

2020-2021 Residence Hall Handbook



Dear Resident,

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

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

We have created this Handbook as a guide for living on campus at Colorado Mountain College. Please take time to read this information as it will help you understand the expectations the College has of all residents and become aware of opportunities that will make your college experience amazing.

Residence Life staff welcome your questions or conversations about our living and learning community.

Sincerely,

Director of Student Life & Housing (DSL)
Assistant Coordinator of Student Life (ACSL)
Senior Resident Assistants (SRA)
Resident Assistants (RA)

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RESIDENCE LIFE

Residence Hall Living Statement

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

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

Mission Statement

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

Office of Residence Life

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

Goals of the Residential System

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

RESIDENT RIGHTS & RESPONSIBILITIES

Resident Responsibilities

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

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

It is important that you realize that the Residence Life staff are not solely responsible for controlling your living environment and enforcing guidelines. The environment in your living area, as well as the entire hall, will generally be established by the residents. As a member of the residential community, you are responsible for responding to and reporting violations. If you are unwilling to do so, then you should not always expect that the situation is going to change or that the infraction will "go away."

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

Community Living Expectations

CMC and the Residence Life staff are committed to creating a community environment where residents develop a high standard of behavior and personal values. The Office of Residence Life makes a commitment to each resident to support their academic success. Residence Hall expectations, policies, and procedures have been established to provide an environment conducive to academic, personal and social growth. Our idea of community is based upon respect for you and others and the fact that you are responsible for your actions. We rely on your interest, talents and support to further the educational opportunities of all residents. As an integral part of our community, you are expected to contribute and respect the rights of others in a residential, academic setting. Being a member of such a community can be a difficult task but one that you and others are capable of achieving if the following guidelines are maintained:

1. Respect for the rights and dignity of others
2. Respect for the rights and needs of the CMC community to develop and maintain an atmosphere conducive to academic study and personal development
3. Respect and tolerance for the different backgrounds, traditions, personalities, and beliefs of the residents, staff and faculty who make up the CMC community
4. Willingness to assist others in need of support, guidance, or friendship
5. Respect for the policies and procedures established by CMC for the well-being of the College community as well as respect for those given the authority to administer them
6. Respect for the individuals and resources of the local neighborhoods and communities in which we reside
7. Respect to not audio or video record or photograph any resident, staff or faculty without their express knowledge and permission
8. The right to study and sleep without undue disturbance or noise
9. The right to be free from fear of intimidation, and/or physical or emotional harm
10. The right to live in a clean environment
11. The right to personal privacy, including freedom from entry by others who do not have authorization or permission to enter the room

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

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

Disruption of College Activities

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

Roommate Bill of Rights and Responsibilities

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

1. The right to read and study free from undue interference in one's room - unreasonable noise and other distractions inhibit the exercise of this right
2. The right to sleep without undue disturbance from noise, (residential) guest of a roommate, etc.
3. The right to expect that a roommate will respect one's personal belongings
4. The right to a clean environment in which to live
5. The right to free access to one's room and facilities without pressure from a roommate
6. The right of personal privacy
7. The right to host (residential) guest with the expectation that (residential) guest will respect the rights of the host's roommate

8. The right to talk and work through conflicts and concerns - Residence Hall staff are available for assistance in working thru conflicts
9. The right to be free from fear of intimidation, physical and/or emotional harm
10. The right to expect reasonable cooperation in fulfilling the commitment to honor agreed upon payment procedures for items (i.e., refrigerators, lofts, etc)

Confidentiality

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

CHECK OUT / BREAKS

The residence hall will remain open for the duration of the fall & spring semester, including Thanksgiving break & spring break; however, Dining Services will be closed during those break periods.

Near the end of the fall semester, the Residence Life staff will provide guidelines on how to prepare your room for winter break. If you are planning to return for the spring semester, you do not need to move your belongings from your room; however, you do need to leave your room in a safe and sanitary condition. The Residence Life staff will conduct safety checks over winter break and will be entering each room.

