

**COLORADO STATE UNIVERSITY - PUEBLO**

# **PACK GUIDE**



**2016  
2017**

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# PURPOSE OF THE STUDENT HANDBOOK/GUIDE

This Pack Student Guide, inclusive of the Student Code of Conduct and Residence Life and Housing Handbook, was written as a resource and to direct students in the processes and procedures that are expected of members of our CSU-Pueblo community.

As a member of our student body, each student agrees to adhere and to abide by the standards, rules and policies set forth in this Pack Student Guide, the Catalog and other official university publications. Additionally, please be aware that processes, policies, and procedures will be **updated as necessary and are subject to change** based upon changing Higher Education legislation.

## MISSION STATEMENT AND VALUES

Colorado State University-Pueblo's mission stresses its distinctiveness and central commitments:



Colorado State University-Pueblo is committed to excellence, setting the standard for regional comprehensive universities in teaching, research and service by providing leadership and access for its region while maintaining its commitment to diversity.

The Colorado State University System Board of Governors adopted a set of values to be shared by CSU -Pueblo and its sister school, Colorado State University in Fort Collins:

Be ACCOUNTABLE

Promote CIVIC RESPONSIBILITY

Employ a CUSTOMER FOCUS

Promote FREEDOM OF EXPRESSION

Demonstrate INCLUSIVENESS and DIVERSITY

Encourage and reward INNOVATION

Act with INTEGRITY and MUTUAL RESPECT

Provide OPPORTUNITY and ACCESS

Support EXCELLENCE in TEACHING and RESEARCH

## **CSU-PUEBLO'S COMMITMENT TO DIVERSITY STATEMENT**

At Colorado State University-Pueblo, diversity is more than a symbolic gesture. We value and embrace students from all identities and ethnicities and are committed to the academic success of each student.

The University is committed to building a community on and off campus that is supportive and that respects and welcomes diversity. We understand that diversity and inclusion are necessary to develop an intellectual community of diverse ideals, beliefs, backgrounds, political convictions, religious beliefs, gender identities, and sexual preferences.

As a University, we seek to improve the campus climate through the facilitation of a shared learning experience that engages our campus in dialogue, challenges barriers, builds collaborative relationships, and provides educational opportunities that enable our campus community to explore all dimensions of diversity. As a Hispanic Serving institution (HSI), CSU-Pueblo will produce an environment to develop positive, challenging, inclusive leaders who have a global understanding of multiculturalism and who are accountable to our society as a whole.

**Updated: April 2016**

## **CAMPUS INTEGRITY STATEMENT**

Colorado State University - Pueblo expects every member of the community including faculty, staff, students and guests to conduct themselves in accordance with the community values of civility, respect, and honesty. We also expect that faculty, staff, students, and guests to our campus maintain the highest level of honesty and exercise critical judgment in all interactions, and decisions; and to maintain and reinforce the public's trust and confidence in our institution.

*\*Adapted from UIUC\**

## **FERPA STATEMENT/PRIVACY INFORMATION**

### **RIGHTS REGARDING STUDENTS' EDUCATIONAL RECORDS**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Colorado State University-Pueblo's practice in regard to student record keeping and access is based on the provisions of FERPA. For specific details, visit or contact the Registrar's Office (Administration Building, Room 202).

Schools may disclose, without consent, directory information (designated below), collectively or individually. Colorado State University-Pueblo does publish several bulletins, lists, brochures, catalogs, directories, yearbooks, commencement items, annuals, guidebooks, news releases, sports information, honor rolls, etc., containing this directory information which specifically identifies students and information about them.

Directory information includes, but is not limited to,

Student's name  
Address  
Telephone listing  
Electronic mail address  
Photograph  
Date and place of birth  
Major field of study  
Grade level  
Enrollment status (e.g., undergraduate or graduate, full-time or part-time)  
Dates of attendance  
Participation in officially recognized activities and sports  
Weight and height of members of athletic teams  
Degrees, honors, and awards received  
The most recent educational agency or institution attended

A student, by the end of the second week of classes, must notify the Registrar's Office (Administration Building, Room 202) in writing that directory information should not be released without prior written consent by completing the "Request to Withhold/ Release Directory Information" form.

If a student later wants this information released when requested, he/she needs to complete a new "Request to Withhold/Release Directory Information" form.

