



COLORADO
MOUNTAIN COLLEGE

2023-2024

RESIDENCE HALL

Handbook

Dear Resident,

You are now a Colorado Mountain College Residence Life housing community member. During your time on campus, you have the opportunity to receive a comprehensive and meaningful education in 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 connect to campus early. Consider getting involved in some of the many clubs, organizations, or activities on campus.

We have created this handbook to guide living on campus at Colorado Mountain College. Please read this information as it will help you understand the College's expectations of all residents and become aware of opportunities that will make your college experience unforgettable. CMC reserves the right to modify this document at any time and to vary procedures outlined in this handbook in appropriate situations.

We welcome your questions or conversations about our living and learning community.

Sincerely,

The Office of Residence Life Staff

CONTENTS

RESIDENCE LIFE 5

- Residence Hall Living Statement..... 5
- Mission Statement..... 5
- Office of Residence Life 5
- Goals of the Residential System..... 5

RESIDENT RIGHTS and RESPONSIBILITIES 5

- Resident Responsibilities 5
- First Year Experience Course 6
- Community Living Expectations..... 6
- Disruption of College Activities 7
- Roommate Bill of Rights and Responsibilities..... 7
- Confidentiality..... 7
- COVID-19 7

CHECK OUT / BREAKS 8

DINING SERVICES 8

RESIDENT ROOMS 8

- Room Consolidation..... 8
- Room Damages 8
- Cleaning / Trash / Recycling..... 9
- Health & Safety Inspections 9
- Offensive Odors 9
- Possession of Public Signs 9

GENERAL RESIDENCE HALL RULES 10

- Guests..... 10
- Courtesy and Quiet Hours..... 10
- Instruments / Speakers 11
- Pets..... 11
- Emotional Support Animals 11
- Service Animals 11
- Technology Guidelines & Responsibilities / Online Solicitation..... 11
- Cyberbullying 12
- Sports and Recreational Equipment..... 12
- Non-Electric Bicycles..... 12

Electric-Powered Transportation Devices.....	12
Pranks / Hazing.....	13
Gambling.....	13
Appropriate Attire and Obscenity.....	13
Firearms, Explosives, and Other Weapons	13
Physical and Verbal Harassment.....	14
Bullying	14
Search and Seizure.....	14
Entering Resident Rooms.....	14
COMMON AREAS.....	15
Damages / Vandalism	15
Relocating Campus Furniture.....	15
Posting of Public Information / Solicitation.....	15
Displaying Offensive Items	16
Vehicles / Parking / Snow Removal.....	16
SAFETY.....	17
Doors, Locks, Key/Cards and Lock-Outs.....	17
Hall Access and Exterior Doors.....	17
Personal Safety and Security	17
Theft.....	17
Video and Audio Surveillance.....	18
Elevators / Restricted Areas	18
Window Screens and Windows	18
Fire Hazards.....	18
Tampering and Misuse of Fire Safety and Security Equipment	19
Evacuation / Clearing Rooms	19
SUBSTANCE USE	19
Use of Nicotine Products.....	19
Alcohol	20
Illegal Drugs / Controlled Substances.....	21
Substance Use Emergencies	22
Substance Use Regulations	22
CODE OF CONDUCT.....	23
Residence Life Conduct Procedures.....	23
College Staff Requests.....	23

Furnishing False Information / Uncooperative Behavior	23
Aiding and Abetting	24
Adjudication Process.....	24
General Adjudication Information	25
Class I Violations.....	25
Class II Violations.....	26
Class III Violations.....	26
TITLE IX SEXUAL HARASSMENT AND MISCONDUCT	26
ADDITIONAL INFORMATION and RESOURCES	27
Employee Concerns.....	27
Notice of Non-discrimination	27
Missing Student Notification Policy.....	28
Other Resources	28

RESIDENCE LIFE

Residence Hall Living Statement

Colorado Mountain College believes that living in a residence hall on campus can be a unique opportunity - where 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 significantly and positively influences the residential student's academic achievement and degree completion.

The College's commitment to residential living positively influences the students' experience of exploring aesthetic, cultural, and intellectual attitudes and values while residing in a structured 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 the Colorado Mountain College residential campuses. The 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 and 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 complies with community expectations. We find that residents will often be more responsive to an informal request from you. If you are uncomfortable 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.