At the end of the spring semester, fall semester (if you are not returning for spring semester) or if the contract is terminated, residents are required to follow check-out procedures provided by the Residence Life staff. Residents are responsible for cleaning their room & bathroom prior to check-out. After check-out, fees will be assessed for failure to adhere to procedures, damages not noted on the Room Condition Form &/or failure to return keys.

Residents are required to vacate their room no more than 24 hours after their last exam, or by set check out time the Friday of finals week, whichever comes first. Please contact your specific campus for specific dates and times.

DINING SERVICES

All residents are required to be on a meal plan. Flex points are included in meal plan and can be used in the coffee shop or dining hall. Flex points are transferable and expire at the end of each semester. Weekly meal plans are non-transferable. The block meal plan is transferable. Residents will use their CMC ID to enter the Dining Hall.

While attending meals, residents are required to attire themselves in a manner that adheres to health code; which includes wearing a shirt and shoes. During COVID-19, masks are also required.

Do not take dining hall service items, including, but not limited to, dishes or silverware from the dining hall. Misplaced dishes and silverware are expensive to replace; therefore, a fine will be assessed for their removal.

Food may be removed from the cafeteria only in accordance with the guidelines provided by Dining Services & the Office of Residence Life. Dining Services and the College are not responsible for food quality or safety after it leaves the dining hall.

RESIDENT ROOMS

Room Consolidation

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

A resident who is asked to consolidate may request permission from the Office of Residence Life to keep their current double room as a single room. If such permission is granted, based upon occupancy availability, resident will pay a higher fee for the balance of the semester.

Room Damages

If we find damages to your room, you are held responsible. If you take responsibility for the charges, we will determine a cost and charge your account. If you do not take responsibility and have a roommate, we will ask the roommate about the damage. If neither of you take responsibility for the damage, we will split the charges equally. If you claim a fellow resident is responsible, you will need to have them contact the Office of Residence Life and submit a letter claiming responsibility for the damages.

If you choose to appeal damage charges, please make sure you have substantial documentation proving that you are not responsible for the charges. Submit your appeal and documentation to the Office of Residence Life for review. A decision will be made and notification sent via email within ten (10) business days. Appeals to damages must be made within the same academic year.

All work is based on an approved hourly rate set by our college Facilities Services department.

Cleaning / Trash / Recycling

The resident assumes responsibility for the care and cleaning of their room at a level that is acceptable to the College. Residents are responsible for providing their own trash bags and cleaning supplies.

Do not allow trash and recycling to accumulate in your room. Residents are responsible for disposing of their personal trash & recycling in the outside trash dumpster & outside recycling container located near the residence hall. Do not dispose of your bags of trash/recycling in receptacles located inside the building.

The following items cannot be placed in the dumpsters or left on campus: furniture, paint, motor and hydraulic oil, tires, batteries, gasoline, antifreeze, pesticides, contaminated soils, untreated medical waste, cans or drums that once held hazardous or flammable materials, explosives, chlorine, appliances containing freon or asbestos, microwaves, electronics, TVs and refrigerators.

Due to our mountain location, lids of dumpsters must remain closed.

Health & Safety Inspections

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

Offensive Odors

Some odors you find appealing can be offensive and harmful to others - perfumes, scented sprays, patchouli, and strong body odor may be unappealing to others. Please keep these odors in check by limiting their use and by maintaining personal hygiene.

Possession of Public Signs

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

GENERAL RESIDENCE HALL RULES

Guests and Visitors

Due to COVID-19, non-resident guests, including family members, are not permitted in the residence hall. Should the policy change, the Office of Residence Life will provide guidelines via email to all residents.

Resident is allowed 1 additional resident in their room at any time in order to maintain social distancing of at least 6 feet. There may be no more 3 residents in a room at any time. Residents agree to wear face coverings in each other's room.