Generally, schools must have written permission from the eligible students in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, **without** consent, to the following parties or under the following conditions (34 CFR § 99.31) which include but are not limited by:

- School officials with legitimate educational interest;
- Other Schools to which the student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Accrediting organizations;

Organizations conducting certain studies for or on behalf of the school;  
To comply with a judicial order or lawfully issued subpoena;  
Appropriate officials in cases of health and safety emergencies; and  
State and local authorities within a juvenile justice system, pursuant to specific State law.  
Subject to the conditions set forth in 99.31-99.35 of the Act.

## CAMPUS SAFETY

**Campus Safety Website:** [www.csupueblo.edu/CampusSafety](http://www.csupueblo.edu/CampusSafety)

### Law Enforcement Authority

CSU-Pueblo is served by the Pueblo County Sheriff's Office, a full-service law enforcement agency. The Sheriff's Office is staffed with experienced state-certified peace officers who are current in Colorado Peace Officer Standards and Training (P.O.S.T.) procedures. Deputies work with University and campus community to assure the safety and security of CSU-Pueblo. Deputies provide safety education and help campus personnel identify potential safety and security issues.

Deputies are on duty 24 hours a day, 365 days a year; are trained and equipped to respond to any type of incident; and are in direct communication with other community emergency services. In the event of a crisis, the Sheriff's Office can notify the campus community via emergency text messaging, email, the web site, and the voice over fire alarm system. Students can sign on to their PAWS account and register in the "Emergency Text" tab.

The Sheriff's Office has an office on campus and a 911 communications center that responds to all 911 calls dialed from campus phones, cell phones, or from emergency call boxes located throughout campus. A non-emergency number is available (719) 549-2373 to students and staff to report an incident, seek safety information, and/or to request an officer to accompany them to a specific building.

**Campus Safe-Walks** are provided to a student who calls (719) 549-2373 to request a deputy to accompany them to a specific building or to their vehicle.

The Campus Security and Fire Safety Report (Clery Act): University public safety is provided by the Pueblo County Sheriff's Office. The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act is the landmark federal law that requires colleges and universities to disclose information about crime on and around campus. The CSU-Pueblo Security and Fire Safety Report can be found at <http://www.csupueblo.edu/campussafety>.





**Residence Hall Lobby Doors are locked** each night, and floors are only accessible with a student's floor key.

**Campus Tip Line** If you have witnessed a crime and wish to remain anonymous, you can call the Tip Line at 549-2376. The Tip Line is a voice message system only and therefore immediate action will not be taken. In the event of an emergency or a crime in progress call 911 or 8-911. You will not be required to give your personal information. Another non-emergency reporting number you can use is Crime Stoppers at 542-7867.

## **EMERGENCY INFORMATION**

**If you think that you are in danger or at risk of being harmed, if you witness a crime, or if there is an emergency on campus, you should immediately call 911.**

### **Non-Emergency Numbers:**

<b>Department/Agency</b>	<b>Phone Number</b>
CSU-Pueblo Campus Sheriff's Office	(719) 549-2373
Emergency on Campus	8-911
Fire on Campus	8-911
CSU-Pueblo Student Health Center	(719) 549-2830
CSU-Pueblo Student Counseling	(719) 549-2838
CSU-Pueblo Title IX Coordinator	(719) 549-2223
Escort to Car or Building on Campus	(719) 549-2373
Poison Control	1-800-332-3073
St. Mary-Corwin Hospital	(719) 557-4000
Parkview Medical Center	(719) 584-4000
Suicide Prevention Helpline	(719) 544-1133
Rape Crisis Center	(719) 549-0549
YWCA Family Crisis Center	(719) 545-8195

## **Emergency Call Boxes**

These are white boxes with a blue light (on light pole) and are in the following parking lots: N-1, N-3, N-4, N-8, E-1, E-3, E-8, S-1, W-1, W-3, Chemistry Building, Pavilion, Administration Building, ThunderBowl, Residence Hall Area, Walking Stick Apartments, Occhiato University Center, trail between Bartley and Victor, and in front of Library and Academic Resource Center. You will be connected to the campus Sheriff's Office.

## **Medical Emergency**

Remain calm and call CSU-Pueblo Pueblo County Sheriff's Office (PSCO) at 911. When calling 911 the call will go to the Pueblo County Dispatch Center. Immediately identify your location as at CSU – Pueblo.

Give the dispatcher your name, location of the incident/accident, telephone number, and the nature of the illness or injury. The dispatcher will then make certain that the appropriate personnel and equipment are sent to the scene.

DO NOT move the victim or give first aid unless you are trained and certified to do so. Remain with the victim and try to keep the victim calm and alert by talking with them until emergency response teams arrive.