You must realize that the Residence Life staff are not solely responsible for controlling your living environment and enforcing guidelines. The atmosphere 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, you should not always expect that the situation will change or that the infraction will "go away."

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

First Year Experience Course

Residents may be required to participate in a 1 credit First Year Experience (FYE) course as a condition of residing in the residence halls. This course assists students in developing skills, knowledge and abilities necessary to be successful in college and in life. Students may also be enrolled in FYE as a condition of their academic probation recovery plan or for reasons related to conduct. Students who transfer in 12 or more college-level credits with a "C" grade or better are exempt from taking the FYE course. Contact the Office of Residence Life at your campus if you have questions.

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 commits 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 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. Our experience is 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 based on 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 physical or verbal harassment and bullying against any community member. 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 College's day-to-day academic and operational functions 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 to 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 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.

COVID-19

CMC cannot guarantee that a person will not contract COVID-19 in the residence hall. CMC follows guidance from the CDC, the Colorado Department of Public Health and Environment and the county public health department. Residents agree to abide by all rules, regulations, and procedures related to COVID-19 established by local, state, or federal laws or the Office of Residence Life. The Office of Residence Life reserves the right to modify rules (ex: guest and visitor policy, mask requirements, quarantine/isolation requirements, room occupancy, etc.) or services (ex: food service, MPR/study lounge closures, and occupancy, etc.) available. The Office of Residence Life will notify residents via their CMC student email of any changes.

CHECK OUT / BREAKS

The residence hall will remain open for the fall and spring semesters, including Thanksgiving and spring breaks; 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 and enter each room over winter break.

At the end of the spring semester, fall semester (if you are not returning for the 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 and bathroom before 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 must vacate their room no more than 24 hours after their last exam or by the closing day/time 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 the 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 the health code, which includes wearing a shirt and shoes.

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 under the guidelines provided by Dining Services and 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 or consolidate vacancies at any time in the interest of health, discipline, occupancy, or 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 approval is granted, the resident will pay a higher fee for the semester balance based upon occupancy availability.

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 takes 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 costs. Submit your appeal and documentation to the Office of Residence Life for review. A decision will be made and a 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 acceptable to the College. Residents are responsible for providing their 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 and recycling in the trash dumpster and recycling container outside 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, the lids of dumpsters must remain closed.

Health & Safety Inspections

Residence Life staff will enter your room to conduct regularly scheduled routine maintenance, safety, and health checks. The staff members will look for things that might contribute to the maintenance, safety, or health problems. They will not search the rooms for violations but are obligated to report. A search may occur if any violations of the residence hall regulations or guidelines are observed during their inspection. The Residence Life staff will inspect 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 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 the character of CMC residents. Residents in possession of legally obtained signs must have the purchase receipt attached to each sign's backside.

GENERAL RESIDENCE HALL RULES

Guests

Guests are a privilege. Residents must inform their guests of CMC policies and procedures; guests are expected to comply. Residents are responsible for the conduct of their guests and must be with them at all times. Residents will be held accountable for any policy violations, inappropriate behavior or damages by the guest. Guests will be asked to leave the residence hall should they be involved in a violation of residence hall or college policy. A resident's right to privacy and quiet prevails over a resident's right to guests.

1. Guests are permitted on campus between 8 AM-Midnight Sunday through Wednesday.
2. All guests in the residence hall after 10 PM or overnight guests must register at the front desk.
3. Up to 2 overnight guests per room are permitted Thursday, Friday and/or Saturday night. Overnight guests are limited to 3 consecutive nights per visit with a maximum of 12 nights per semester.
4. Overnight guests under 18 may be permitted with prior approval from the Office of Residence Life.
5. A resident may only host an overnight guest with the prior consent of their roommate.
6. Overnight guests are not allowed in the building during New Student Registration, New Student Orientation, finals week, and winter break.
7. Students who have been suspended or non-residents who have been restricted from campus are not allowed in the residence hall.

Courtesy and Quiet Hours

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

Quiet hours are effective from 10 PM to 8 AM Sunday through Thursday and midnight to 10 AM on Fridays and Saturdays. During quiet hours, noise from any resident room emanating 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 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 and Residence Life staff to minimize noise and maximize the academic environment in the hall.

