dean of the Graduate School for a conference with the Graduate Appeals Officer in the Graduate School. The written request for a conference with the Undergraduate or Graduate Appeals Officer must be filed within thirty (30) calendar days of the dean's decision or the end of the semester after receipt of the dean's decision, whichever is greater. The written request for a conference must contain:

- the identification of the faculty member and academic department involved;
- a rationale explaining why the student considers the decision or action(s) to be arbitrary, capricious, or contrary to University policy; and
- a copy of the written response from the dean.

The Undergraduate or Graduate Appeals Officer will resolve the complaint. Upon completion of the investigation and no later than twenty-one (21) calendar days after the required conference with the student, the Undergraduate or Graduate Appeals Officer shall inform the student of a decision.

If the appeal is dismissed, the student shall be informed in writing of the reasons for dismissal. If the appeal is upheld, the CAO or Dean of the Graduate School will so advise the student and resolve the matter with the school director and dean. The Undergraduate or Graduate Appeals Officer's letter of response will be delivered either in person to the student by a University official or by certified mail to the student's local address.

Request for Academic Appeals Board Hearing

If the student is not satisfied with the results of the required conferences, the student may file a request to the chair of the Academic Appeals Board (Board) for a formal hearing. The request for a hearing before the Board must be submitted within thirty (30) days of hand delivery or posting by certified mail of the letter from the Undergraduate or Graduate Appeals Officer. An affirmative vote by three (3) members of the Board will be required to hear the appeal. If an appeal is accepted for hearing, the chair of the Board shall set a date for the hearing within ninety (90) calendar days of the decision accepting the appeal for hearing.

It is the duty of the Hearing Panel to ensure that, in the case under consideration, the action or decisions of the faculty member or program area or school were not arbitrary, capricious, or contrary to University policy. All evidence considered in the case should be submitted to the Hearing Panel for review. After an impartial evaluation of that evidence, the Hearing Panel shall:

- uphold the action or decision of the faculty member or program area or school and dismiss the complaint; or
- uphold the contention of the student by deciding that the actions or decision of the faculty member or program area or school were arbitrary, capricious, or contrary to University policy. If a two-thirds vote of the Hearing Panel supports the student's contention, the Hearing Panel shall have the authority to reverse the decision of the program area or school or faculty member, i.e., the Hearing Panel can direct the Registrar to change the student's grade or can direct other appropriate action to ensure that justice is done to the student. The decision of the Hearing Panel shall be final and will be communicated, in writing, to the CAO or Dean of the Graduate School (depending on whether the appeal originated from an undergraduate or graduate student), the dean and school director. The Hearing Panel shall not disclose individual voting positions nor publish dissenting opinion.

The Hearing

Hearings shall be informal. The Chair of the Board shall preside over the hearing. The hearing is not regarded as a court of law and full adversary-type procedures will not be followed. To protect the student and the faculty member or program area or school, the hearing shall be both confidential and closed. A taped transcript of the proceedings shall be made and kept with the records of the hearing. All parties involved in the appeal have the right to attend the entire hearing, to be represented by academic counsel during the hearing, and to challenge testimony and evidence.

- **Academic Counsel.** A faculty member, fellow student or employee of UNC may agree to serve as the student's academic counsel (advisor through the appeals process). In this role, the academic counsel will:
 - meet with the student and help guide him or her properly through university procedures;
 - discuss with the student the rationale for claiming the decision being appealed was arbitrary, capricious or contrary to university policy; and
 - be allowed to be present at any or all required conferences and the hearing before the Hearing Panel but will not be allowed to speak for the student unless approved by the University Official(s) involved in the conference or the Hearing Panel.
- **Academic Appeals Board.**

- **Membership.** The membership of the Academic Appeals Board (Board) shall be composed of four (4) faculty members from different colleges and schools and four (4) alternate faculty appointed by the Faculty Senate, and students to be appointed as follows: four (4) undergraduate students and four (4) undergraduate student alternates appointed by the Student Representative Council (SRC) and four (4) graduate students and four (4) graduate student alternates appointed by the Graduate Student Association (GSA) such that each college with a graduate program is represented in the pool of eight (8). Four (4) undergraduate students will participate on the Board when an undergraduate appeal is to be heard. Four (4) graduate students will participate on the Board when a graduate student appeal is to be heard. The term of office for the Board members shall be for one (1) year beginning with Fall term. Appointments must be made by November 1st of each year. If the colleges or SRC fail to act, the CAO will make temporary faculty and/or undergraduate student appointments and the Dean of the Graduate School will temporarily appoint graduate students to the Board if the GSA does not provide appointments.
- **Chair.** The Chair of the Board shall be appointed by the CAO and approved by majority votes of the Faculty Senate and SRC. The Chair shall be a voting member and his or her term of responsibility shall be for two (2) years beginning with fall term. An alternate Chair may be appointed by the Board from its membership.
- **Quorum.** A quorum shall consist of the Chair, three (3) faculty members, and three (3) undergraduate or graduate students depending upon whether the Board is deliberating an undergraduate or a graduate student appeal.
- **Chair Responsibilities.** The Chair of the Academic Appeals Board shall:
 - schedule all meetings of the hearing panel and notify all concerned parties of the time and place of the hearing;
 - preside over the hearing and all deliberations of the Hearing Panel;
 - conduct the hearing in a manner which protects academic due process;
 - file a written report of the Hearing Panel's decision with the CAO and distribute copies of the report to the student, faculty member, the school director, the appropriate dean or the Dean of the Graduate School in the case of an appeal by a graduate student, and the Undergraduate or Graduate Appeals Officer in the case of an appeal by a graduate student
 - maintain records of each hearing. Except when required by a legally valid subpoena or when the parties have given written consent, access to records will be confined to authorized University personnel who require access in connection with the performance of their duties; and
 - forward all records of the hearing as well as the final report to the University Counsel.

Graduate Student Petition for Exceptions

Graduate students may petition for exceptions to certain procedures, rules, policies, and requirements. For specific details regarding this process, graduate students are directed to meet with the Graduate Appeals Officer in the Graduate School Office.

Administrative Procedures

Pre-Hearing Procedure

- **Jurisdiction of the Academic Appeals Board.** The Academic Appeals Board (Board) has jurisdiction whenever the Appeal involves an “academic decision” and the appropriate University Administrator directs the Chair of the Board to schedule a hearing.
- **Notice of Hearing.** Upon receipt of a request for a formal hearing and determination that the Board has jurisdiction, the Chair of the Board shall issue written notice to the student, and the identified faculty member and/or program area or school of the time, place and date of the hearing, and the hearing rights as specified hereinafter.
- **Pre-Hearing Disclosure.** The notice of hearing shall require the student and the faculty member and/or program area or school to identify, in writing at least ten (10) calendar days prior to the date of hearing, all documents which contain, and the names and current addresses of all witnesses who have, relevant knowledge of facts relating or pertaining to the issues in contention as identified by the student in his or her request for a formal hearing. Upon receipt of the written submission from the student the Chair of the Board shall transmit a copy to the faculty member and/or program area or school and vice versa.
- **Evidence.** The Chair shall notify all witnesses which it determines may have relevant knowledge of facts or who are the custodians of documents which have, relating or pertaining to issues in contention which are within the purview of the Hearing Panel. The Chair should also attempt to collect all identified documents prior to the hearing and have them marked and made available for each Hearing Panel member’s review prior to and during the hearing.

Hearing Procedure

- **Purpose.** The purpose of the hearing shall be to assist the Hearing Panel in eliciting all reliable evidence which is probative of the issues in contention. The hearing shall be essentially investigatory and not essentially adversarial. It is the Hearing Panel’s obligation to investigate thoroughly all the reliable and probative evidence to the end of determining whether the actions or decisions of the faculty member and/or program area or school were arbitrary, capricious, prejudiced, or contrary to University policy. The Hearing Panel is not bound to examine any or all of the issues presented by the student if they are not germane to the aforesaid standard of review. However, if during the course of its investigatory review the Hearing Panel identifies facts which raise issues which are germane, it must consider them even though they were not raised by the student. Accordingly, the Hearing Panel must not limit its investigation solely to the evidence presented by the student and faculty member and/or program area or school, but must elicit all evidence from whatever sources that it deems necessary.
- **Record.** The record of the proceeding shall consist of a tape recording of the hearing, all documents presented and the Hearing Panel’s decision.
- **Burden of Proof.** Although the burden of affirmatively proving an assertion rests on the person making the assertion (in this case on the student to prove arbitrary, capricious, prejudiced actions or decisions), such burden does not absolve the Hearing Panel of its duty to investigate the matter fully. The Hearing Panel’s task is to investigate and determine facts, not merely to adjudicate.
- **Preliminary Statement.** The Chair of the Board shall call the hearing to order, identify the issues and parties involved and give an overview of the hearing process and purpose and scope of the Hearing Panel’s authority. The Chair shall inquire of the student and his or her counsel whether there are any objections to the time, place, notice, or other procedural matters. The Hearing Panel should deal with any legitimate procedural objections first.

- **Presentation of Evidence.** The presentation of evidence shall generally proceed in the following order:
 - Presentation by student.
 - Presentation by faculty member, program area or school and/or college.
 - Interrogation of witnesses called by the Hearing Panel.
 - Rebuttal presentation by student, if requested.
 - Deliberation by the Hearing Panel. The presentation of oral testimony by a witness need not be by formal interrogation. A witness may simply be asked to disclose all testimony he or she has that relates to the issue in dispute. The Hearing Panel may reject unreliable, irrelevant or cumulative testimony. The Hearing Panel may interrogate a witness at any time on any subject it deems relevant. The Academic Appeals Board may sequester non-party witnesses (i.e., other than student and academic counsel, faculty member and academic counsel.) Documentary evidence may be accepted without a testimonial foundation but the Hearing Panel should be careful to assure authenticity. Documentary evidence, including sworn statements, should not be used as a substitute for intramural testimony unless the witness is unavailable due to reasons beyond the witnesses' and the Hearing Panel's control and then only if the evidence is deemed by the Hearing Panel to be complete and reliable.
- **Cross-Examination.** Any recognized party may call any available witness for examination in his or her or their respective presentation. Hence formal cross-examination should be unnecessary but may be allowed at the discretion of the Hearing Panel. Further, the Hearing Panel may, at the request of any recognized party, question any witness on any relevant subject.
- **Deliberation.** The Hearing Panel shall determine its own manner and time of deliberation, but is advised that such should be in private and conducted as soon after the hearing as is practicable.
- **Closure.** The Hearing Panel may adjourn the hearing to a later date if necessary to obtain further evidence. After the Hearing Panel is satisfied that it has received or obtained all relevant evidence necessary to its determination of all issues within its purview it shall finally adjourn the hearing.
- **Decision.** The Hearing Panel's decision shall take the form of findings of fact, separately stated. Each finding should encompass a single fact which, as determined by two-thirds vote of the members of the Hearing Panel, is established by a preponderance of the evidence. (Preponderance is the greater weight of evidence--that evidence which outweighs the evidence opposing it.) The decision shall also state separately each conclusion reached by the Hearing Panel based upon the facts found. The conclusions must logically follow from the facts and must relate to the standards of review; i.e., arbitrariness, capriciousness, prejudice or violations of policy. Finally, the decision shall set forth a disposition of the appeal. This decision is final.