## **Person or Circumstance of Concern**

Notify CSU-Pueblo County Sheriff's Office (PCSO) at 911 to investigate any person or circumstance of concern, including:

Persons who appear to have mental problems

Persons under the influence of alcohol or drugs.

Persons who are carrying a weapon.

Once reported remain calm and, if possible, leave the area.

The PCSO will investigate the report and, if necessary, the campus will be placed on lock down status.

During the lock down status, staff and students should secure immediately the door to the room they occupy. If you can't secure the door in the room you occupy you may have to put desks, or other objects placed against the door.

Keep quiet and remain at that location until instructed otherwise by the PCSO or other law enforcement.

## **Bomb Threat**

All bomb threats are to be taken seriously. Notify the CSU-Pueblo County Sheriff's Office (PCSO) at 911 immediately on a landline.

If you receive a bomb threat by telephone, remain calm, write down the caller's exact words and note the time of the call. Ask the caller:

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?

- What will cause it to explode?
- Did you place the bomb?
- What is your name and address?

If you receive a bomb threat in written form:

Do a quick visual inspection of your area. Do not touch any suspicious objects.

Do not use radios, pagers or cell phones as they can trigger explosive devices. If told to evacuate the area, take your notes about the incident with you.

## **Fire**

Alert people in the immediate area of the fire and evacuate

Confine the fire by closing the door as you leave.

Activate the fire alarm by pulling on an alarm box.

Notify the CSU-Pueblo County Sheriff's Office (PCSO) at 911 immediately. Always call from a safe location.

Evacuate the building. Do not use elevators unless specifically directed to do so by authorized personnel.

Do not re-enter the building until authorized personnel give the "all clear" signal.

If smoke, heat or flames block your exit routes, stay in the room with the door closed.

Report all fires, even those which have been extinguished to the PCSO at 911.

## **Hazardous Material Spill**

Placards are posted outside all rooms containing hazardous materials or equipment. Only qualified personnel are to handle an accidental spill of hazardous materials.

If you discover a spill,

Remain calm.

Do not touch the material.

If possible, isolate the area by cordoning it off or closing the doors.

Notify the CSU-Pueblo County Sheriff's Office (PCSO) at 911 and have the following information available:

- Where did the spill occur?
- What was spilled?
- How much was spilled?
- Are there any injuries?

If the spill occurs within the building, pull the closest fire pull station and follow

the evacuation procedures.

If the spill occurs outside a building, evacuate the area around the spill.

Once emergency response personnel arrive, they will advise of further evacuation or give the “all clear” signal to return the building.

## **Evacuating Persons with Disabilities**

Faculty, staff and students should be proactive and aware of people who will need assistance.

### *Assisting Blind / Visually Impaired:*

Clearly announce the type of emergency.

Offer your arm for guidance.

Tell the person where you are going, and alert him or her to obstacles along the way.

### *Assisting Deaf / Hearing Impaired:*

Turn lights on and off to gain a person’s attention

Indicate directions with gestures or a written note.

### *Assisting Mobility Impaired / Wheelchair Users:*

Elevators should not be used to move people with disabilities.

Seek volunteers to assist personnel with physical disabilities to the nearest enclosed stairway or designated area for rescue assistance.

Others should advise emergency personnel of the location of the individual(s) so that evacuation can be completed.

If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per his/her instructions.

## **Weather Emergency**

### ***Tornados***

Take shelter in a basement or the smallest, most interior room and hallway on the lowest level.

Avoid glass enclosed places or areas with wide span roofs such as auditoriums and gymnasiums.

Crouch down and cover your head.

Wait for an “all clear” signal from authorized emergency personnel.

## **Weather Closing Information**

The decision to close the University due to inclement weather will be made by the University before 6 a.m. for a daytime closure or delay and 3 p.m. for an evening closure or delay. Closure announcements are posted instantaneously online at [http:// www.csupueblo.edu](http://www.csupueblo.edu), local media television or radio stations.

## **EMERGENCY ALERT SYSTEM**

<https://www.csupueblo.edu/campus-safety/csu-pueblo-alert.html>

### **How does the system work?**

In the event of an emergency or unexpected closing of the University, a text message will be sent to all enrolled cell phones. Text messages will be sent *only* to alert you to emergency situations in which there is an imminent threat to public safety, unexpected closure, or during scheduled tests.

Each text message will begin with the message “\*CSU-Pueblo ALERT!\*” and follow with the nature of the alert and any additional information. Due to limits on message size, the text message will be brief, and you will be instructed to check the main CSU- Pueblo website or other media outlets for more information. You will receive messages within a few minutes of their transmission as long as your cell phone is turned on. The University will test the system each semester by sending an announced test message.