Quiet Hours are in effect for 22 hours a day during the last week of classes, "finals week," each semester, or other specific times with 48 hours' notice. This policy is necessary to support 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. Playing acoustic instruments will require prior arrangements 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 music is directed outside the room. Local community and neighborhood ordinances should also be respected. Repeated violations will result in the removal of sound system equipment.

Pets

Residents cannot keep pets other than freshwater fish in a 10-gallon tank or less. Please contact the Office of Residence Life for additional guidelines.

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

Emotional Support Animals

The use of an emotional support animal (ESA) is determined by the [Access Coordinator](#) at your campus. This process could take up to 30 days; please begin the process as soon as possible. An ESA is required to be approved and registered in advance with the Access, Inclusion & Disability Office and the Office of Residence Life. The animal should not be brought to campus until written approval for the animal has been received.

If the animal is creating a disturbance, or any other emergency situation appears to exist with respect to that animal, staff will attempt to contact the resident to remedy the situation. Office of Residence Life will be in touch with the Access Coordinator to determine next steps. If the animal has been left alone and is causing a disturbance, a staff member may enter the resident's room and make necessary arrangements for the animal's care, including removing the animal and placing it in a temporary home, such as a boarding kennel. Any costs incurred will be the animal owner's responsibility and will be due upon receipt.

Resident is responsible for any necessary cleaning above and beyond a standard cleaning. Repairs and/or any pest control required will be done at the expense of the resident.

Service Animals

Individuals with a service animal who are applying to the residence halls are encouraged to contact the [Access Coordinator](#) at the campus they plan to attend to facilitate a smooth transition to living on campus.

Technology Guidelines & Responsibilities / Online Solicitation

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.

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. In order to respect resident and community privacy, safety and security, online solicitation (influencing, selling, advertising, pornography, etc.) is not permitted within the residence hall.

Cyberbullying

Engaging in any form of harassment over the Internet is commonly referred to as cyberbullying. Cyberbullying 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 access areas.

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

Sports (such as hacky-sac, soccer, skateboarding, biking, skiing, 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 create potential harm to individuals and excessive noise.

Non-Electric Bicycles

Non-electric bicycles on campus must be locked in the designated area and in operable condition. If you choose to bring your bicycle to your room, contact the Office of Residence Life for proper bicycle storage within your room.

Bicycles in an inoperable condition and/or abandoned for a period of longer than 48 hours may be impounded for a period of 5 days. Bicycles not picked up after impound will be destroyed. Locks cut or damaged during impoundment will not be refunded or replaced.

At the end of the Spring semester, bicycles need to be temporarily cleared from outdoor racks to do routine maintenance to the bicycle racks and surrounding areas. If you are not going to be on-campus using your bicycle during the summer; please remove it.

At the Spring Valley Campus & Steamboat Campus, bicycles operated/possessed on campus must also have a valid tag affixed. To register your bicycle, you must have the brand name, color and type of bicycle. Please bring this information to the Office of Residence Life to register your bicycle. There is no cost for a tag.

Electric-Powered Transportation Devices

Small, electric-powered transportation devices, including electric-assist bicycles (e-bikes), electric scooters (e-scooters), self-balancing scooters, hoverboards and other similar electric-powered devices are prohibited from use, possession, charging or storage inside all buildings.

Pranks / Hazing

Pranks usually start harmlessly but often escalate into serious violations. As community members, 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 endangers the mental or physical health or safety of a student for 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 is not allowed. 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 gamble in the hall are reminded that such activity can result in financial and 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 the manner of dress, conduct, and display of affection that may be greater or lesser than your own. We encourage residents to discuss behavior they find uncomfortable with the residents involved openly. 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 fireworks violates city, state, and federal law and College regulations. The discharge of firearms and explosives is restricted by municipal code.

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

Pepper spray is a defensive device, used to temporarily stop a threat and allow the user to escape physical harm from their assailant. Usage of pepper spray for any other reason is prohibited.

Physical and Verbal Harassment

Harassment can be physical and verbal. Physical acts, such as physical intimidation, unwelcome touching, defacing or damaging property, interference with freedom of movement, and other forms of physical behavior towards any individual on the CMC premises, may constitute harassment and will not be tolerated on any level.

Unwelcome physical conduct can include but is not limited to: scratching, pushing, shoving, tripping, kicking, punching, slapping, physically restraining, and throwing things at another person.

Verbal harassment may include threatening and intimidating language towards another person and direct or implied threats that cause reasonable fear of injury to the health and safety of another person or property.