Courtesy & Quiet Hours

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

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

During all those times when quiet hours are not in effect, "courtesy hours" will be in effect. Courtesy hours mean that any resident has the right to ask someone to quiet down. The right to sleep and study will always take precedence. Residents are expected to comply with all requests from fellow residents as well as Residence Life staff to minimize noise and maximize the academic environment in the hall.

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

Instruments / Speakers

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

Stereo speakers may never be positioned so that music is directed outside of the room. Local community and neighborhood ordinances should also be respected. Repeated violations will result in removal of sound system equipment.

Animals

Residents are not allowed to keep pets other than freshwater fish in a 10-gallon tank or less. Please contact Residence Life staff for additional guidelines.

Exceptions are made for service animals and/or emotional support animals with prior authorization by the Coordinator of Disability Services at your Campus. This process could take up to 30 days and residents are encouraged to begin the process as soon as possible. These animals are required to be approved and registered in advance with the Office of Disability Services and the Office of Residence Life.

A resident having an animal/pet in or around the residence hall will be asked to remove it immediately; if the pet is seen again, it will be turned over to the nearest animal control facility. The resident will also be financially responsible for any damages done by the animal.

Computer Responsibilities / Cyber Bullying

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

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

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

Sports and Recreational Equipment

Recreational sports equipment such as bicycles, skis, snowboards, skateboards, roller skates/blades and all other recreational equipment is to be kept clear of hallways, lounges, laundry rooms and disabled access areas.

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

Sports (such as hacky-sac, soccer, skateboarding, biking, skiing and snowboarding or running, etc) are not allowed in the residence hall. These types of activities have the potential to cause damage to rooms, hallways, stairwells and common areas as well as creating potential harm to individuals and excessive noise.

If stored outside, bikes must be locked in the designated outdoor area. If you choose to bring your bike to your room, contact Residence Life staff for the proper storage of bike within your room.

Pranks / Hazing

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

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

Gambling

Gambling is an illegal activity and is not permitted. Residents who engage in gambling in the hall are reminded that such activity can result in financial and/or personal problems.

Appropriate Attire and Obscenity

Public areas of our community are meant for the use of all residents. Individuals have varying comfort levels with manner of dress, conduct and display of affection that may be greater or lesser than your own. We encourage residents to have open dialogue about behavior they find uncomfortable, directly with the residents involved. Residence Life staff are willing to assist in facilitating these conversations. To maintain a community level of decorum and respect; obscene or indecent behaviors are prohibited. This includes, but is not limited to: public nudity, indecent affection, public sexual activity, stripping, mooning, flashing, streaking or public urination.

Firearms, Explosives and Other Weapons

Residents are not permitted to have weapons or devices that resemble or could reasonably be mistaken for weapons on Campus.

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

The possession or use of any fireworks is in violation of city, state and federal law, as well as College regulations. The discharge of firearms and explosives is restricted by municipal code.

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

Abuse / Assault

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

Search and Seizure

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

Entering Resident Rooms

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

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

COMMON AREAS

Common areas are defined as all areas within the residence hall other than in individual rooms. Sleeping in common areas, whether intentional or not, denies residents the use of the space. Therefore, sleeping in common areas is prohibited. No furniture or other CMC property is to be removed from common areas without permission from the Office of Residence Life. When furniture is lost from common areas, residents of that wing, floor or hall may be charged for replacement costs if the responsible party cannot be determined.

Damages / Vandalism

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

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

Relocating Campus Furniture

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

Posting of Public Information / Solicitation

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

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

Displaying Offensive Items

Residents displaying offensive or disrespectful items in common areas or in areas susceptible to public viewing, such as doors, windows or near the doorway, will be challenged to consider the possible ramifications to self and others. Some statements made or illustrated may potentially reflect poorly on the individual(s) or the College as a whole. Severe cases may warrant judicial action or some type of public forum to address the issues. Residents are encouraged to be assertive in expressing their views to the person or persons who are offending them or showing disrespect.