### **Does it cost anything for emergency text alerts?**

The university provides the services free of charge. Your cellular service provider’s standard rates for receiving text messages may apply. Carriers often block text messages for new numbers, ported numbers, and billing issues. If you have verified the registered cell phone number is correct and you do not receive the once a semester test message, you will need to check with your carrier to make sure your number is not blocked from receiving subscription text messaging from short codes.

### **How do I register my cell phone to receive emergency alerts?**

Enrollment in the Emergency Alert System is not automatic. Participation in this program is voluntary. Students must register for the service and will be responsible for updating their personal cell phone numbers in the event their contact information changes. It may take up to 72 hours for your cell phone number to become active in the Emergency Alert System.

You can register for the alert system by signing on to your PAWS account and registering in the “Emergency Text” tab. You will be prompted to verify or update your information to the service when you log on to your PAWS account to register for classes each semester.

## **Emergency closure of campus**

<https://www.csupueblo.edu/campus-safety/emergency-closures.html>

<https://www.csupueblo.edu/student-affairs/student-conduct/index.html>

It may be necessary to curtail or shut down university operations because of extreme weather conditions, energy resource reductions, or situations impacting normal operating conditions. Emergency closures will be announced through the Emergency Alert System. Students also may access university closure messages at <http://www.flashnews.net/rocky.html> and clicking on View Current Info. Closure messages also will be posted on the university home page at <http://www.csupueblo.edu>.

# UNIVERSITY CALENDAR

## *Fall 2016*

Registration Begins	Mar. 7
New Students Arrive	Aug. 17
ThunderWolf Welcome and New Student Orientation	Aug. 18-21
Returning Student Move In	Aug. 20
Classes Begin	Aug. 22
End Add Period (full-term courses)	Aug. 26
End Drop Period (full-term courses)	Sept. 5
Fall Graduation Contract Deadline	Sept. 16
End of Full-term Course Withdrawal Period	Oct. 21
Residence Halls Close for Thanksgiving Break	Nov. 18 @ 5pm
Thanksgiving Break	Nov. 21-25
Residence Halls Re-open	Nov. 27 @ 8am
Classes End	Dec. 2
Final Exams	Dec. 5-9
Residence Halls Close for Winter Break	Dec. 10 @ 8am

## *Spring 2017*

Registration Begins	Oct. 17 (16)
Residence Halls Re-open for Spring Semester	Jan. 15 @ 8am
Classes Begin	Jan. 16
End Add Period (full-term courses)	Jan. 20
End Drop Period (full-term courses)	Jan. 30
Spring Graduation Contract Deadline	Feb. 10
End of Full-term Course Withdrawal Period	Mar. 17
Residence Halls Close for Spring Break	Mar. 17 @ 8am
Spring Break	Mar. 20-24
Residence Halls Re-open	Mar. 26 @ 8am
Classes End	Apr. 28
Final Exams	May 1-5
Residence Halls Close	May 6 @ 8am
Commencement	May 6

**\* Note - These Calendars are planned in advance and are subject to change.**

**Unless otherwise stated, the University is open and classes will be held as scheduled.**

## **ACADEMIC CONDUCT POLICIES AND PROCEDURES**

Students are well advised to become familiar with the academic policies of the University. Each student owns the responsibility to comply with these policies.

### **ACADEMIC DISHONESTY**

Academic dishonesty is any form of cheating that results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

In cases of academic dishonesty, the instructor will inform the chair of the department prior to implementation of punitive action. Academic dishonesty is grounds for disciplinary action by both the instructor and the Dean of Students. Any student found to have engaged in academic dishonesty may receive a failing grade for the work in question, a failing grade for the course, or any other lesser penalty which the instructor finds appropriate.

To dispute an accusation of academic dishonesty, the student should first consult with the instructor. If the dispute remains unresolved, the student may then state their case to the department chair (or the dean if the department chair is the instructor of the course). A student may appeal a grade through the Academic Appeals Board.

Academic dishonesty is a behavioral issue as well as an issue of academic performance. As such, it is considered an act of misconduct and is also subject to the University disciplinary process as defined in the CSU-Pueblo Code of Student Conduct. Whether or not punitive action has been implemented by the faculty, a report of the infraction should be submitted to the Office of Student Conduct who may initiate additional disciplinary action. The decision by the Office of Student Conduct may be appealed through the process outlined in the Code of Student Conduct.

### **ACADEMIC YEAR**

The academic year begins with Fall semester and ends with the Summer session.