PROCEDURES FOR RESOLVING STUDENT FACULTY CONFLICT

The purpose of this procedure is to provide the student with a means for resolving conflict with a faculty member. Examples of a conflict which might be a reasonable cause for using this procedure are included under the Student Rights and Student Responsibilities listed above.

- **Step 1.** The student who has a specific conflict shall first discuss his/her concern with the faculty member in question. In the event that the student has justifiable reasons for not communicating directly with the faculty member, the student may proceed directly to Step 2. However, the student should be prepared to defend his/her decision not to talk directly with the faculty member.
- **Step 2.** If the student does not believe that the initial conference with the instructor has resolved the conflict, a request may be made for a conference with the faculty member's School Director. The School Director may confer with both the student and the instructor. If the student has not yet communicated directly with the faculty member and has justifiable reasons for not doing so, anonymity may be requested at this step. If the instructor is the School Director, the student may proceed directly to Step 3. At the student's request, the School Director will inform the student in writing, of any outcome of this process within 20 calendar days of the conference.
- **Step 3.** If the student does not believe that the conference at Step 2 has resolved the conflict, a request may be made for a conference with the School Director's academic dean. At this point, the student will be expected to present his/her concerns in writing, and this, along with the student's identity, will be provided to the faculty member in question. However, the dean may decide that anonymity at this stage is appropriate if the faculty member is the School Director. The dean will issue a written reply to the student within 20 calendar days of the conference. The decision of the dean will be final.

STUDENT CONDUCT CODE

PREAMBLE

Students and recognized student organizations at the University of Northern Colorado possess certain rights and responsibilities designed to promote a safe and respectful living and learning environment. The University values freedom of expression and the respectful exchange of diverse viewpoints. By choosing to attend the University of Northern Colorado, students agree to uphold standards of conduct that have been developed to guarantee students freedom to learn and to protect the fundamental rights of others. In an effort to foster tolerance, civility, and accountability, the student conduct process aims to serve as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the university community and the greater community.

ARTICLE I: DEFINITIONS

1. The term *Advisor* means a person chosen by a Complainant or Respondent to provide personal support through the conduct process. An advisor must have no other role in the hearing, such as a witness, and may not speak or otherwise represent his or her advisees.

2. The term *Appeal Reader(s)* means any person or persons authorized by the Dean of Students or designee to consider an appeal from a University Hearing Panel's determination as to whether a student has violated the Student Conduct Code or from the sanctions imposed by the University Hearing Officer.
3. The term *Chief Disciplinary Officer* means the Dean of Students of the University of Northern Colorado or a designated University official authorized on a case-by-case basis by the Dean of Students to impose sanctions upon any student(s) found to have violated the Student Code.
4. The term *Complainant* means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the University community submitted the charge itself.
5. The term *Faculty Member* means any person hired by the University of Northern Colorado to conduct classroom activities, whether in a classroom, laboratory, field, clinical, or virtual setting or who is otherwise considered by the University to be a member of its faculty.
6. The term *May* is used in the permissive sense.
7. The term *Member of the University Community* includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the Dean of Students or designee.
8. The term *Organization* means any number of persons who have complied with the formal requirements for University recognition/registration.
9. The term *Parent* means a student's parent or legal guardian.
10. The term *Policy* means the written regulations of the University as found in, but not limited to, the Student Conduct Code, Residence Life Handbook, the University web page and computer use policy, Graduate/Undergraduate Catalogs, and University Regulations and Board Policy.
11. The term *Preponderance of Evidence* means what happened is more likely than not to have happened. This shall be the standard of proof used in all conduct proceedings under this code.
12. The term *Respondent* means any student accused of violating this Student Code.
13. The term *Shall* is used in the imperative sense.
14. The term *Student* includes: all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies; those who withdraw after allegedly violating the Student Conduct Code; those who are not officially enrolled for a particular term but who have a continuing relationship with the University; those who have been notified of their acceptance for admission are considered *students* as are

- persons who are living in University housing, although not enrolled in this institution. The Student Conduct Code applies to all University of Northern Colorado students enrolled through University programs who are studying abroad or at other remote locations.
15. The terms *University* or *Institution* mean the University of Northern Colorado.
 16. The term *University Hearing Officer/Panel* means any person or persons authorized by the Dean of Students or designee to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
 17. The term *University Official* includes any person employed by the University, performing assigned administrative or professional responsibilities. University officials may be full or part-time, or may be student staff members.
 18. The term *University Premises* includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the University of Northern Colorado (including adjacent streets and sidewalks).
 19. The term *University-Sponsored Activity* means any activity on or off campus which is initiated, aided, authorized or supervised by the University.
 20. The term *Witness* means any individual who may have information relating to a conduct case.
 21. The term *Working Day* means Monday through Friday, except for official university holidays.

ARTICLE II: STUDENT CODE AUTHORITY

1. The Dean of Students shall determine the composition of University Hearing Panels and determine which University Hearing Board, University Hearing Officer and Appellate Reader shall be authorized to hear each matter.
2. The Dean of Students or designee shall develop policies for the administration of the student conduct system and procedural rules for the conduct of University Hearing Panel Hearings that are consistent with provisions of the Student Conduct Code.
3. Decisions made by a University Hearing Panel and/or University Hearing Officer shall be final, pending the normal appeal process.

ARTICLE III: STUDENT CONDUCT

A. Jurisdiction of the Student Conduct Code

The University of Northern Colorado Student Conduct Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely

affects the University community, poses a threat to safety of persons or property, or damages the institution's reputation or relationship with the greater community. In addition, University of Northern Colorado, in collaboration with the Greeley community, may respond to student violations of community-based laws and ordinances designed to protect civility and quality of life. The Dean of Students or designee shall decide whether the Student Conduct Code shall be applied to conduct occurring off campus, on a case by case basis, at his/her sole discretion.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if his or her conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any University official.
 - c. Forgery, alteration, or misuse of any instrument of identification, University document, or record.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or other authorized non-University activities when the conduct occurs on University premises.
3. Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person, including the student.
4. Repeated conduct which would cause a reasonable person to fear for his/her safety or to alter his/her activities in response to the repeated conduct. Such repeated conduct may include, but is not limited to, any of the following: following, approaching, contacting, or placing under surveillance a person, a member of that person's family, or close acquaintance, whether or not conversation ensues.
5. Harassment. Any verbal, visual, written or physical conduct that is sufficiently severe, persistent or pervasive that it adversely affects, or has the purpose or logical consequence of interfering with any student's educational program or creates an intimidating, hostile or offensive environment within the University community.
 - a. Sexual Harassment, which includes, but is not limited to non-consensual verbal or physical conduct related to sex which unreasonably interferes with an individual's work, educational, or social performance or creates an intimidating, hostile, or offensive work, educational, or social environment; or is a violation of an individual's privacy, at the University, on University-owned or controlled property, at university sponsored or supervised activities, or at functions of recognized student organizations.

- b. **Bias-Related Harassment.** Harassment of a person or group because of factors such as race, ethnicity, religion, gender, sexual orientation, age, creed, national origin, disability, political affiliation or veteran status.
6. **Sexual Misconduct is:**
 - a. Sexual contact that is without consent by any party. It is the obligation of any person to obtain active consent from the other person prior to sexual contact. Examples of misconduct include, but are not limited to, touching another's genitals/breasts without consent; having sexual contact with someone whose decision making ability is compromised (e.g. from alcohol or drug usage); or continuing sexual activity after either party has made it clear, either verbally or by conduct, that they do not wish to have physical contact.
 - b. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others; deliberate observation of others for sexual purposes without their consent; taking or posting of photographs/images of a sexual nature without consent; possession or distribution of illegal pornography; or viewing or posting pornography in public venues.
7. Theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
8. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
9. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
10. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
11. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website, including, but not limited to, the Residence Life Handbook, Student-Athlete Handbook, UNC Computer, Internet & Electronic Communications Policies and Procedures, or any academic college policies.
12. Violations of federal, state, and municipal laws, or any other conduct not included above, which unreasonably interferes with the operations of the University, and the pursuit of its educational purposes and objectives or the rights of others, or which renders a person or organization unfit or unsuitable for continued association or affiliation with the University.
13. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

14. Use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by University regulations, or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
15. Possession of firearms, ammunition, explosives, other weapons, or dangerous chemicals on University premises or use of any object in a way that harms, threatens, or causes fear to others on or off campus. Weapons include, but are not limited to, any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, switchblade knives, or instruments designed to look like any of the above. Concealed weapons may only be carried by sworn law enforcement officers. All other concealed weapons, whether carrying with a lawful permit or otherwise, are strictly prohibited on all campus premises.
16. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
17. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
18. Conduct that is disorderly, lewd, or indecent; breach of peace or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly Conduct includes, but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.
19. Abuse of the Student Conduct System, including but not limited to:
 - a. Failure to obey the notice from a Student Conduct Board or University official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - d. Institution of a student conduct code proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
20. Intentional initiation or circulation of any false report, warning, or threat of fire, bombs, or explosives on University-owned or controlled property, at University-sponsored or supervised functions or at functions or facilities of recognized student organizations.

21. Retaliation against any individual. Retaliation is defined as any conduct which serves as a reprisal with the intent of causing physical or psychological pain. Retaliation includes, but is not limited to, unwelcome or repeated contacts by telephone, by letter, in person, or by third party; damaging or vandalizing personal property; offensive acts/gestures; overt threats, whether or not they were actually carried out; or any conduct that would instill fear and trepidation in the victim.

C. Violation of Law and University Discipline

Students may be held independently accountable to both civic authorities and to the University for acts which constitute violations of law and/or violations of University policies, regulations, or procedures. Disciplinary action will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed, reduced, or are in process. A Colorado law states that if a person is convicted of a riot offense (inciting, arming, or engaging) he/she must be immediately suspended from a Colorado state-supported institution of higher education for a period of twelve months and will be unable to attend any other Colorado state-supported institution of higher education for that time period.

D. Academic Expectations Related to Student Conduct

In order to encourage and foster academic excellence, the University expects students to conduct themselves in accordance with certain generally accepted norms of scholarship and professional behaviors. Because of this expectation, the University does not condone any form of academic misconduct. Academic misconduct includes but is not limited to plagiarism, cheating, fabrication, and knowingly or recklessly encouraging or making possible any act of plagiarism, cheating, or fabrication. Academic misconduct is an unacceptable activity in scholarship and is in conflict with academic and professional ethics and morals.

Consequently, students who are judged to have engaged in some form of academic misconduct may be subject to (1) a zero or an "F" on the work in question, (2) an "F" in the course, (3) other academic penalties as outlined in the professor's course requirements and expectations, (4) disciplinary action as specified in the Sanctions for Misconduct section below, or (5) any combination thereof. Procedural due process, including the right to appeal, is to be followed in making a determination of whether academic misconduct has occurred.

Generally, a student's intentions will not be the primary consideration in the determination of whether academic misconduct has occurred. A student's intentions will usually be considered only during the process of deciding on the appropriate sanctions or penalties.

Plagiarism is the act of appropriating the written, artistic, or musical composition of another, or portions thereof; or the ideas, language, or symbols of same and passing them off as the product of one's own mind. Plagiarism includes not only the exact duplication of another's work, but also the lifting of a substantial or essential portion thereof.