Bullying

Bullying is defined as the aggressive, hostile, and repetitive conduct by words or actions of an individual or group of individuals which are intended to humiliate, degrade, demean, intimidate, and/or threaten another individual or group of individuals. Bullying includes actions towards others to hurt, degrade and undermine the individual resulting in feelings of fear and/or undermining a person's dignity. Bullying conduct of any form, including verbal, social, physical and electronic (cyber) is prohibited at CMC.

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 to inspect 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 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 or repair is necessary.

COMMON AREAS

Common areas are all areas within the residence hall other than 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 responsibility cannot be determined.

No personal items, including shoes or rugs, may be left in the hallway at any time.

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 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, including 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 to hold only the responsible parties accountable. If we cannot 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 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 theft. They will also be responsible for such furniture's damage, repair, or replacement costs. 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 Residence Life staff before posting and may only be posted in designated areas. With the exception of "door decs" hung by Residence Life Staff, the exterior of room doors should remain free of any posted items, including dry erase boards. Placing information under resident doors is restricted to official College activities and business and must be approved.

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

Online solicitation is also prohibited; please see "Technology Guidelines & Responsibilities / Online Solicitation" section.

Displaying Offensive Items

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

Vehicles / Parking / Snow Removal

Residents are welcome to bring one 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.

All students are expected to register their vehicle (plated and unlicensed) as necessary for their respective campus and park in the appropriate/designed lot. Students are responsible for obeying posted parking and traffic signs on campus. Violations for improper parking may include warnings, case processed through the Residence Hall Handbook and/or Student Code of Conduct judicial system, fines added to the student account or towing of the vehicle.

Snow removal from parking lots necessitates strict enforcement of parking regulations. When possible a 24-hour 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 residence hall and an email will be sent to permit holders via your CMC email account.

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 and those that are not are subject to being towed and/or fined.
2. Park in designated parking spaces and obey all signs and traffic laws
3. Do not park in front of dumpsters or dumpster encasements
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
6. Do not park in ADA accessible parking spaces.
7. Drive on established roadways - driving on sidewalks, grass, trails, etc., is prohibited
8. Snowmobiles, unlicensed motorcycles, trailers, and recreational vehicles without approval are not permitted on campus
9. Licensed motorcycles must be stored outdoors in designated areas
10. To the extent allowed by applicable law. College shall not be liable for any damages or loss to personal property, motor vehicles of, or the contents of motor vehicles of, residents, invitees, guests or other persons while on College premises.
11. CMC prohibits vehicle repairs, including oil changes and other maintenance, on campus. Inoperable or abandoned vehicles will be towed and/or fined at the owner's and/or resident's expense.
12. 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 and/or fined at the owner's and/or resident's expense.
13. Do not tow anyone behind, or allow any person on the outside of a vehicle, in any manner.

14. Playing sports of any kind in parking lots carries an inherent risk of damaging vehicles and therefore is not allowed.

Failure of residents, guests, invitees or other persons to follow these guidelines and/or posted signs relating to parking and operation of vehicles will result in towing and/or fines of the offending vehicle at the cost of the vehicle owner and/or resident.

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 the 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, another resident, student, staff, guest and/or family member.* 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 and/or brass keys.

CMC strongly recommends that all residents securely lock their doors and windows when they leave their rooms and sleep. Any action that prevents any door from locking/latching is prohibited. The level of safety and security of individuals and personal property is primarily determined by the attentiveness of you, your roommate, and your 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 another 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. If a theft should occur on campus, residents are encouraged to file a report with the local police or sheriff's 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, nameplates, or dining hall food/tableware.

Video and Audio Surveillance

Colorado Mountain College residence halls employ video/electronic surveillance to include moving and still images and 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 and 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, resulting 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 and hanging, throwing, or dumping items or fluids out of their windows. 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 displayed on walls, ceilings, doors that facilitate ignition, block entrances or exits, 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: air fryers, toasters, hot plates, toaster ovens, coiled cup heaters, space heaters, etc.
3. Any lamp which uses a halogen bulb.
4. Appliances that use excessive 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 and the smoke or odor they may create.
7. Vaporizers, e-cigarettes, hookahs, cigarettes, cigars or any other incendiary device.
8. Electric-assist bicycles (e-bikes), electric scooters (e-scooters), self-balancing scooters, hoverboards and other similar electric-powered devices.
9. Fireworks, firecrackers, etc.
10. Other hazardous or combustible materials.