### **CLASSROOM BEHAVIOR**

The classroom instructor is responsible for setting standards for all classroom conduct, behavior and discipline. Only enrolled students, administrative personnel and persons authorized by the instructor are permitted in classrooms and other instructional areas during scheduled periods. University policy and Colorado state laws also prohibit all forms of disruptive or obstructive behavior in academic areas during scheduled periods or any action which would disrupt scheduled academic activity. Use of classrooms and other areas of academic buildings during non-scheduled periods are permitted only in accordance with University practices and/or policy. Anyone in unauthorized attendance or causing a disturbance during scheduled academic activity may be asked



To leave. If a person refuses such a request, he or she may be removed by a deputy of the Pueblo County Sheriff's Office located at the University and may be subject to legal prosecution.

All communications with instructors, whether in class, face-to-face, on paper, or by telephone, email or other electronic means, are subject to the same standards for conduct, behavior and discipline as classroom behavior. Standards of conduct outlined elsewhere (Code of Student Conduct, Sexual Harassment Policy, etc.) also apply to Classroom Behavior

## **TOTAL WITHDRAWAL FROM THE UNIVERSITY**

Up until the drop period expires, students may drop full-term courses without charge by using our web registration system (PAWS) or at the Registrar's Office. Short-term courses will have shorter drop periods. Students must refer to their course schedules for exact date for each course.

After the end of the drop period, students who are planning to withdraw from *all* courses and leave the University for any reason **must** begin the withdrawal process with the Center for Academic Enrichment (LARC 151) prior to departure. Total withdrawals will not be processed after the last scheduled class day of the semester. Students residing in the residence hall also must check out at the housing office. Unless the total withdrawal procedure is followed, students are not eligible for an adjustment (if appropriate) of tuition and fees and will receive failing grades in all courses.

### *Retroactive Withdrawal*

A student may request that all grades in previous terms be retroactively removed and replaced by entries of "W" on his/her transcript if he/she had experienced, during that term, health and/or personal problems so severe that he/she could not reasonably have been expected to complete the term satisfactorily. Application for a retroactive withdrawal may occur any time after the current term and before conferral of a degree. The Retroactive Withdrawal request form must be submitted with supporting documentation to the Registrar's Office. Documentation must include specific information from a professional who can attest to the students' claim of illness or legal issues, speak clearly to the difficulty that was encountered by the student and correlate to the specific time frame requested. After a request is received by the Registrar's Office, it will be addressed by the Retroactive Withdrawal Committee. Once the request is reviewed and a decision is made, the student will be notified of the outcome by mail. If a student chooses not to share such information, the Student Academic Appeals Board will decide the case based on the information available.

If a student chooses to appeal the decision of the Retroactive Withdrawal Committee, the student must submit a formal appeal including thorough documentation as listed above. The appeal must be submitted, or postmarked if mailed, to the student Academic

Appeals Board no later than 20 working days after the date of the initial decision of the Retroactive Withdrawal Committee. If no appeal is received before the deadline, the Retroactive Withdrawal Committee's decision will be considered final.

The Academic Appeals Board decision is the final decision of the University. Examples of reasonable requests for retroactive withdrawal include:

Death of immediate family member

Serious personal/family problems

Unexpected deployment or relocation

Diagnosed physical or mental condition/illness

A retroactive withdrawal is not allowed if a student has already earned a degree from Colorado State University-Pueblo and the term being requested is prior to the degree conferral.

Retroactive withdrawal applies to every class for the requested term(s), not for selective courses during a term.

An approved retroactive withdrawal will have no impact on any financial balance owed to the University. Please contact Student Billing Services for Tuition Appeal Information.

#### *Military Withdrawal*

If military obligations interrupt the academic work of a member of the armed forces registered for courses, the student may ask instructors for an early termination of his or her courses. Early terminations may include, but are not limited to:

- 1) a grade of W;
- 2) an incomplete (IN) grade, if there is any chance the student will be able to complete the course requirements; 3) an early final examination and course grade; 4) partial course credit; or 5) an opportunity to complete the class by independent study. It is the student's responsibility to make such a request in writing to the instructor. After the student and instructor have agreed on the terms of early termination, the agreement must be approved in writing by the department chair and the dean.

## **MILITARY LEAVE OF ABSENCE**

If a student member of the armed forces receives orders to deploy or temporally transfer stations for an extended period, that student may be accorded a military leave of absence. In those cases, the student will retain their catalog rights and return to the University at the end of their deployment or temporary transfer without break or need to reapply for admission.