Regarding written work in particular, direct quotations, statements which are the result of paraphrasing or summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of indentation shall be used to indicate all direct quotations.

As long as a student adequately acknowledges his/her sources and as long as there is no reason to believe that the student has attempted to pose as the originator, the student will not be charged with plagiarism even though the form of the acknowledgment may be unacceptable. However, students should be aware that most professors require certain forms of acknowledgment and some may evaluate a project on the basis of form.

Cheating is the act of using or attempting to use, in examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to: Using books, notes, or calculators or copying from or conversing with others during an examination (unless such external aids are permitted by the instructor); having someone else do research, write papers, or take examinations; doing research, writing papers, or taking examinations for someone else; submitting large portions of the same work as part of the academic work for more than one course (unless such submission is permitted by the instructor).

Fabrication is the invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to: inventing the data for a scientific experiment; inventing the title and author of a publication in order to use the invented publication as a source; or knowingly attributing material to an incorrect source.

ARTICLE IV: HEARING PROCEDURES

Students who violate University Standards of Conduct are subject to disciplinary action. The University has designed hearing procedures that aim to engage students and recognized student organizations in a fair, educational, and developmental process.

The Chief Disciplinary Officer of the University, located in the Dean of Student's Office, has the primary administrative responsibility for University-wide coordination, investigation, and enforcement of student conduct standards. Based on the nature and location of the violation of University standards of conduct, student conduct cases may be acted upon by appropriate University officials as authorized by the Chief Disciplinary Officer. When a student is suspended or expelled, the decision is subject to a formal hearing before the University Hearing Officer/Panel. When a recognized student organization loses recognition, the decision is subject to formal hearing before the Vice President for Academic Affairs. The University Hearing Officer shall be a person with expertise in administrative hearing and academic issues appointed by the Vice President for Academic Affairs from a panel of qualified individuals. The responsibilities of this person shall be to conduct formal disciplinary hearings.

A. INFORMAL HEARING PROCEDURE

The procedures for informal hearings shall be as follows:

1. When a disciplinary case is referred to or acted upon by the Chief Disciplinary Officer or designee, the procedure will normally be conducted in an informal manner. Discussion, counseling, persuasion, and other existing informal procedures will normally be used. The student or recognized student organization subject to disciplinary action will be informed at least three (3) days prior to the informal hearing of a summary of the alleged behavior and code of conduct violation and the time and place of the hearing. Pending such action, the student or recognized student organization has the right to be present on campus, attend classes, or conduct organizational business except in cases of interim suspension.

2. The student or recognized student organization has the right to be assisted by an advisor if they choose, at their own expense. This advisor can be a faculty member, student, legal counsel or other individual, but can have no other role in the hearing, such as a witness. The student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or participate directly in any hearing. Should the student elect to be accompanied by legal counsel, the University reserves the same right to have legal counsel present. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the informal hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
3. Decisions made at an informal hearing may be heard by the University Hearing Officer/Panel, or in the case of a recognized student organization, by the Vice President for Academic Affairs, if the sanction results in *suspension, expulsion, or loss of recognition*. A formal hearing must be requested by the student or recognized student organization in writing within 10 calendar days after receipt of the Chief Disciplinary Officer's decision. Such request shall be directed to the Vice President for Academic Affairs. (See Formal Hearing Procedures.)
4. If sanctions are imposed as a result of the informal hearing, *other than* suspension, expulsion, or loss of recognition, students have the right to appeal the decision and/or sanctions.
 - a. Students may choose to appeal the decision based on one or more of the following:
 - i. Due process was denied (you believe the Hearing Officer violated your student rights/ responsibilities or didn't follow the written conduct process/procedures).
 - ii. Presence of new evidence. The presentation of the "new evidence" must be considered sufficiently substantial to change the outcome in a significant manner.
 - iii. The sanctions given were inappropriate given the nature of the violation.
 - b. The appeal will be based on the hearing record and the facts of the case. The appeal process will not be a rehearing of the case.
 - c. Students wishing to appeal must complete and submit the Statement of Appeal Form to the Dean of Students Office within (5) business days following the receipt of the decision letter. The written appeal is reviewed by an appeal reader, appointed by the Dean of Students and he or she may affirm or reverse the decision, or remand the case to another Hearing Officer for further deliberation.

B. Formal Hearing Procedure

The procedures for formal hearings shall be as follows:

1. The Complainant and the Respondent have the right to be assisted by an advisor if they choose, at their own expense. This advisor can be a faculty member, student, legal counsel or other individual, but can have no other role in the hearing, such as a witness. The Complainant and/or the Respondent is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or participate directly in any hearing. Should the student elect to be accompanied by legal counsel, the University reserves the same right to have legal counsel present. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Formal Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

2. The student or recognized student organization must submit to the Hearing Officer a list of any witnesses and/or information for review 24 hours prior to the scheduled hearing.
3. The University Hearing Officer, or the Vice President for Academic Affairs, as determined above, shall conduct the Formal Hearing. The Hearing Officer, in keeping with fair and reasonable guidelines, may impose limits upon the number of witnesses and the amount of information that may be introduced where proffered information is cumulative, redundant or immaterial. Rules of evidence and rules of procedure do not apply. Reasonable rules on relevancy and fairness will guide the Hearing Officer in determining the admissibility of information. In every case, the facts are to be reviewed and decisions made based upon a preponderance of evidence. The burden of establishing the basis for any disciplinary action shall be on the University.
4. At the discretion of the Hearing Officer, students charged with violations arising out of the same transaction or occurrence may be heard together rather than separately. In combined hearings the University may present its case once and at the same time against all of the students charged with violations. Following the presentation of the University's information, students whose cases are heard together may separately present, in turn, their information, but this presentation shall be given in the context of a single hearing.
5. All University disciplinary hearings will be closed to the public and nonparties. The Hearing Officer may invite observers with the consent of the parties.
6. At the option of the student who is the subject of the disciplinary action, the formal hearing shall be held before a Hearing Panel. In the case where more than one student is the subject of a disciplinary action and the cases are consolidated for hearing, the election of a Hearing Panel must be made by all such students, otherwise the hearing shall be conducted solely by the Hearing Officer. The Hearing Panel shall be composed of three (3) members. Two (2) of the members shall be full-time students (registered for 12 hours or more) in good standing at the University of Northern Colorado selected at random by the Hearing Officer from a list of such students submitted by the Student Representative Council to the Vice President for Academic Affairs. One (1) of the members shall be full-time tenure track or tenured faculty members at the University of Northern Colorado selected at random by the Hearing Officer from a list of such faculty submitted by the Faculty Senate to the Vice President for Academic Affairs.
 - a. A Hearing Panel must be fully constituted and the hearing completed within 31 calendar days (exclusive of continuances requested by the student(s) and granted by the Hearing Officer for good cause). After the receipt of a timely request for hearing, as determined in the reasonable discretion of the Vice President for Academic Affairs, the hearing shall be conducted solely before the Hearing Officer if, despite the exercise of reasonable diligence by the Vice President for Academic Affairs and the Hearing Officer, the Hearing Panel has not been constituted. The Hearing Panel shall serve as the deciding body, determining if a violation of the Rules and Regulations has occurred. The Hearing Panel shall hear all relevant information presented and shall deliberate and make a decision in accordance with the instructions provided by the Hearing Officer. The decision of the Hearing Panel must conform to the instructions given, and shall include a recommended sanction or other disposition of the case. The deliberations of the Panel shall commence as soon as reasonable after completion of the hearing and shall be communicated in writing on forms provided by the Hearing Officer no later than 72 hours after completion of the hearing. The decision shall be provided to all parties.
 - b. Upon receipt of the decision and recommended sanction of the Hearing Panel, the Hearing Officer shall enter a final decision based upon the recommendation of the Hearing Panel. The Hearing Officer may set aside the decision of the

Hearing Panel and enter his/her own decision or recall the Panel for further deliberations if he/she finds that the decision of the Panel fails to conform to the instructions given or was affected by fraud, collusion, or other improper influence. The Panel shall not disclose the individual voting positions of its members nor publish dissenting opinions. The decision of the Panel shall be by majority vote. The Vice President for Academic Affairs shall determine the appropriate sanction or other disposition of the case after consideration of the recommendation of the Panel and the decision of the Hearing Officer. Except as provided above, a hearing conducted with a Hearing Panel shall be under the direction and control of the Hearing Officer.

7. At the conclusion of the hearing conducted solely by a Hearing Officer without a Panel, the Hearing Officer shall (a) evaluate the information presented at the hearing in order to determine the validity of each of the charges, (b) determine whether or not a violation has occurred, and (c) issue a written statement of findings of fact and conclusions supporting his/her decision. The Vice President for Academic Affairs shall determine the appropriate sanction or other disposition of the case after consideration of the recommendations of the hearing officer.
8. Within 144 hours after the hearing, the parties shall be notified in writing of the decision. The records of disciplinary hearings are confidential. (Except when the parties have given written consent, access to records will be confined to authorized University personnel who require access in connection with the performance of their duties.)
9. Further Review – In cases in which the sanction may result in suspension or expulsion from the University, the results of the formal hearing before the University Hearing Officer/Panel may be reviewed by the Vice President for Academic Affairs if a request for review is submitted by the student to the Vice President for Academic Affairs no later than 10 calendar days after receipt of the Hearing Officer's final decision. The appeal is limited to a review of the record of the hearing if the decision is in violation of University policy, procedures, regulations, or unreasonable. The Vice President may affirm or reverse the decision of the University Hearing Officer or remand the case to the University Hearing Officer for further deliberation.

D. Sanctions for Misconduct

The University seeks to ensure equal treatment of students and recognized student organizations that are subject to disciplinary or academic sanctions and to impose similar sanctions under similar circumstances.

The prior conduct record, if any, will be taken into consideration in determining sanctions. Any sanctions imposed by the University shall be confirmed in writing. Sanctions for violations of University standards by individuals or recognized student groups include:

1. **Warning**—An official notice to a student or recognized student organization that the conduct is in violation of the Student Rules and Regulations. The continuation of such conduct or actions may result in further disciplinary action.
2. **Probation**—Disciplinary probation is a period of observation and review of conduct during which the student or recognized student organization must demonstrate compliance with the Student Rules and Regulations. Terms of this probationary period will be determined at the time probation is imposed.
3. **Loss of Privileges**—Denial of specified privileges for a designated period of time.