11. Unapproved room and common area decorations, such as holiday decorations and live Christmas trees.
12. Obstruction of/blocking a clear path out of the room.
13. Obstruction of/blocking fire exits, hallways, stairwells, or other common areas with bicycles, chairs, etc.
14. Extension cords of any type or outlet multipliers (surge protectors with long reach cords are an allowed substitution).
15. Starting fires of any kind on any College property.

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

Tampering and Misuse of Fire Safety and Security Equipment

The campus fire prevention and security equipment are maintained 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 a fire. The sprinkler heads on the walls and ceiling are connected to a powerful building-wide sprinkler system. If the sprinklers are activated, this will flood your room quickly and seriously damage your belongings and your neighbors' belongings.

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, 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 they 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 discovering any policy violation.

SUBSTANCE USE

Use of Nicotine Products

The residence halls are a tobacco-free environment, including all resident rooms and public areas. Colorado State law prohibits smoking in any public area 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 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 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. It is unlawful for those of legal age to sell or furnish alcohol to individuals under 21 years of age. The term "college premises" includes all land, buildings, facilities, parking lots, and other property owned, used, or controlled by CMC.

Alcohol-related behavior, such as disruptive conduct or noticeable intoxication, in the building or on campus property is prohibited 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 located 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 room's occupants, 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 IDs, or other alcohol paraphernalia (e.g., 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 occurs, 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 (e.g., 1.5 oz hard liquor, 5 oz wine, 12 oz beer) for the involved individuals and/or host.

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

- First offense: \$25 fine, Serving Equivalency fine, online educational courses (plus course fee), community service, probation and/or other sanctions outlined under Class II violations
- Second offense: \$50 fine, Serving Equivalency fine and/or 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 enforcing 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. The term "college premises" includes all land, buildings, facilities, parking lots, and other property owned, used, or controlled by CMC.

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. CMC is not able to accommodate medical marijuana/cannabis/THC cards.

Marijuana/cannabis/THC: Under the Drug-Free Schools and Communities Act, Colorado Mountain College is required to maintain a drug-free community to receive federal education funding. At the federal level, Marijuana/cannabis/THC, in all forms, remains an illicit drug and is prohibited from being possessed, consumed, distributed, or produced on campus.

The intent of defining marijuana/cannabis/THC within the policy is to recognize the unique context of its use. Marijuana/cannabis/THC, within the College policy, refers to all parts of the plant Genus Cannabis L., whether growing or not; the seeds thereof, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds, containing tetrahydrocannabinol (THC) and/or utilized as a psychoactive substance. It includes products such as resin, wax, butter/budder, shatter, taffy, etc. Commonly acknowledged marijuana/cannabis/THC paraphernalia is defined as equipment, products, or materials of any kind intended for use to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, ingest, inhale, or otherwise introduce into the human body.

Residents who engage in marijuana/cannabis/THC, drugs, or controlled substance activities on-campus or off-campus and who are disruptive and/or noticeably under the influence by odor, sight, or 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/cannabis/THC, 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/cannabis/THC or drugs are being used or present in a room, they will be expected to contact the room's occupants, 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/cannabis/THC, 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 or controlled substance violation occurs, you will be held to a higher level of accountability. A minimum Host Fine of \$150 will be charged on top of additional fines and/or sanctions, including suspension from the residence hall.

If a resident is found to violate the drug / controlled substance policy, they may be subject to any of the following sanctions:

- First offense: \$150 fine, online educational courses (plus course fee), community service, probation and/or other sanctions outlined under Class II violations
- Second offense: Sanctions outlined under Class I or Class II violations - probable 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 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 invoke this policy as needed proactively; however, repeated use of the policy may require further action by the College to ensure a community member's health, safety, and well-being. This policy applies only when a person provides the first notification for an emergency, and its use retroactively would be contrary to the policy's intent.

Substance Use Regulations

CMC is concerned with the health and success of each resident. We believe that drug and alcohol use does not contribute to academic success, whether individually or in a community setting. 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 allow residents and employees to make responsible decisions concerning alcohol or other drugs.