# **GENERAL UNIVERSITY POLICIES & PROCEDURES**

## **ALCOHOL, DRUG AND TOBACCO POLICY**

### **Alcohol and Other Drug Policy**

<https://www.csupueblo.edu/student-affairs/student-conduct/policies.html>

[https://www.csupueblo.edu/student-affairs/\\_doc/student-code-of-conduct.pdf](https://www.csupueblo.edu/student-affairs/_doc/student-code-of-conduct.pdf)

Colorado State university-Pueblo recognizes the danger and effects that alcohol and other drugs have on the success of students and believes that the health and safety of our students are fundamental to developing and sustaining an environment that furthers academic and student development. The university complies with all local, state, and federal laws concerning alcohol and drugs. CSU-Pueblo students are responsible for acquainting themselves with these laws and with the University's policies regarding alcohol and other drugs.

Use of alcohol and other drugs by students is defined by the Alcohol and Other Drugs Policy. Below is a brief description of student responsibilities outlined in this policy.

- All CSU-Pueblo students are required to abide by University policies, as well as local, state and federal regulations regarding alcohol and other drugs.
- The use, possession, consumption, distribution or presence of alcohol is prohibited at all times in all university halls.
- Devices and activities that promote the heavy use of alcohol, such as “beer Pong” or “Beer Bongs” are prohibited. The possession, use and/or distribution of illegal drugs, including prescription medications that are not prescribed by a medical provider, are prohibited.
- The use of marijuana on campus, even if lawful in Colorado or with a valid medical marijuana license is prohibited.

Violations of the Alcohol and other Drugs Policy will result in judicial sanctions, which may include suspension or expulsion. Further information related to sanctions, student conduct hearings and medical amnesty can be found at <https://www.csupueblo.edu/student-affairs/student-conduct/policies.html>

## **Medical marijuana Policy**

[https://www.csupueblo.edu/student-affairs/\\_doc/amendment-64-marijuana-qa.pdf](https://www.csupueblo.edu/student-affairs/_doc/amendment-64-marijuana-qa.pdf)

Marijuana continues to be a prohibited item and students' use of marijuana (or any other drugs) on University premises is strictly forbidden and subject to action under the Student Conduct Code. Although Colorado state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, federal laws (including the Controlled Substances Act and the Drug-Free Schools and Communities Act) prohibit marijuana use possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, cultivation or distribution of marijuana for any reason, including medical purposes, is therefore not allowed in any CSU-Pueblo housing or any other CSU-Pueblo property; nor is it allowed at any University sponsored event or activity off campus.

## **Tobacco Policy**

<https://www.csupueblo.edu/student-affairs/student-conduct/policies.html>

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, e-cigarette, water pipe, or device used to inhale substances other than prescribed medications.

“Tobacco Products” means all forms of tobacco and imitation tobacco products, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic/e- cigarettes, and smokeless or “spit” tobacco, and specific nicotine products.

“Members of the University community” include its faculty, staff, students, volunteers, patients, customers, and visitors.

This policy applies to all members of the University community.

- Tobacco use and smoking is prohibited in all campus buildings, in campus- owned properties, in campus-leased, and in campus-owned vehicles. Tobacco use is also prohibited at all institutions-sponsored off-campus functions.
- Smoking and use of any other tobacco products are permitted outside University facilities only if it is 25 feet away from all building perimeters.
- Smoking is not permitted within 25 feet of any play area at the Child Care Center.
- The interior courtyard of the Art/Music Building and the access tunnel thereto, and the areas under the Library Wing up to the entrance to the Library are specifically designated as non-smoking areas.

- Tobacco sales are prohibited on any campus-owned or campus-leased grounds/ facilities.
- Tobacco industry promotions, advertising, marketing, and distribution are prohibited on any campus-owned or campus-leased grounds/facilities.

This policy is in accordance with the Colorado Clean Indoor Air Act, effective July 1, 2006, and the State of Colorado Executive Order regarding Smoking in State Buildings, effective January 1, 1991.

## **CAMPUS PEACEFUL ASSEMBLY POLICY**

### **Purpose**

Peaceful assembly at the Colorado State University -Pueblo (CSU-Pueblo) is an acknowledged right. This document has been produced to help inform University and Community members about the general policy as well as specific University policies and procedures related to assembly. In addition, a paraphrase of laws relevant to rallies, demonstrations, and gatherings has been included.