4. **Restitution**—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. **Discretionary Sanctions**—These include, but are not limited to, recommendation for counseling, required mental health assessment, restriction of privileges, or a special educational project designed to assist the student in better understanding the overall impact of his/her behavioral infraction.
6. **Residence Hall Suspension**—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
7. **Residence Hall Expulsion**—Permanent separation of the student from the residence halls.
8. **Interim Suspension**—Interim suspension is taken in extreme or unusual cases when there is reasonable cause to believe the continued presence of the accused student on campus presents an immediate and definite danger to himself/herself or other members of the campus community, or threatens disruption of University operations or activities. Interim suspension is immediate suspension of a student's privilege to attend the University and all of its related functions. A student who has been placed on interim suspension may not attend classes, may not participate in any University activities, and may be excluded from University property. The authority for interim suspension is vested in the Chief Disciplinary Officer. The Chief Disciplinary Officer may impose an interim suspension for a student before a hearing is held.
9. **University Suspension**—The suspension may be for a specified period of time or for an indefinite period of time until stated conditions are met. The student may be prevented from returning to University premises. When a student is suspended, a notation will be made on the student's academic record (transcript) as follows: "SUSPENDED (date) FOR CONDUCT." This notation will remain on the record until the terms of the suspension have been satisfied.
10. **Expulsion**—Expulsion is the act of terminating a student's academic program and his/her right to future enrollment. The student may also be prevented from returning to University premises. When this action is finalized, a notation will be made on the student's academic record (transcript) as follows: "EXPELLED (date) FOR CONDUCT." If cause sufficient to the University is shown, this notation may be removed from the academic record at the direction of the University after five academic years have passed.
11. **Revocation of Admission and/or Degree**—Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
12. **Withholding Degree**—The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
13. **Withdrawal Agreement**. In certain cases where a student's behavior or mental or emotional health may render him/her unfit for continued participation within the University community, the Chief Disciplinary Officer may recommend the student withdraw from the University. Conditions for readmittance to the University will accompany this withdrawal agreement.
14. **Loss of Recognition**. Recognized student organizations may lose recognition after an informal hearing before the Chief Disciplinary Officer. This action deprives the organization of the use of campus resources, the use of the University's name, and the right to participate in campus sponsored activities.

This loss of recognition may be for a specific period of time or for an indefinite period of time until stated conditions are met. Loss of recognition is subject to a formal hearing by the Vice President for Academic Affairs.

E. Sexual Assault Procedures

Students concerned or confused about sexual assault issues may contact UNC's Assault Survivors Advocacy Program (ASAP) at 351-1490 for confidential information. Recent statistics indicate that one (1) in four (4) college women will experience some form of sexual assault by the time they graduate (Bohmer, Parrot, 1993). Additionally, traditional college-aged students (18-24) are in the highest risk category for acquaintance sexual assault. Sexual assault between acquaintances is by far the most common type of sexual abuse, particularly on college and university campuses. It is also the most under-reported type of sexual assault. Entry level or first year students tend to be the most vulnerable to sexual assault victimization. Sexual assault, which for administrative purposes, is defined as any sexual contact/intrusion/penetration that is absent of or without consent by all parties. Examples include, but are not limited to: a) touching another's genitals/breasts without their consent (through clothing or skin to skin contact), b) having sexual contact/intrusion/penetration with someone who is incapacitated (one who is incapable of making a rational decision; e.g. from alcohol/drug usage), c) continuing sexual activity after either party has made it clear, either verbally or by conduct, that they do not wish to have physical contact. To reduce the possibility of miscommunication or misunderstanding, the University strongly encourages all parties engaging in sexual activity to obtain verbal consent before any such activity occurs. Sexual assault, in any of its forms, may have devastating consequences. Not only for the victim, but for the entire campus community. The University of Northern Colorado recognizes the significant impact of sexual assault, deplores such activity, and strongly encourages prompt reporting. Sexual assault will not be tolerated on the University campus, on University or controlled property, at University sponsored events or supervised activities, or at functions of recognized student organizations, on or off campus. Students committing sexual assault off campus may also be subject to administrative discipline as outlined in the "University Standards of Conduct."

- **Discipline and Accountability** – The University of Northern Colorado deplores and prohibits any and all sexual activity that is absent of or without consent by all parties. In situations where it is established that a sexual assault has occurred, the perpetrator may be subject to a number of administrative sanctions. These ramifications are outlined under the "Sanctions for Misconduct" and range from an official University warning, to expulsion from the University. Additionally, wherever applicable, any and all criminal action will also be pursued by the appropriate police agency. If upon investigation of the assault, probable cause exists to support the report, the following criminal ramifications may also apply: a) arrest/incarceration in jail, b) court hearing/criminal proceedings associated with trial, c) monetary fines and/or sentencing to prison, not to exceed 24 years. Both administrative and criminal charges are possible in sexual assault cases. In this event, an administrative hearing is likely to precede any criminal process. Since both proceedings are separate systems of justice, with very different sanctions, this dual process does not place the subject in double jeopardy.
- **Alcohol and Sexual Assault** – The University cannot intelligently address the issue of sexual assault on campus without also including the relationship of alcohol. Sexual assault occurs most frequently when one, and commonly both, of the parties are drinking. While alcohol is a common factor in most campus sexual assault cases, voluntary intoxication is NOT an excusable justification for inappropriate or illegal behavior.

Sexual assault under the influence is still sexual assault. Individuals are responsible for their behavior under any and all circumstances. Further, UNC has a drug and alcohol policy that is applicable to all UNC students. Please refer to “The Drug and Alcohol Policy,” in the Student Handbook, for more detailed information.

- **Reporting and Notification Procedures** – Students who choose to report a sexual assault should contact the UNC Police (if the assault occurred on campus) or the Greeley Police (if the assault occurred off campus) as soon as possible. Valuable evidence may be lost by showering, changing, cleaning up, or delaying reporting.
IT IS THE POLICY OF THE UNC POLICE TO FULLY INVESTIGATE ALL SEXUAL ASSAULTS REPORTED TO THEM. Therefore, students who report to the UNC Police should understand that this is NOT an avenue to utilize if they wish for the report to go no further.

Students may also contact administrative staff to begin the reporting process. This may include Academic Affairs personnel, Residence Life staff, and others. Students should understand that UNC Staff are required to report any crime to the UNC Police. If a student does not wish to make an actual report, they should contact the UNC Counseling Center or the ASAP Team (Assault Survivor Advocacy Program). These resources are not required to report to the UNC Police.

Additionally, students may opt to report “anonymously.” These forms are available in the lobby/open areas of: the Residence Halls, the Counseling Center, the UNC Police Department, the Academic Affairs office, the Residence Life office, and the University Center. Anonymous reports allow the victim to provide information about the assault, but do not obligate him/her to pursue any further recourse. These reports are not included in crime statistics, but are maintained by the ASAP Coordinator for informational purposes.

- **Availability of Resources** – The University of Northern Colorado provides numerous opportunities for students to seek personal assistance and educational growth. Additionally, the city of Greeley also has a number of help services open to all community members. The following is a list of some of the resources.

Assault Survivors Advocacy Program* (confidential)	351-1490
Center for Peer Education*	351-2065
Dean of Students	351-2796
Greeley Police	350-9600
North Range Behavioral Health Center (confidential)	353-3686
UNC Counseling Center (confidential)	351-2496
UNC Health Center* (confidential)	351-2412
UNC Police*	351-2245

*Denotes agencies that commonly offer awareness programs aimed at preventing sexual assault on campus. To request a program, call the number indicated. Numerous programs are presented annually and may be tailored to meet specific group needs/concerns.

Administrative Hearing Procedures

In addition to the hearing procedures outlined previously, in all cases where a hearing is convened to consider an alleged violation of section “e” (non-consensual sexual activity) of the University Standards of Conduct, the following special procedures shall apply to the extent they are applicable.

Rights of both the victim and the accused:

1. To be free from intimidation, harassment, and retaliation.
2. To be notified of the case status at any time.
3. To be notified of the hearing outcome in a timely manner.
4. To have the hearing conducted in a swift and timely manner.
5. To have a closed hearing.
6. To be present throughout the entire hearing process.
7. To be advised of the names of all witnesses requested to testify.
8. To review the hearing panel’s recommendation and to provide written input to the Vice President for Academic Affairs, prior to any final action. Verbal input may also be provided to the Vice President for Academic Affairs, at the Vice President’s discretion. (applies to a formal hearing)
9. To receive, at his/her expense, a written or taped transcript of the hearing. (applies to a formal hearing)

Rights of the victim specifically:

1. To have an advocate, or person of their choice present throughout the hearing.
2. To make up academic work he/she has missed due to the assault or hearing process.
3. To have irrelevant past sexual history suppressed, consistent with criminal law procedures (C.R.S. 18-3-407).
4. To be informed of any and all protection orders and resources available for ongoing assistance including academic/housing changes.
5. To provide a victim impact statement, either verbally or written, regarding how the assault has affected the victim’s psychological, financial, academic, physical, and social well being.

Rights of the accused specifically:

1. To be provided with a full and complete explanation of the charges.
2. To be presumed innocent until/if proven otherwise.
3. To be provided with an explanation of the possible range of penalties/punishment.
4. To cross-examine witnesses and to testify on own behalf.
5. To remain silent during hearing proceedings.
6. To present witnesses and documentary evidence, and an explanation or argument on his/her own behalf.

The Drug and Alcohol Policy

The University strives to create a healthy environment, one in which the high risk use of alcohol and the use of illicit drugs does not interfere with learning, performance, or development. Substance abuse disrupts this environment and places at risk the lives and well-being of the members of the University community as well as the potential of students for contribution to society. It is important for all members of the University community to take responsibility for

preventing the illegal or high risk use of alcohol or other drugs from negatively affecting the community's learning environment and the academic, physical, and emotional well-being of its students.

- **University Policy Statement** – The University of Northern Colorado prohibits the unlawful possession, use, or distribution of drugs, alcohol, and other controlled substances by all members of the University community (students, faculty, staff, alumni, and guests). Individuals who violate this policy shall be subject to discipline, termination, dismissal, debarment, arrest, or citation as applicable. Additionally, employees or students who violate this policy may be required to participate satisfactorily in drug abuse education, counseling, or rehabilitation programs approved by the University.
- **Policy on Alcohol** – The University of Northern Colorado neither encourages nor discourages the use of alcoholic beverages, (includes 3.2 and 6% beer, vinous or spirituous liquor), but does condemn the misuse/abuse and illegal use of alcoholic beverages. All members of the University community (students, faculty, staff, alumni, and guests) are responsible for making decisions about their behavior within the context of Colorado and the City of Greeley laws and University regulations. In addition, individuals must always be aware of, and respect the rights of others within the University and local community.
 - a. No person under legal drinking age in Colorado may have in his/her possession or consume malt, vinous, or spirituous liquor on the University of Northern Colorado campus and/or properties owned by the University or as part of any of its activities.
 - b. Persons of legal age who adhere to the following responsible drinking guidelines may consume alcoholic beverages on campus:
 - i. Individuals who possess or consume alcoholic (or non-alcoholic) beverages will not litter University grounds;
 - ii. Individuals who possess, are consuming, or are under the influence of alcoholic beverages will not engage in abusive language or behavior or infringe upon the rights of any person;
 - iii. Individuals who possess, are consuming, or are under the influence of alcoholic beverages will not abuse University or local property.
 - c. Individuals may not possess or consume alcohol in classrooms and academic or administrative buildings unless prior approval is obtained from the Vice President for Academic Affairs or his/her designee.
 - d. When a group schedules use of University property for an organized function, it will be required to designate if alcohol will be consumed. If alcohol is to be consumed at an organized function, the group shall adhere to the UNC Alcohol Policy, the State of Colorado, and the City of Greeley laws and regulations. Campus areas are available for scheduling functions at which alcoholic beverages will be served or consumed. However, permission for scheduling University facilities for organized events will be determined through the Office of Conference, Catering and Event Scheduling Services. The sponsoring group shall be responsible for assuring that no one under legal age is allowed to consume or possess alcoholic beverages.
 - e. As a matter of University policy, the sponsoring group is encouraged to make reasonable efforts to persuade persons attending its functions to not drive a motor vehicle away from the function when that person is apparently impaired or intoxicated and provide alternative transportation.