Vehicles / Parking / Snow Removal

Residents are welcome to bring their passenger vehicle to campus. Parking is free on campus. Colorado law requires that vehicles carry liability insurance; we recommend you carry additional coverage if operating a vehicle on campus. Snow removal from parking lots necessitates strict enforcement of parking regulations. In order to keep vehicles from being towed at the owner's expense, please observe the following:

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

When possible, a 24-hour advance warning will be provided when snow is to be removed from the parking lots. Due to unexpected weather patterns or emergency plowing, this may not always be possible. Signs will be posted at the entrance of the lots, and an email will be sent to permit holders via your CMC email account.

SAFETY

Doors, Locks, Key/Cards and Lock-Outs

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

CMC strongly recommends that all residents securely lock their doors and windows when they leave their rooms and while they are sleeping. Any action that prevents any door from locking/latching is prohibited. The level of safety and security of individuals and personal property is largely determined by the attentiveness of you, your roommate and fellow residents.

Hall Access and Exterior Doors

For safety and security reasons, exterior doors are locked. Please report suspicious individuals or activities to the Residence Life staff. The propping of exterior doors is not tolerated. Doors that cannot be opened by key or card swipe are not to be used by residents, including if opened from the inside by an additional party. This includes doors that have time restricted access. Propping doors or allowing/gaining access through a locked door is considered tampering with a security device.

Personal Safety and Security

Crimes occur on all college campuses. You are encouraged to report any occurrence immediately. Colorado Mountain College's [Annual Security and Fire Safety Report](#) for all locations is available on the [Your Right to Know](#) page of the CMC website.

Theft

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

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

Video & Audio Surveillance

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

Elevators / Restricted Areas

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

In addition, residents attempting to enter or found in unauthorized areas after business hours such as offices, classrooms, Campus Store, dining facilities, and closed/locked areas will be asked to leave immediately and will result in judicial action.

It is strictly forbidden for any resident to climb on roofs, ledges, windowsills or any interior/exterior walls of any CMC building.

Window Screens and Windows

Residents are prohibited from removing window screens, as well as, hanging, throwing or dumping items or fluids out of your window. Entering or exiting a room through the window is strictly prohibited. Removal or damage will result in a fine of \$80 in addition to any repair or replacement cost.

Fire Hazards

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

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

1. Electrical appliances which are not UL (Underwriter Laboratories, Inc) approved.
2. All electrical appliances with open coils including, but not limited to: toasters, hot plates, toaster ovens, coiled cup heaters, space heaters, etc.
3. Any lamp which uses a halogen bulb.
4. Appliances that use an excessive amount of electricity for example microwaves (1000-watt max), refrigerators (4.0 cubic feet max), etc.
5. Barbecue grills; camp stoves; charcoal or starter fluid; propane; lighter fluid; other flammable liquids, gasses or chemicals, etc. - even when stored or assigned for a CMC course.
6. Candles with a wick, sage, scented wax warmers, incense, etc. are forbidden, for use or décor, due to high fire potential as well as the smoke or odor they may create.
7. Vaporizers, e-cigarettes, hookahs, cigarettes, cigars, self-balancing scooters, hoverboards or any other incendiary device.
8. Fireworks, firecrackers, etc.
9. Other hazardous or combustible materials.
10. Unapproved room and common area decorations, such as holiday decorations and live Christmas trees.
11. Obstruction of/blocking a clear path out of the room.
12. Obstruction of/blocking fire exits, hallways, stairwells, or other common areas with bicycles, chairs, etc.
13. Extension cords of any type, or outlet multipliers (surge protectors with long reach cords are an allowed substitution).
14. Starting fires of any kind on any College property.

Prohibited items will be confiscated and will not be returned to the resident.

Tampering & Misuse of Fire Safety & Security Equipment

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

The residence hall is also equipped with a state-of-the-art sprinkler system for added protection in the event of a fire. The sprinkler heads on the walls and in the ceiling are connected to a powerful building-wide sprinkler system. If the sprinklers are activated, this will flood your room quickly and do serious damage to your belongings and the belongings of your neighbors.