### **Policy**

- A. It shall be the policy of CSU-Pueblo that students and others may assemble in groups for peaceful purposes. At such gatherings, the University expects the rights and privileges of all persons to be respected and their health and safety to be paramount. Such gatherings must in no way disrupt the normal conduct of University affairs or harm University property.
- B. The University may, consistent with the Constitution, establish reasonable regulations regarding the time, place, and manner in which persons exercise their free speech rights to the extent necessary to prevent disruption of the normal conduct of University affairs or the endangerment of health and safety of persons or damage to property. Accordingly, persons planning such assemblies on the University campus are strongly encouraged to coordinate their activities and plans in advance through the Office of External Affairs with a minimum notice of 72 business hours. The Executive Director shall then consult with appropriate personnel. This coordination is requested so as to prevent disruption of normal University educational activities and avoid endangering the health

or safety of persons or damage to property.

- C. The sponsoring individual or group must assume responsibility for compliance with all state and municipal laws and University policies. Event sponsors are required to contact the Pueblo Sheriff's Office before an event to determine if security arrangements or traffic control are necessary. Event sponsors may be required to provide at least one deputy for every 100 persons expected to attend the event, in addition to any other security or traffic arrangements deemed necessary. The sponsoring individual or group is responsible for paying any costs associated with those services provided. For events where costs are estimated to be \$1,000 or more, a deposit of 10 percent must be paid to the University at least one week prior to the event date. The sponsoring individual or group must provide the University with a verifiable mailing address and contact person.
- D. Any act by demonstrators or groups which interferes with the rights of others, disrupts the normal functioning of the University, damages property, or endangers health or safety is grounds for suspension or dismissal from the University and/or removal from University property. In addition, such actions also may be the basis for charges by law enforcement authorities.
- E. The University Fountain Plaza is the primary "Public Forum" space for CSU-Pueblo. It is open to all individuals for the purpose of free speech. To avoid conflicts in the use of space and to ensure the safety of the campus community, CSU-Pueblo does not allow structures to be erected, including, but not limited to, tables, booths, displays, etc. on the Plaza without the permission of the Executive Director of External Affairs. To reserve space on the Plaza, contact the Executive Director of External Affairs at least 14 days in advance of the event. Reservations are made on a first-come, first-served basis. Entire Plaza reservations are limited to CSU-Pueblo faculty, staff, students, student organizations, and campus departments and are restricted to three (3) days total per semester. If the Plaza is not a suitable location for the event, the organizer should consult with the Executive Director of External Affairs to find a suitable location consistent with the nature of the facility, event, and public safety considerations. Demonstrations are prohibited in any special-use facility, classrooms, or in any instance which interferes with educational functions. Demonstrators refusing to vacate premises upon request are subject to immediate temporary suspension and arrest under applicable municipal and state laws.

## **Laws Relevant to Rallies, Demonstrations, Gatherings**

CSU-Pueblo recognizes each individual's right to freedom of expression and peaceable assembly. This information is provided so that all people involved in a demonstration or assembly may know their legal rights and obligations. Persons having questions about their rights or obligations during an assembly, rally, or demonstration, should contact the Office of the Executive Director of External Affairs for clarification prior to engaging in behaviors that may result in unlawful conduct and subject them to arrest and fines. The following is not an exclusive list of all relevant statutes related to rallies, demonstrations, and gatherings:

### ***Obstructing Highway or Passageway***

It is illegal to intentionally, knowingly or recklessly obstruct a street, sidewalk, or building entrance or disobey a reasonable request from a peace officer or other person in authority to move from such location. (18-9-107 C.R.S.)

### ***Disrupting Lawful Assembly***

It is illegal to obstruct or interfere with a gathering or meeting by any physical action, verbal communication, or other means. (18-9-108 C.R.S.)

### ***Interference with Educational Institutions***

It is illegal to willfully deny to students, employees, or visitors: lawful freedom of movement on institutional premises; lawful ingress or egress to facilities; and lawful use of the property of or facilities of the institution. It is also illegal to impede faculty or staff at an institution in the performance of their duty or to impede a student of an institution in the lawful pursuit of his or her educational activities in any way. (18-9-110 C.R.S.)

### ***Public Buildings-Trespass, Interference***

It is illegal for any person to so conduct himself at any public building owned or operated by the state, to willfully deny to any public official, public employee or invitee the right to enter and use facilities or leave such facilities. It is also illegal to impede any public official or employee in the lawful performance of their duties. (18-9-110 C.R.S.)

## ***Harassment***

It is illegal for a person to: strike, shove or subject another person to physical contact; engage in conduct that alarms or seriously annoys another person and serves no legitimate purpose; or repeatedly insult, taunt or challenge another person in the manner likely to provoke a violent or disorderly response when the intent is to harass, annoy or alarm the other person. (18-9-111 C.R.S.)