As of fall 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/cannabis/THC for recreational and certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, possession and/or use of

marijuana/cannabis/THC 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 Residence Life and Food Service Agreement, the CMC Student Handbook or the Residence Hall Handbook.

Residents are responsible for scheduling and attending 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 the required sanctions will result in further judicial action.

Residence Life Conduct Procedures

All residents should learn the Code of Conduct in the online CMC Student Handbook, located on the [CMC Residence Hall Housing Policies](#) webpage.

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 their 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 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 when they have information pertinent to a situation or when a resident attempts to resolve a situation are unsuccessful.

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 made by Residence Life staff 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 (cursing, yelling, talking beyond a normal tone, etc.), not allowing staff to finish their sentences, leaving in the middle of a conversation, abusing, insolent, harassing staff or other disruptive behavior will not be tolerated.

Students are expected to comply with requests and directives given by staff, which includes attendance at scheduled meetings.

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 made by Residence Life staff 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 violating any policy may be deemed as responsible as the person accountable 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 specific 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 online CMC Student Handbook, located on the [CMC Residence Hall Housing Policies](#) webpage.

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 outlines 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 several 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 above reasons.

The Residence Hall Adjudication Process aims to arrive at decisions that ensure that individuals assume full responsibility for their actions and which ensure 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. Student will be notified of the alleged violation by either a contact card, letter and/or CMC email.
2. An incident report is completed and sent to the Code of Conduct Officer.
3. The person named on the contact card or in receipt of the email notification must initiate contact by either phone or email within 24 hours after the card is issued and/or the email is sent. A meeting may be automatically scheduled by the Code of Conduct Officer.
4. At this scheduled meeting, the resident will receive an explanation of the adjudication process, clarification of possible code of conduct violations, an 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 CMC Student Handbook for the complete adjudication process.

General Adjudication Information

The Residence Hall Adjudication Process serves as a guide and may be modified based on individual situations. We always strive to keep the educational goals of the individual and the residence hall community in mind when assigning judicial sanctions.

Actions not explicitly 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 or controlled substances.

Non-residents, whether students or not, must abide by CMC rules and regulations if they are on College property. If non-residents 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 student's responsibility 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 allows the student 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/cannabis/THC, 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, physical and verbal harassment, 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 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. Probationary period – further violations or failure to complete obligations may result in suspension
4. Restriction from buildings on campus
5. Required meeting with additional College staff/faculty
6. Criminal prosecution
7. Fines assessed
8. Community service
9. 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, clubs, 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. Written warning/discussion - continued problems/warnings will result in additional disciplinary actions
2. Fines assessed
3. Community service
4. Educational programming
5. Confiscate items related to the violation
6. 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 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 may be prohibited under CMC's sexual misconduct policy and procedure. See the complete Title IX Sexual Harassment and Sexual Misconduct Policy and Procedure in the online CMC Student Handbook, located on the [CMC Residence Hall Housing Policies](#) webpage.

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

Lisa Doak

Title IX Coordinator
lidoak@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	Evan Weatherbie, Assistant Dean of Student Affairs	eweatherbie@coloradomtn.edu	719-486-4290
Spring Valley	Lisa Runck, Associate Dean of Student Affairs	lrunk@coloradomtn.edu	970-947-8212
Steamboat Springs	Sean Griffin, Associate Dean for Student Affairs	smgriffin@coloradomtn.edu	970-870-4463

ADDITIONAL INFORMATION and 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
Executive 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 this handbook's Title IX Sexual Harassment Misconduct section.

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.

Anyone who believes a student living in college housing may be missing should contact the local police and/or sheriff's department. Local police or sheriff's 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 the student's room for health and 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 the alleged missing student

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

Other Resources

U.S. Department of Education, Office for Civil Rights, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: 303-844-5695, OCR.Denver@ed.gov, <https://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>

Colorado Department of Higher Education, 1600 Broadway, Suite 2200, Denver, CO 80202, Telephone: 303-862-3001, <https://cdhe.colorado.gov/>

U.S. Equal Employment Opportunity Commission, Denver Field Office, 950 17th Street, Suite 300, Denver, Colorado 80202, Telephone 800-669-4000, www.eeoc.gov/employees/howtofile.cfm

Colorado Civil Rights Division, 1560 Broadway, Suite 825, Denver, Colorado 80202, Telephone: 303-894-2997, DORA_CCRD@State.co.us, <https://ccrd.colorado.gov/>