If a resident is responsible for a sprinkler being activated for any reason, whether intentional or accidental, the resident will be held accountable for all damage, which is likely to cost thousands of dollars.

Evacuation / Clearing Rooms

All residents should immediately evacuate to areas designated by staff during a fire alarm, emergency, a drill or extenuating circumstances.

When a fire alarm sounds, all occupants must evacuate the building and report to the assigned emergency assembly point. During a fire alarm, residents must not leave campus until a headcount is completed and you are released by Residence Life staff.

The Alertus system is used to communicate an active threat on campus. Residents are required to comply with directions provided by College staff.

Residence Life staff have the authority to clear a room upon the discovery of any policy violation.

SUBSTANCE USE

Use of Nicotine Products

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

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

These policies resulted from the health concerns and excessive damage to the residence hall furnishings resulting from tobacco use.

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

Alcohol

All individuals on college premises are not allowed to possess, consume, manufacture, distribute, exchange or sell any alcoholic beverages. The term "college premises" includes all land, buildings, facilities, parking lots and other property in possession of or owned, used or controlled by CMC.

Alcohol related behavior, such as disruptive conduct and/or noticeable intoxication, in the building or on campus property is prohibit regardless of whether the individuals engaged in alcohol activity on or off campus.

Residents found in rooms where alcohol or alcohol paraphernalia is present will be held responsible for a violation of the Code of Conduct. Residents found in rooms where others are consuming alcohol have the responsibility to report or remove themselves from the room.

When Residence Life staff have reasonable evidence that alcohol is being used or present in a room, they will be expected to contact the occupants of the room, diffuse the situation and document the incident for review by a Code of Conduct Officer. If staff members become aware of any physical evidence of alcohol or have "sufficient reason" to believe that a policy violation is occurring or has occurred, the room may be searched and items will be confiscated.

Empty/full or keepsake alcohol containers, fake ID's or other alcohol paraphernalia (ex: alcohol packaging, steins, shot glasses, etc.) are prohibited on college premises. Items will be confiscated and will not be returned. Law enforcement may be contacted.

Host Clause: Should you choose to host an event in your room where an alcohol violation is occurring, you will be held to a higher level of accountability.

Serving Equivalency: Fines for alcohol are based on serving equivalency per container full or empty. Each serving equivalency will be charged at the rate of \$10 per serving (i.e. 1.5 oz hard liquor, 5 oz wine, 12 oz beer) for the involved individuals and/or host.

If a resident is found to be in violation of the alcohol policy, they may be subject to the following sanctions:

- First offense: \$25 fine, Serving Equivalency fine and other sanctions outlined under Class II violations
- Second offense: \$50 fine, Serving Equivalency fine and other sanctions outlined under Class I or Class II violations - probable suspension from the residence hall

Illegal Drugs / Controlled Substances

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

All individuals on college premises are not allowed to possess, use, manufacture, cultivate, distribute, or sell drugs, narcotics or controlled substances in violation of state and federal law and CMC policy. The term "college premises" includes all land, buildings, facilities, parking lots and other property in possession of or owned, used or controlled by CMC.

CMC is not able to accommodate medical marijuana cards. Products containing CBD & THC are prohibited.

Residents who engage in marijuana, drugs and/or controlled substance activities on-campus or off-campus and who are disruptive, and/or noticeably under the influence by odor, sight, sound, in the building or when they return to the residence hall or other campus property, is prohibited.

Residents found in rooms where evidence of marijuana, drugs or drug paraphernalia are present will be held responsible for a violation of the Code of Conduct. Residents have the responsibility to report or remove themselves from the room.