- f. Advertisement of Events. The University of Northern Colorado encourages the celebration of events. These celebrations are usually accompanied by food and drink which may include alcoholic beverages. The advertisement of such events on campus by sponsors shall not promote the misuse/abuse of alcoholic beverages. Publicity shall focus on the event and not emphasize the consumption of alcoholic beverages. Mention of alternative beverages and food must be included if alcohol is mentioned in the advertisement. Advertisements must include the statement: “The University of Northern Colorado prohibits the irresponsible and illegal consumption of alcoholic beverages.”
 - g. Admissions Charge for Functions Held by Non-Profit Organizations. Groups or organizations which are incorporated for non-profit reasons may charge admission to members and their guests attending a social function and alcoholic beverages may be served by the drink, at no charge per drink. When such an event is scheduled on University facilities, a security plan approved by the University Police Department must be submitted to the Office of Conference, Catering, and Event Scheduling Services before the event is scheduled. When a special permit is necessary to sell alcoholic beverages, it must be obtained from the city or state agency after the event is scheduled. In addition, when an event is scheduled on University facilities, a security plan approved by the University Police Department must be submitted to the Office of Conference, Catering, and Event Scheduling Services before the event is scheduled. As long as alcoholic beverages are served during an event, food and a variety of popular non-alcoholic beverages must be served. If alcohol is served by the drink, the price of the non-alcoholic beverage may not exceed the price charged for the alcoholic beverage. It is encouraged that non-alcoholic beverages be served free of charge and provided to persons who are designated drivers or who desire to abstain from alcoholic beverages.
 - h. Open alcohol containers are prohibited on the UNC campus, except at designated areas or scheduled events at which alcohol is authorized to be sold, served or consumed. These events shall be scheduled through the University Conference and Scheduling Office.
 - i. Glass containers may not be present in areas adjacent to the Residence Halls, parks, athletic fields, or practice fields.
 - j. Individuals are required to be in compliance with additional alcohol policies in effect in other areas of the campus which may be more restrictive than this policy. Other policies include, but may not be limited to, the Residence Halls, intramural and athletic programs, Laboratory School and grounds, and the University Center. These policies and procedures can be found in the Residence Hall Handbook, Intramural Handbook, and University Center’s Policy and Procedures Handbook.
- **Policy on Drugs** – The University prohibits the unlawful or unauthorized manufacture, distribution, dispensing, possession, consumption, sale or use of controlled substances on or in University-owned or controlled property, or in the course of University business or at University activities. Individuals or entities including, but not limited to, students, employees, contractors, agents, volunteers, invitees, or student organizations who violated this policy may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the University.
 - **Enforcement of Policy** – Any member of the University community who observes a violation of this policy or becomes aware of an individual with an alcohol/drug/substance abuse problem on campus is encouraged to seek assistance from the appropriate resources:

- Colorado State Employee Assistance Program
- Dean of Students Office
- Drug Prevention/Education Program
- Housing Officials
- Office of the Vice President for Academic Affairs
- UNC Counseling Center
- UNC Health Center
- UNC Police Department
- ***Sanctions for Violation of Alcohol Policy*** – When the University Police Department is called, any one of the following actions or combinations thereof may be taken:
 - . Warn and release
 - a. Issue a summons
 - b. Physically book into jail (when other crime is involved)
 - c. Take to detoxification center
 - d. Refer for administrative action Administratively, any one or a combination of the following sanctions may be invoked for violation of this policy:
 - e. Referral for alcohol/drug education
 - f. Referral for professional alcohol/drug evaluation
 - g. Referral for counseling/treatment
 - h. University Disciplinary Action
 - . Departmental or organizational
 - i. University Disciplinary sanctions for misconduct as stated in the Student Rights and Responsibilities
 - i. Restricting responsible individual or group privileges
 - j. Loss of University recognition of sponsoring group or organization
 - k. Penalties as otherwise prescribed by law
 - l. Referral for alcohol/drug education

Scientific Misconduct Policy

Definitions – For purposes of this policy, the following terms shall be defined in the manner hereinafter provided:

Academic Researcher

Any employee, student, or agent of the University conducting or collaborating in University Sponsored Research.

Conflict of Interest.

Any pecuniary interest or organizational affiliation held by an Academic Researcher which prohibits or precludes or is reasonably likely to prohibit or preclude the Academic Researcher from exercising independent judgment in the pursuit of truth in the conduct of University Sponsored Research.

Scientific Misconduct

Actions or omissions of an Academic Researcher in the conduct of University Sponsored Research that constitutes: 1) willful, negligent or reckless scientific practice in conducting, reporting or presenting the results of said research including without limitation, falsification, fabrication, or misrepresentation of data, methodologies, findings or conclusions, plagiarism or misrepresentation or falsification of research credentials,

sponsorships, approvals or certifications; 2) material violation of applicable laws, regulation or University policies, regulations or procedures; 3) material violation of applicable ethical or professional standards of the Academic Researcher's discipline or profession or of the teaching profession or, in the case of students, the discipline or profession relevant to the research effort and/or in which the student is pursuing educational credentials; 4) willful, grossly negligent or reckless misappropriation or misapplication of research funds (excepting minor deviations in research fund accounting that result in no personal gain or benefit to the Academic Researcher); or 5) a conflict of interest.

University Sponsored Research

Research or consulting which is conducted by an Academic Researcher in the name of or under the auspices of the University or which is supported by University resources or facilities.

General Statement: Scientific Misconduct – Any Academic Researcher who engages in an act or acts of Scientific Misconduct while engaged in University Sponsored Research shall be subject to discipline in accordance with the following prescriptions and procedures.

Allegations of Misconduct – Allegations concerning a violation of this policy by any Academic Researcher shall be filed with the Office of the Graduate Dean in writing and shall be signed by the party initiating the allegations. Signature shall not be required if the party originating the allegations requests anonymity and the Graduate Dean determines that anonymity will serve the best interests of the University in meeting its responsibilities under this policy and the law of the land. Allegations may be initiated by anyone with knowledge of a potential violation(s) including, without limitation, the Graduate Dean.

Inquiry into Scientific Misconduct – Upon receipt or initiation of allegations, the Graduate Dean shall conduct, or cause to be conducted by a designee, an inquiry. The purpose of the inquiry shall be to determine if there is sufficient evidence to lead to the reasonable conclusion that a violation(s) of this policy has probably occurred and that an investigation is, therefore, warranted. The Graduate Dean or his/her designee shall have the authority to review and copy any documents in the care, custody, or control of the University not privileged as a matter of law, and may interview any University employee or agent. The Graduate Dean or his/her designee shall interview the Academic Researcher who has allegedly violated this policy prior to concluding the inquiry. The inquiry shall be completed no later than sixty (60) calendar days after filing or initiation of the allegations unless the Graduate Dean determines that despite diligent efforts the inquiry cannot properly be concluded in that time, in which case the time limit shall be extended for such period as is reasonably necessary to reach a proper conclusion. Upon completion of the inquiry, a written report shall be prepared and signed by the Graduate Dean which shall summarize the allegations, specify the findings made and conclusions reached, and state whether, based upon the findings and conclusions, it is probable that a violation(s) of this policy has occurred. A copy of the report shall be sent to the Academic Researcher(s) who is identified as allegedly violating this policy in the allegations as well as any Academic Researcher(s) who is determined to be implicated in any violation(s) as a result of the inquiry. The report shall be sent marked "Personal and Confidential" to the last known address of the Academic Researcher(s) by certified mail, return receipt requested. If it is determined that an investigation is warranted, a copy of the report shall be sent to any funding agencies as required by law, regulations, or contract.

Investigation of Scientific Misconduct – If, as a result of the inquiry, it is determined that an investigation is warranted, the Graduate Dean shall undertake to compose an investigatory committee. Such committee shall be composed of three members: one (1) member of the Internal Review Board (IRB) appointed by the chairperson of the IRB, one (1) member who is a tenured University faculty member who is also a member of the Doctoral Research Faculty appointed by the Graduate Dean, and one (1) member appointed by the President who may be from outside the University community who shall be selected because of general or specific research expertise or who has skill in conducting administration inquiries or both. The member appointed by the President shall serve as chairperson of the committee.

No later than thirty (30) calendar days after completion of the inquiry, the Graduate Dean shall forward to the chairperson the inquiry report, all records relied upon in preparing the report, and all other documents which may be relevant to the investigation which are in the custody of the Graduate Dean.

The investigatory committee shall have the authority to review and copy any documents in the care, custody, or control of the University not privileged as a matter of law and may interview or require the attendance at any hearing conducted by the committee of any University employee or agent, and may require testimony be given by any University employee or agent with respect to any matter related to the investigation unless such testimony is privileged as a matter of law. The investigatory committee may engage in any reasonable investigatory efforts which it deems to be calculated to elicit or uncover evidence related to the matter(s) under investigation including without limitation a fact finding hearing at which witnesses including without limitation the Academic Researcher(s) whose conduct is under investigation, may be compelled but, in any event, shall be permitted to appear and present evidence or testimony personally or through proffered documents or witnesses. Prior to any compelled or permitted appearance by any Academic Researcher(s) whose conduct is under investigation, the committee shall disclose no less than ten (10) calendar days in advance the issues or charges under investigation, the evidence which has been provided to or uncovered by the committee which is relevant to the issues or charges, and the nature of the further investigation to be conducted through the fact finding hearing. The Academic Researcher(s) whose conduct is under investigation shall be entitled to be represented by a person of his or her choosing, including an attorney, and shall be entitled to ask questions of any witnesses offering testimony within reasonable bounds established by the committee.

The investigation shall normally include examination of all documentation including, but not necessarily limited to, relevant research data and proposals, publications, correspondence and memoranda of telephone calls. Whenever possible, interviews should be conducted of all individuals involved either in making the allegation(s) or against whom an allegation(s) is made, as well as other individuals who might have information regarding key aspects of the allegation(s). Complete summaries of all interviews should be prepared and copies of all relevant documents made and included as part of the investigatory file.

The committee is encouraged to seek and obtain the assistance of experts in the field of research under investigation or in other areas as deemed necessary to the committee's investigation, analysis or understanding of the issues or evidence. It is the duty of the committee to diligently conduct a thorough investigation and to make findings and reach conclusions based on the investigatory results. The committee shall complete its investigation and issue its report no later than one hundred and twenty (120) calendar days after initiation of the diligent efforts. If the investigation cannot be properly concluded in that time, the time limit shall be extended for such

period as is reasonably necessary to reach a proper conclusion. The committee's report shall summarize the evidence relied upon, specify its findings of fact and conclusions, state whether violations of this policy have occurred and, if so, the Academic Researcher(s) who has perpetrated the violation.

The report of the committee shall be filed with the President and a copy shall be mailed by certified mail, return receipt requested to any Academic Researcher implicated at any point in the allegations, inquiry or investigation at his/her last known home address marked "Personal and Confidential." The committee shall also report its findings and conclusions to any federal funding agencies as required by law, regulations, or contract.

Discipline for Scientific Misconduct – If the investigatory committee determines that an Academic Researcher has violated this policy, the President shall initiate appropriate sanctions in accordance with established University policies. Any University policy to the contrary notwithstanding, violation of this policy shall be cause for discipline, sanctions of written and oral reprimand, debarment from further research activities provisionally or permanently, suspension or dismissal, as well as any other sanctions allowed by University policies or regulations or the law of the land.

Confidentiality Pertaining to Scientific Misconduct – The proceedings conducted hereunder shall be closed except to those involved in the proceedings or to University officials. All documents produced as a result of these proceedings shall be available only to those involved in these proceedings or any further disciplinary proceedings and officials of the University with a need to know or who are authorized by the President or governmental officials as required by law, regulations, or contract. The reputations of persons who make or are the subject of allegation, inquiry, or investigation shall be of special concern throughout all proceedings conducted hereunder.

Retention of Records Pertaining to Scientific Misconduct – The report of the inquiry and investigation and all records relied upon in preparing these reports shall be maintained by the University for no less than three years (1095 calendar days) after completion of all University related proceedings with respect to the allegations. The Academic Researcher(s) who receives a copy of the report shall have fifteen (15) calendar days after the receipt, as determined by postal receipt, to file comments on the report with the Office of the Graduate Dean. If such comments are filed, they shall be included with the report whenever it is thereafter transmitted under the procedures herein contained.

Further Reporting of Scientific Misconduct – If at any time during any proceedings hereunder it is determined that criminal activity has probably occurred or that federal funds are in jeopardy of loss or misappropriation, immediate notice shall be given to any federal funding agency which has provided the funds and to appropriate law enforcement officials. If it is determined that federal funds may be in jeopardy, the Graduate Dean shall take appropriate action to sequester said funds to assure that they are not lost or misappropriated.

Hazing Regulations

The University of Northern Colorado prohibits recognized fraternities, sororities, athletic teams, other recognized student organizations, persons or groups using University facilities, and individuals who are members of any such groups or organizations or who attend events or activities sponsored, organized or supported in any way by those organizations, from hazing

members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations. Hazing is any action or activity, whether conducted on or off University property, which is designed to, or has the reasonably foreseeable effect of humiliating, denigrating, offending, physically or mentally abusing, or exposing to danger a person as a condition, directly or indirectly, of the person's consideration or, continuation in, admission to membership in, participation in activities of, receipt of benefits or services from, an organization or group. No persons may consent to participation in hazing activities. Further, a person's consent shall not release or minimize an organization's or person's liability to discipline due to violation of this regulation.

Hazing activities include, but are not limited to the following activities: Whipping; beating; paddling; branding; calisthenics; running; exposure to the elements; forced consumption of food, liquor, or drugs (legal or illegal), or any other substances; sleep deprivation; forced exclusion from social contact; conduct which could result in any form of embarrassment; nudity; coerced sexual harassment; kidnapping; or car drops, when conducted in a prohibited manner as defined above. Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests, and the University during initiation activities. Every precaution must be taken to protect against University, individual, and organizational liability.

Violation of this regulation shall subject a group or individual to the full range of disciplinary sanctions pursuant to University disciplinary processes and/or debarment from use of University facilities. The Interfraternity Council, Panhellenic Council, and other recognized student governance bodies with jurisdiction over recognized student organizations may establish self-regulation procedures with respect to complaints of violations of this regulation brought against their members. Such processes shall be independent of University disciplinary processes. A recognized National/International fraternity or sorority must also comply and adhere to all National Interfraternity Conference and National Panhellenic Conference resolutions on hazing. In addition, all prospective and initiated members must comply and adhere to regulations from their respective national international organization, the Interfraternity Council and the Panhellenic Council. Each fraternity and sorority must submit their national/international organization's hazing policy to the Office of Student Activities.

This hazing regulation must be presented by all fraternities, sororities, athletic teams, and other recognized student organizations, to all members and prospective members during each membership solicitation or acceptance period but no less than once each semester. The chief officer and the governing board of each such organization shall file with the Office of Academic Affairs a form approved by the office certifying compliance with this regulation. Failure to have been presented with the regulation or to file such certificate shall not release any group or individual from responsibility and/or disciplinary action under this regulation.

The University of Northern Colorado Hazing Regulation must be presented every semester to all prospective and initiated members. The President and his/her Executive Board shall sign a Statement of Compliance each semester, in a form approved by the University, certifying compliance with this Regulation.

UNC Computer, Internet & Electronic Communications Policies and Procedures

The UNC Computer, Internet & Electronic Communications Procedures explain the acceptable use of University of Northern Colorado's computing and communication resources, including

computers, networks, electronic mail, electronic information sources, voice mail, telephone services and other communication resources. UNC's computing & communications and communications resources are university owned and are to be used to further the university's mission of teaching, learning, the advancement of knowledge and community services and shall be used in a manner consistent with the instructional, research, and administrative objectives of the University community in general and with the purpose for which such use was intended. Acceptable use is based on common sense, common decency and civility applied to the electronic communications environment.

The policies and procedures can be found at: <http://www.unco.edu/it/aboutIT/procedures.htm#general>

Peaceful Assembly

University of Northern Colorado acknowledges the rights and privileges of individuals or groups to gather on public property for the purpose of peaceful assembly. The University expects the rights and privileges of all persons to be respected at such gatherings.

Peaceful assembly is defined as any purposeful gathering on campus, in or outside of a University building or facility, by one or more persons whose conduct is peaceful and is in accordance with the University rules, practice, and law. Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, and similar meetings or gatherings that do not threaten or violate policies and rules; interfere with the conduct of University business, regular schedules, or events; infringe on others; or damage or destroy property.

The University requires that persons engaged in such assemblies on campus conduct themselves in a manner that will not impair the health or safety of any individual, disrupt the normal conduct of University affairs, or damage and destroy property. Any act by student demonstrators that interferes with the rights of others, disrupts or impairs the normal functioning of the University, damages or destroys property, or impairs health or safety is grounds for suspension or dismissal from the University. Persons planning or initiating such assemblies to be conducted on the University campus are required to identify their groups and to state their purposes in advance to the appropriate University personnel through the Office of the Vice President for Academic Affairs. Areas may be reserved, if available, for the accommodation of such assemblies. Arrangements for any assembly which involves the use of University buildings not available for general use must be made with the appropriate person. The organization sponsoring a speaker, or conducting an assembly, assumes the responsibility for maintaining the University policies on peaceful assembly and student freedom of expression. Staff assistance is available in the planning of such events in ways to eliminate or minimize the possibility of disruption. University security can be requested to assure that the rights of all concerned are protected. Demonstrations are prohibited in classrooms during hours they are scheduled for use, or at any locality when conducted in a manner which interferes with educational function. Demonstrations are further prohibited in any special use facility. Demonstrators refusing to vacate such premises when directed by the instructor in charge or by authorized staff are subject to immediate disciplinary action and arrest under applicable city and state laws.

Investigation of University Premises

The University reserves the right to inspect University premises. A visual inspection can be made by an agent of the University. This inspection may be made by not less than two agents of the University where there is evidence that an inspection is reasonable. However, authorization for

room searches may be made by the Dean of Students or his/her designee when necessary. The authorization to grant a search will be based on affidavit of reasonable suspicion. Under emergency conditions, waiver of the written authorization requirement may occur when immediate action is deemed necessary and appropriate by the Dean of Students or his/her designee. For criminal action, the normal requirements for criminal search are to be followed.

HIV/AIDS POLICY

The University of Northern Colorado encourages compassion and understanding within the University community for all people whose lives are affected directly or indirectly by the Human Immunodeficiency Virus (HIV) or Acquired Immunodeficiency Syndrome (AIDS). Students or employees of the University of Northern Colorado who become infected with the HIV virus will not be excluded from enrollment or employment or restricted in their access to classes, campus services, housing, or other facilities solely because of medical condition. For more information on the complete HIV/AIDS policy, please contact: Disabled Student Services at 970-351-2289; the UNC Counseling Center at 970-351-2496; or the UNC Student Health Center at 970-351-2412.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The University maintains an educational record for each student who is or has been enrolled at the University. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, (hereafter "Act") the following student rights are covered by the Act and afforded to all eligible students at the University.

- The right to inspect and review the student's education records within 30 days of the day the University receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request amendment of the contents of the student's educational records which are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Any student who believes that his/her education records contain information that is inaccurate or misleading or is otherwise in violation of his/her privacy or other rights or who believes that his/her records have been or are being maintained or processed in violation of his/her privacy or other rights, may discuss his/her concerns informally with the Registrar's Office. If the decision of that person is in agreement with the student's request, the appropriate records shall be amended and the student shall be notified in writing of the amendment(s). If the decision is not in agreement, the student shall be notified within thirty (30) calendar days that the records will not be amended and the student shall be notified by the official of the student's right to a hearing. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. "School officials" shall mean any person who is a trustee, officer, agent or employee of the University. "Legitimate educational interest" shall mean any authorized interest or activity undertaken in the name of the University for which access to an educational record is necessary or

- appropriate to the proper performance of the undertaking. It shall include, without limitation, access by a student's instructor, department or division head, dean, the chief academic and student affairs administrator, the president, a trustee, the custodian of the University records, the alumni administrator, legal counsel, the financial aid administrator, administrators charged with maintaining educational records, the staff and subordinates of the foregoing, and others authorized by the president to the extent the foregoing persons are acting within the course and scope of their employment or authority.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Northern Colorado to comply with the requirements of FERPA.

Each of these rights, with any limitations or exception, is explained in the University's policy statement, a copy of which may be obtained in the Registrar's Office.

The University may provide Directory Information in accordance with the provisions of the Act without the written consent of an eligible student unless it is requested in writing that such information not be disclosed (see below). The items listed below are designated as Directory Information and may be released to any student for any purpose at the discretion of the University unless a written request for nondisclosure is on file:

- Category I: Name, addresses, telephone number, dates of attendance, classification, enrollment status.
- Category II: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred, degree programs pursued or being pursued.
- Category III: Past and present participation in officially recognized sports and activities, physical factors of athletes (height and weight) and date of birth. Current eligible students may prohibit general disclosure of this Directory Information by notifying the Registrar's Office in writing, specifying the categories to be withheld, within 10 calendar days after the first scheduled class day of each Fall term. The University will honor the request until the student notifies the Registrar's Office in writing of intent to allow release of Directory Information. The student should carefully consider the consequences of any decision to withhold any category of Directory of Information. Regardless of the effect upon a student, the University assumes no liability that may arise out of its compliance with a request that such information be withheld. It will be assumed that the failure on the part of a student to request the withholding of Directory Information indicates the student's consent to disclosure. Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Registrar's Office, 970-351-2231.