When Residence Life staff have reasonable evidence that marijuana or drugs are being used or present in a room, they will be expected to contact the occupants of the room, diffuse the situation and document the incident for review by a Code of Conduct Officer. If staff members become aware of any physical evidence of drugs, or drug paraphernalia, or have "sufficient reason" to believe that a policy violation is occurring or has occurred, the room may be searched and items will be confiscated.

Physical evidence of marijuana, drugs or drug paraphernalia on College premises is prohibited. Items will be confiscated and will not be returned. Law enforcement may be contacted.

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

Host Clause: Should you choose to host an event in your room where a drug and/or controlled substance violation is occurring, you will be held to a higher level of accountability. A minimum Host Fine of \$150 will be charged on top of additional fines &/or sanctions including suspension from the residence hall.

Substance Use Emergencies

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

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

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

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

Substance Use Regulations

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

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

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

CODE OF CONDUCT

The Office of Residence Life may initiate the adjudication process if a resident violates any policy, protocol or guideline within the 2020-21 Housing Agreement, the 2020-21 COVID-19 Supplemental Housing Agreement, the CMC Student Handbook and/or the Residence Hall Handbook.

Residents are responsible to schedule and attend their judicial appointments with the Code of Conduct Officer. A judicial meeting may be conducted in the resident's absence if they fail to attend.

Residents who fail to complete required sanctions will be result in further judicial action.

Residence Life Conduct Procedures

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

One of the primary objectives of the residence hall is to help the resident become a more responsible member of the community, and, when necessary, to help that resident modify his/her behavior. Whenever possible, attempts will be made to correct a situation before it necessitates judicial action. However, if a resident fails to adjust their behavior, if the situation is a serious one, or if the resident's behavior threatens the basic values or safety of the community, Residence Life staff will be required to document the incident. Local law enforcement agencies may be notified and/or summoned to campus for incidents involving violations of federal, state or municipal laws.

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

College Staff Requests

All residents confronted for possible violations will be asked to present their CMC ID or other State/Federal issued photo ID. Residents are expected to comply with all reasonable requests that are made by Residence Life staff in their efforts to create an academic environment in the residence hall and maximize the residential experience for all residents. Failure to comply with requests will result in a non-compliance violation. Verbally threatening, abusing or harassing staff in the performance of their duties will not be tolerated.

Furnishing False Information / Uncooperative Behavior

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

Aiding and Abetting

A resident who aids or abets in the violation of any policy may be deemed as responsible as the person responsible and may be subject to the same sanctions. Residents who anticipate or observe a violation of the Code of Conduct are expected to remove themselves from association or participation and are encouraged to report the violation.

Adjudication Process

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

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

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

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

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

1. A contact card is completed and delivered to each person that possibly violated the code of conduct as soon as possible following the incident.
2. An incident report is completed and sent to the Code of Conduct Officer.
3. The person named on the contact card must initiate contact by either phone or email within 24 hours after the card is issued.

4. At this scheduled meeting, the resident will receive an explanation of the adjudication process, clarification of possible code of conduct violations, opportunity to discuss the incident and their role, or disclose any other relevant information.
5. The outcome of the formal or informal meeting is documented and provided in writing to the resident and any necessary College staff.
6. Depending on the outcome, the resident has the right to request an appeal according to appeal procedures.

Questions regarding a resident's responsibility in an incident should be directed to the Code of Conduct Officer. Please refer to the Student Handbook for the full adjudication process.

General Adjudication Information

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

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

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

All parties will be held responsible for any violations of the residence hall regulations and may be subject to judicial action. It is the responsibility of students to remove themselves from the room or report the regulation violation to prevent being held responsible for what is occurring in the room.

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

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

Class I Violations

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

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

1. Expulsion from the College
2. Immediate suspension from the residence hall - see the Residence Life and Food Service Agreement for more information
3. Restriction from buildings on Campus
4. Required meeting with additional College staff/faculty
5. Criminal prosecution
6. Fines assessed
7. Community service
8. Other sanctions deemed appropriate

Class II Violations

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

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

1. Probationary period – further violations or failure to complete obligations may result in suspension
2. Written warning/discussion
3. Restriction from buildings on Campus
4. Restriction from activities, club and events
5. Fines assessed
6. Community Service
7. Educational programming
8. Confiscate items related to violation
9. Other sanctions deemed appropriate

Class III Violations

Violation of quiet/courtesy hours, littering, throwing/hanging objects from the building, roofs, and ledges, riding bicycles in the hallway, sports in the hall or being in a restricted area.

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

1. Verbal or written warnings from the Residence Life staff - continued problems/warnings will result in additional disciplinary actions
2. Discussion with the SRA, ACSL or DSL - depends upon circumstances and severity
3. Fines assessed
4. Community service
5. Educational programming
6. Confiscate items related to violation
7. Other sanctions deemed appropriate

TITLE IX SEXUAL HARASSMENT AND MISCONDUCT

It is the policy of the College to provide an educational and employment environment free of unlawful discrimination or harassment. The College prohibits all forms of discrimination, including sexual misconduct by residents, faculty, staff and other members of the College community, as well as contractors, consultants, and vendors doing business with or providing services to the College. The Title IX Sexual Harassment Procedure is added in order to comply with the 2020 implementing regulations under Title IX of the Education Amendments of 1972. The college has retained its policy and procedures relating to sexual misconduct so that certain conduct not covered by this Procedure nonetheless may be prohibited under CMC's sexual misconduct policy and procedure. See the full [Title IX Sexual Harassment and Sexual Misconduct Policy and Procedure](#) located in the Student Handbook.

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

Lisa Doak

Title IX Coordinator

ldoak@coloradomtn.edu

970-947-8351

802 Grand Avenue

Glenwood Springs, Colorado 81601

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

Campus	Deputy Title IX Coordinator	Email	Phone
Leadville	Carolyn Lawrence, Associate Dean for Student Affairs	cmllawrence@coloradomtn.edu	970-870-4463
Spring Valley	Lisa Runck, Associate Dean of Student Affairs	lrunk@coloradomtn.edu	970-947-8212
Steamboat Springs	Carolyn Lawrence, Associate Dean for Student Affairs	cmllawrence@coloradomtn.edu	970-870-4463

ADDITIONAL INFORMATION & RESOURCES

Employee Concerns

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

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

Employee inquiries under Title IX should be directed to the Title IX Coordinator listed under the Title IX Sexual Harassment Misconduct section of this handbook.

Notice of Non-discrimination

[¿Quieres información en español?](#)

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

Missing Student Notification Policy

Colorado Mountain College will provide every student the opportunity to identify an individual to be contacted in an emergency. Each student will be required to submit their emergency contact information when completing the Residence Life and Food Service Agreement.

Any individual who believes that a student living in college housing may be missing should contact the local police and/or sheriff department. Local police and/or sheriff department, in accordance with all State and Federal laws, shall investigate all reports of missing students and will notify and cooperate with other law enforcement agencies as necessary to further the investigation. If upon investigation by local law enforcement, the student is determined missing for at least 24-hours, College staff will contact the designated emergency contact. If the missing student is under the age of 18 or if the student has failed to designate an emergency contact, College staff will also notify the custodial parent or guardian.

Residence Life staff may implement the following investigative procedures when a missing student report is received:

- Attempt to contact the alleged missing student using the phone number supplied to the College
- Enter student's room for health & safety purposes
- Check the card access system to determine the last time it was used

- Contact Dining Services to determine when the student last used their meal plan
- Contact their roommate, friends or fellow residents living near alleged missing student

Every effort will be made to balance the right to privacy with the issue of compliance to Federal regulations and the interest of public safety.

Other Resources

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

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

U.S. Equal Employment Opportunity Commission, Denver Field Office, 303 E. 17th Avenue, Suite 410, Denver, Colorado 80203, Telephone 303 866-1300, www.eeoc.gov/employees/howtofile.cfm.

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