OFF-CAMPUS ACTIVITY AND FIELD TRIP DISCLAIMER

Students at the University of Northern Colorado are encouraged to take advantage of the many diverse educational opportunities offered by the University and/or available within the vicinity of the University. As part of the courses and extracurricular activities offered by the University, students will be encouraged to attend campus events or engage in off-campus instruction and education. These activities may include travel to foreign countries or other states as well as in-state field trips. Students may be expected to provide their own transportation to and from such activities, or the University may arrange or otherwise provide transportation. Under any circumstances, however the University presumes its students are of sufficient age and maturity to

be responsible for their conduct and activities at all times, on or off-campus. The University expects and requires its students to comply with all state, federal or municipal laws, as well as University standards of conduct, and to assume all responsibility and liability for their actions and conduct while attending, being involved in or traveling to and from any off-campus activities, whether for required or voluntary activities.

RULES AND REGULATIONS GOVERNING UNIVERSITY BUILDINGS AND GROUNDS

- ***Admission to Property*** – Property shall be closed to employees, students, and general public during times other than designated open hours of operation to each building or property. The closing of property will not apply to that space and in those instances where the Department of Facility Services has approved entry by key issuance into the property, after posted operating hours, or where the office of Conference, Catering, and Event Scheduling has approved use of the building or property for educational, cultural, recreational, or public service use consistent with Conference, Catering, and Event Scheduling policies. During posted operating hours property shall be closed only when situations require such action to ensure the safe and orderly conduct of University functions. The decision to close property shall be made by the President of the University (or official designee).
- ***Preservation of Property*** – The improper disposal of rubbish on property; the willful destruction of or damage to property; the creation of any hazard on property to persons or things; the throwing of articles of any kind at a building; the climbing upon roofs, or any part of a building; or golfing on any part of the grounds, is prohibited.
- ***Conformity with Signs and Directions*** – Persons in and on property shall at all times comply with official signs of a prohibitory, regulatory, or directory nature and with the direction of University Police Officers and other authorized individuals.
- ***Disturbances*** – Any unwarranted loitering, disorderly conduct, or other conduct which creates loud or unusual noise or a nuisance; which otherwise impedes or disrupts the conduct of University functions; or which prevents students, faculty, staff, or the public from obtaining the services provided on the property in a timely manner is prohibited.
- ***Gambling*** – Participating in games for money or other personal property or the operating of gambling devices the conduct of a lottery or pool, or the seeing or purchasing of numbers of tickets, in or on property is prohibited. This prohibition shall not apply to the vending or exchange of chances by licensed operators of vending facilities for any lottery set forth in a State law and conducted by an agency of the State.
- ***Alcoholic Beverages and Narcotics*** – Operating a motor vehicle while on the property by a person under the influence of alcoholic beverages, narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines, is prohibited. Entering upon the property, or while on the property, under the influence of or using or possessing any narcotic drug, hallucinogen, marijuana, barbiturate, or amphetamine is prohibited. This prohibition shall not apply in cases where the drug is being used as prescribed for a patient by a physician. Entering upon the property, or being on the property, under the influence of alcoholic beverages on property is prohibited, except upon occasions and on property designated for appropriate uses granted under the provisions of the University’s approved Alcohol Use Policy.
- ***Soliciting, Vending, and Debt Collection*** – Soliciting alms and contributions, commercial soliciting and vending of all kinds, displaying or distributing commercial advertising, or collecting private debts in or on University property is prohibited. This rule does not apply to: a) national or local drives for funds for welfare, health, or other purposes as authorized by the University and approved by the President; b) concessions

- or personal notices posted by employees or students on authorized bulletin boards; and c) solicitation of organizations membership or dues authorized by occupant departments.
- ***Posting and Distribution of Handbills*** – Posting or affixing materials such as pamphlets, handbills, posters, or flyers on bulletin boards or elsewhere on property and grounds is prohibited, except as authorized by the University’s approved Posting Policy. Distribution of materials such as pamphlets, handbills, or flyers is prohibited, except in those areas of the property open to the public such as entrances, lobbies, and open corridors, unless conducted as part of authorized University activities. The Department of Facility Services and the UNC Police Department shall be advised in advance of the proposed distribution in public areas, but shall not exercise control over the content of the materials.
 - ***Photographs for News, Advertising, or Commercial Purposes*** – Photographs may be taken in space occupied by a University Department only with the consent of the occupying Department concerned. Except where security regulations apply or a court order or rule prohibits it, photographs for news purposes may be taken in entrances, lobbies, foyers, corridors, or auditoriums when used for public meetings. Subject to the foregoing prohibitions, photographs for advertising and commercial purposes may be taken only with written permission of University Publications and Communications.
 - ***Dogs and Other Animals*** – Dogs and other animals, except seeing-eye dogs or other guide dogs, shall not be brought upon property for other than official University purposes.
 - ***Vehicular and Pedestrian Traffic*** – Drivers of all vehicles entering or while on property shall drive in a careful and safe manner at all times and shall comply with the signals and directions of University Police Officers or other authorized individuals and all posted traffic signs. The blocking of platforms, or fire hydrants on property is prohibited. Except in emergencies and where otherwise posted, parking on property is not allowed without a permit. Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or parking contrary to the direction of posted signs is prohibited. Vehicles parked in violation, where warning signs are posted, shall be subject to removal at the owner’s risk and expense. Sidewalks shall not be used for vehicular traffic except for designated service routes that require a special permit. Vehicles without proper authority will be ticketed and towed at the owner’s expense. This paragraph may be supplemented from time to time by the issuance and posting of such specific traffic directions as may be required, and when so issued and posted such directives shall have the same force and effect as if made a part hereof. Proof that a motor vehicle was parked in violation of these regulations or directives may be taken as prima facie evidence that the registered owner was responsible for the violation. Specific Parking Regulations are available from the Department of Parking Services.
 - ***Weapons and Explosives*** – No person entering or while on property shall carry or possess firearms, other dangerous or deadly weapons, explosives, or items intended to be used to fabricate an explosive or incendiary device either openly or concealed, except for approved official purposes.
 - ***Enforcement*** – Whoever shall be found guilty of violating any of the above rules, regulations, and related policies, shall be subject to all civil and criminal liabilities as called for in the applicable State Statutes including fine, or imprisonment, or both. Requests for interpretation of these rules and regulations should be forwarded to the Chief of the UNC Police Department.
 - The information in this document is based on University of Northern Colorado documents and policy statements including the Academic Freedom, Rights, and Responsibilities of Students, “Code of Conduct”, graduate student petition and appeals procedures, and policies regarding discrimination in general and sexual harassment in

particular. Copies of these policies and documents may be obtained in the Vice President for Academic Affairs Office, the Graduate School Office, and the Dean of Students Office.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY

The following information is from the UNC Policy Manual. For the entire current policy, please access the [University Board Policy Manual](#) and see sections 1-1-503, 1-1-508 (1-4), 2-2-201, and 2-2-202.

Non-Discrimination Policy

The University will not engage in unlawful discrimination in employment or educational services against any person because of race, religion, gender, age, national origin, disability, or veteran status. It is the University's policy to prohibit discrimination in employment or educational services on the basis of sexual orientation or political affiliation. The University will take affirmative action to ensure that student applicants and enrolled students are treated during enrollment at the University without regard to race, religion, gender, age, national

origin, disability or veteran status. Such affirmative action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff, retirement, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Furthermore, the University will post in conspicuous places, notice setting forth the provisions of this University's Equal Opportunity Policy.

- **Discrimination** – It is a violation of University Policy to discriminate in the provision of educational or employment opportunities, benefits or privileges; to create discriminatory work or academic conditions; or to use discriminatory evaluative standards in employment or educational settings if the basis of that discriminatory treatment is, in whole or part, the person's race, religion, gender, age, national origin, disability, veteran status, sexual orientation, or political affiliation.
- Discrimination of certain types is also legally prohibited by a variety of federal, state and local laws, including the "Colorado Anti-Discrimination Act of 1957, as amended" C.R.S. Section 24-34-101 et.seq. (1973); the Age Discrimination in Employment Act of 1967, 29 U.S.C. Section 621-34; Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. Section 2000(d); Title VII of the Civil Rights Act of 1964 as amended, 42 U.S.C. Section 1681; Executive Order 11246 as amended; the Rehabilitation Act of 1973; 29 U.S.C. Section 701; Title IX of the Educational Amendments of 1972 U.S.C. Section 1681, et.seq.; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974; and/or the Americans with Disabilities Act of 1990. The University Policy is intended to comply with the requirements of these anti-discrimination laws as they may be amended from time to time.

Policy on Sexual Harassment

It is the policy of the Board of Trustees of the University to maintain the University as a place of work, study, and residence, free of sexual harassment and exploitation of its students, faculty, staff, and administrators. Sexual harassment is defined as set forth in 2-2-201. Notwithstanding the foregoing, the definitions of discrimination and sexual harassment shall not include conduct, discourse, materials or methodologies which serve legitimate education purposes and are

protected by the accepted tenets of academic freedom, the first amendment, or are otherwise constitutionally protected. Violation of this policy is absolutely prohibited on the campus or in relationship to any university programs wherever located. The University is committed to take appropriate action against those who violate the University's policy prohibiting sexual harassment, including corrective and disciplinary action. In addition, the University will take all reasonable steps to prevent or eliminate sexual harassment by non-employees including customers, clients, and suppliers who are likely to have contact with University students, faculty or employees.

- **Sexual Harassment** – The Policy prohibits sexual harassment by any faculty, student, staff, invitee or agent of the University (“University community”). The University adheres to the Equal Employment Opportunity Commission’s definition of sexual harassment as modified for the University setting. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, living conditions and/or an academic evaluation;
 - b. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
 - c. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Non-Retaliation Policy

The University will not tolerate reprisal or retaliation of any kind against an individual who in good faith complains of discrimination or sexual harassment under law or these University policies, or who participates in any procedure to investigate and address a complaint regarding discrimination or sexual harassment. Any University employee, official or student who is in violation of this non-retaliation policy will be subject to discipline.

Frivolous or Malicious Charges

Accusations of discrimination or sexual harassment are of utmost seriousness and should never be made casually and without cause. This Policy shall not be used to bring frivolous or malicious charges. Disciplinary action may be taken under the appropriate University policy against any person bringing a charge of discrimination or sexual harassment in bad faith, subject to the non-retaliation provisions of law and 1-1-507(4).

Amorous Relationships

Members of the University community, whether faculty members, students, supervisors, or supervisees put academic and professional trust and ethics at risk when they engage in an amorous romantic/sexual relationship with persons whom they have a direct evaluative relationship. Because these relationships may give rise to the perception on the part of others that there is favoritism or bias in academic or employment decisions, the University discourages such relationships. The atmosphere created by such appearances of bias or favoritism has the potential to undermine the spirit of trust and mutual respect essential to a healthy work and academic environment. Even when the parties have initially consented to such relationships, they can

render the parties and the institution vulnerable to possible later allegations of sexual harassment in light of the power differential that may exist. All members of the University Community are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism, or bias. When an amorous romantic/sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student or employee. Failure to take such steps shall constitute a violation of Board Policy 1-1-502, Conflict of Interest.

Information and Referral

Students, staff and faculty who desire information, have questions about procedures or believe that they may have been discriminated against or sexually harassed are encouraged to contact the Director of Human Resources & Employee Relations Officer as designated by the Vice President for Administration.

The person inquiring shall be given information on discrimination and sexual harassment generally, on campus policy and procedures specifically, and on the availability for recourse to external agencies.

Discrimination Review

- **Purpose** – these procedures are designed for the investigation and review of complaints by students, faculty and staff of discrimination and sexual harassment arising at the University of Northern Colorado, including complaints related to off-campus activities or programs of the University
- **Role and Function of the Director of Human Resources & Employee Relations (AA/EEO, Title IX Officer)** . The AA/EEO, Title IX Officer has the primary responsibility of implementing the University’s Equal Opportunity Policy, including antidiscrimination and sexual harassment provisions. The AA/EEO, Title IX Office is authorized to investigate all complaints of sexual harassment and discrimination, frivolous or malicious charges, and any claims of retaliatory acts alleged to have arisen therefrom with the University community.

Internal University Procedures for Reviewing Complaints of Discrimination and Sexual Harassment. In order to trigger an internal review, the complaining party must initiate a complaint of discrimination and/or sexual harassment within thirty (30) days of the alleged discriminatory act(s). The AA/EEO, Title IX Officer will promptly investigate and attempt to resolve any such complaints within either the administrative (employees) or academic (students) frame-work of the University. If a complaint cannot be promptly resolved by the AA/EEO, Title IX Officer to the satisfaction of the parties within thirty (30) calendar days from the initiation of the complaint with the AA/EEO, Title IX Officer, the complainant will be referred by the AA/EEO, Title IX Officer as set forth in subsections (a) and (b) below. The AA/EEO, Title IX Officer’s investigation and attempt at resolution may be extended beyond thirty (30) days only upon written agreement by both (all) parties and then only for no more than an additional thirty (30) days. For a complete description of the procedures to be followed, please see the [University Board Policy Manual 2-2-201et seq.](#)

Procedures Outside the University

The complaining party at all times during an AA/EEO, Title IX investigation and attempt at resolution retains the right to pursue a claim with an external entity having jurisdiction over the matter. Use of the University’s internal processes does not affect the applicable time limitations

for filing of such complaints or charges. After the termination or conclusion of any internal investigation, or in the case where the complaining party has filed a charge of discrimination directly with an external agency, the AA/EEO, Title IX Officer may conduct investigations of complaints of violations of law which have been filed with and are being investigated by external government agencies such as the Colorado Civil Rights Commission or Equal Employment Opportunity Commission. Such investigations shall be conducted only at the request of and under the direction and control of the University General Counsel. Any reports, notes or files of the AA/EEO, Title IX Officer may be subject to the attorney work product privilege and therefore not disclosable or discoverable to parties other than the University except as required by law. The filing of a complaint or charge with the appropriate governmental entity with jurisdiction will terminate an AA/EEO, Title IX internal investigation and attempt at resolution, if one has been initiated.

Reports, Files and Confidentiality

The AA/EEO, Title IX Officer will treat complaint files as confidential, to the extent allowed by law, either as personnel files in the case of employees or as non-directory student files in the case of students. Anonymous complaints will not be investigated. Only enrolled students or current employees have standing to bring a complaint to the AA/EEO, Title IX Officer. Persons accused of violations of law or policy will be advised of the nature and details of the complaint and the identity of the complaining parties, and will be afforded an opportunity to respond to the AA/EEO, Title IX Officer. (*See Non-Retaliation Policy.*)

If the AA/EEO, Title IX Officer prepares a written report of his or her investigation, the report will summarize evidentiary facts only and will not state legal findings of fact or conclusions of law concerning the complaint.

Referral Guide

To help you determine the appropriate course of action for your concerns, questions, and needs on the University of Northern Colorado campus contact the listed offices or centers.

ACADEMIC ADVISING

Concern	Contact	Location/Phone
		<i>Area Code – 970</i>
Course Overload Approval	Registration Center	University Center – 351-2521
Credit by Examination	Career Services	University Center – 351-2127
Departmental Academic Requirements	Major Academic Advisor	Academic Department
General Education Requirements	Graduation Check Office <i>or</i> College Transition Center	Carter Hall 3002 – 351-1850 University Center – 351-1391
Withdrawal from School	Registrar’s Office	Carter Hall 3002 – 351-2231

ACADEMIC PERFORMANCE

Concern	Contact	Location/Phone
		<i>Area Code – 970</i>
Absence From Class	Instructor	
Academic Misconduct	School Director <i>or</i> Dean of Students	Office Carter Hall 3005 – 351-2796
Academic Workshops	Center for Human Enrichment (Cornerstones Program)	Michener Hall L78 – 351-1909
Probation Counseling/Information	College Transition Center	University Center – 351-1391
Public Speaking (<i>Basics of</i>)	Refer to <i>Schedule of Classes</i> – SPCO 100/103	
Suspension/Readmittance Information	College Transition Center	University Center – 351-1391
Test Anxiety	Counseling Center	Cassidy Hall – 351-2496
Tutorial Assistance	Center for Human Enrichment <i>or</i> Supplemental Instruction	Michener Hall L120 – 351-1904 Candelaria Hall 1045 – 351-1173
Math Assistance	MAST Institute	Ross 1210 - 351-1289
Writing Assistance	Center for Human Enrichment <i>or</i> University Writing Center	Michener Hall L120 – 351-1904 Ross 1230– 351-2056

CAREER INFORMATION AND ADVISING

Resource	Location/Phone
	<i>Area Code – 970</i>
Center for Human Enrichment (<i>For CHE students</i>)	Michener Hall L78 – 351-1909
College Transition Center	University Center – 351-1391
Advantage, Challenge, & Interdisciplinary Studies Programs	Candelaria Hall 0140 – 351-2751
Arts & Sciences Advising Center	Candelaria Hall 0140 – 351-2751
Ascent & Cluster	Candelaria Hall 1045 – 351-1173
Career Services	University Center – 351-2127
College of Business Advising Center	Kepner Hall 1055 – 351-1233
College of Health & Human Sciences Advising Center	Gunter Hall 1000 – 351-1519
Major Academic Advisor	Academic Department
Social Sciences Advising Center	McKee Hall 318 – 351-2929

INTERNSHIP AND JOB SEARCH ASSISTANCE

Resource	Location/Phone
	<i>Area Code – 970</i>
Major Academic Advisor	Academic Department
Career Services	University Center – 351-2127

FINANCIAL CONCERNS

Concern	Contact	Location/Phone
		<i>Area Code – 970</i>
Assistantships	School Director <i>or</i>	Academic Department
Graduate School	Carter Hall 2007 – 351-2831	
Academic Enrichment Grants	Student Representative Council	University Center – 351-4807
Emergency Loans	Student Financial Resources	Carter Hall 1005 – 351-2502
Graduate or Teaching Assistants	School Director	
On/Off-Campus Jobs	Student Employment Office	Carter Hall 1005 – 351-2628
Payment	Accounting Office	Carter Hall 1002 – 351-2201
Resident/Non-Resident Tuition Status	Registrar's Office	Carter Hall 3002 – 351-2231
Summer Jobs	Student Employment Office	Carter Hall 1005 – 351-2628
Veterans Benefits/Affairs	Veterans Office	Carter Hall 1005 – 351-2502
Works Permits	Student Employment Office	Carter Hall 1005 – 351-2628
Work Study/No-Need Work Study	Student Employment Office	Carter Hall 1005 – 351-2628

PERSONAL, PHYSICAL AND SOCIAL NEEDS

Concern	Contact	Location/Phone
		<i>Area Code – 970</i>
Alcohol/Drugs	Counseling Center <i>or</i>	Cassidy Hall – 351-2496
	University Police Department <i>or</i>	Gray Hall – 351-2245
	Health Center <i>or</i>	Cassidy Hall – 351-2412
	Drug & Alcohol Education/Prevention Program	University Center – 351-2573
Child Care	United Way	353-4300
Discipline Problems (<i>Misconduct</i>)	Dean of Students Office	Carter Hall 3005 – 351-2796
Emotional Stress/Anxiety	Counseling Center <i>or</i> Health Center	Cassidy Hall – 351-2496 Cassidy Hall – 351-2412
Family/Student Housing	UNC Housing Services	Tobey-Kendall Hall – 351-2721

<i>Off-Campus Housing (listings, lease/landlord disputes)</i>	Off-Campus Renters Information	University Center – 351-2172
Legal	SRC Legal Consultant/Attorney	University Center – 351-4281
Parking	Parking Services	Gray Hall – 351-1971
Physical & Psychological Abuse	A Woman’s Place Help Line <i>or</i>	356-4226
	Counseling Center <i>or</i>	Cassidy Hall – 351-2496
	University Police Department <i>or</i>	Gray Hall – 351-2245
	Health Center <i>or</i>	Cassidy Hall – 351-2412
	Assault Survivors Advocacy Program (ASAP) <i>or</i>	Cassidy Hall – 351-1490
	ASAP 24-Hour Crisis Line	351-4040
Recreation	Campus Recreation Center	351-2020
Religious Counseling	Brochures available at the Dean of Students Office	Carter Hall – 351-2796
Sexual & Racial Discrimination or Harassment	Human Resources	Carter Hall 2002 – 351-2718
Sexuality	Counseling Center <i>or</i>	Cassidy Hall – 351-2496
	Center for Peer Education <i>or</i>	University Center – 351-2065
	Gay, Lesbian, Bisexual & Transgender Resource Center	University Center – 351-2906
Illness	Health Center	Cassidy Hall – 351-2412
Insurance (<i>Student Policy</i>)	Health Insurance Office	Cassidy Hall – 351-1915
Disabilities	Disability Access Center	Harrison Hall 159A – 351-2289

SOCIAL/EDUCATION/SUPPORT CENTERS

Concern	Location/Phone
	<i>Area Code – 970</i>
Asian/Pacific American Student Services (<i>Kohl House</i>)	924 20th Street – 351-1976
Cesar Chavez Cultural Center (<i>Patton House</i>)	1410 20th Street – 351-2424
Intercollegiate Athletics	Butler-Hancock Hall 208 – 351-2534
Center for International Education (<i>Joyner House</i>)	1947 10th Avenue – 351-2396
Marcus Garvey Cultural Center (<i>Davis House</i>)	928 20th Street – 351-2351

Multicultural & Academic Affairs	Carter Hall 3005 – 351-2266
Native American Student Services (<i>Kohl House</i>)	924 20th Street – 351-1909
Student Activities Office (<i>Student Representative Council, University Program Council, Clubs and Organizations, and Greek Life</i>)	University Center – 351-2871
Women’s Resource Center	Scott-Willcoxon Hall – 351-1492

SPECIAL NEEDS

Concern	Location/Phone
	<i>Area Code – 970</i>
Disability Access Center	Harrison Hall 159A – 351-2289
International Student Exchange Program (<i>Joyner House</i>)	1947 10th Avenue – 351-2396
National Student Exchange Program (<i>Student Activities Office</i>)	University Center – 351-1367

OTHER CONCERNS

Concern		Location/Phone
		<i>Area Code – 970</i>
Dean of Students		Carter Hall 3005 – 351-2796
Conflicts with faculty or staff	See <i>Student Rights and Responsibilities</i> **	
Conflicts with other students	Residence Hall Staff Counseling Center <i>or</i> Dean of Students	Tobey Kendall – 351-2721 Cassidy Hall – 351-2496 Carter Hall 3005 – 351-2796

***Student Rights and Responsibilities starts on page 3.*