## ***Unlawful Conduct on Public Property***

It is unlawful for any person to enter or remain in any public buildings or on any public property or to conduct himself in or on the same in violation of any order, rule, or regulation concerning any matter prescribed in this subsection, limiting or prohibiting the use or activities or conduct in such public building or on such public property... (18-9-117 C.R.S.)

Under a Colorado Law (18-9-119 C.R.P.S.), a person committing certain violations or conduct may also be billed for any extraordinary expenses resulting from such violations.

## **CAMPUS EMAIL POLICY**

CSU-Pueblo uses its campus email system for official communication. Consequently, all students, staff and faculty are required to utilize their assigned campus email account in accordance with the university electronic communications policy. Students are expected to read and respond to messages in a timely, consistent fashion. If you need assistance accessing your email, contact the CSU-Pueblo Help Desk at 549-2002.

## **THE CLERY REPORT**

University public safety is provided by the Pueblo County Sheriff's Office. The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act is the landmark federal law that requires colleges and universities to disclose information on security policies and timely, annual information about crime on and around campus. The CSU- Pueblo Security and Fire Safety Report can be found at:

<https://www.csupueblo.edu/campus-safety/index.html>

The report is compiled by the Campus Safety Team, which is comprised of members from the following offices:

Pueblo County Sheriff's Office at CSU-Pueblo, Facilities Department, Student Affairs, External Affairs, and CSU System Deputy General Counsel.



## CHANGE OF ADDRESS PROCEDURES

Students should keep university authorities informed of their current address. Students may change their address on-line through PAWS or complete the Change of Address form and return completed form to the Registrar's Office.

## DISABILITY RESOURCES INFORMATION

The Mission of the Disability Resource Office at Colorado State University-Pueblo is to ensure provision of reasonable academic accommodations and support, designed to enhance academic effectiveness and promote independence in students with documented disabilities.

According to the Rehabilitation Act of 1973, Section 504 states, "no otherwise qualified individual in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. To be in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), all colleges and universities will comply with the laws, regulations and guidelines that are mandated in the United States.

Students that have been admitted to Colorado State University-Pueblo may request reasonable academic accommodations under the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973 in accordance with the University's policies by following the process below:

### ***To initially register with the Disability Resource Office:***

Self-Identify to the Disability Resource Coordinator as a student with a disability.

Submit documentation of disability(ies) and application for classroom and/or non-academic accommodations.

Request a follow up appointment with the Disability Resource Coordinator following document review process to discuss documentation review and reasonable accommodations.

### ***Once Registered:***

Students must request reasonable academic accommodations for each semester.

Students must distribute and discuss accommodations letters with appropriate staff and faculty.

Students must return signed Faculty Acknowledgement Form to the DRO.

*All disability documents can be submitted to:*

Colorado State University-Pueblo  
Disability Resource Office, LARC Suite 169 2200 Bonforte Blvd  
Pueblo, CO 81001  
Fax: (719) 549-2195

More information about DRO policies and procedures regarding accommodations, service animals, and the assistive technology lab can be found at [www.csupueblo.edu/disability](http://www.csupueblo.edu/disability) or by scheduling an appointment with the Disability Resource Coordinator by calling (719) 549-2648 or stopping at LARC 169.

## **SERVICE ANIMALS IN CLASSROOMS POLICY**

### ***Purpose***

This policy provides guidance regarding students needing assistance animals in the classroom due to a disability. Faculty will also be provided with guidance on the behavioral requirements of assistance animals in the classroom. This policy will also provide guidance to the presence of assistance animals in training in the classroom.

### ***Policy***

CSU-Pueblo recognizes that some students require the aid of an assistance animal to enhance their functioning throughout the day. Such animals are individually trained to respond on cue to perform a particular behavior or task that mitigates a student's disability. Therefore, assistance animals are allowed for use within the classroom. It is recommended that students requiring assistance animals contact the Disability Resource Office.

When it is not obvious what service an animal provides, the following questions may be asked: (1) is the animal a service animal required because of a disability, and (2) what work or task has the animal been trained to perform. If the answer to either question is unclear, faculty and staff should contact the Disability Resource Coordinator for assistance. Questions about the person's disability, requiring medical documentation, requiring a special identification card or training documentation for the dog, or asking that the dog demonstrate its ability to perform the work or task is not permitted.

If a student is a trainer of an assistance animal, the student must register the animal with the Disability Resource Office. The student must show reasonable verification that they are qualified to train the assistance animal.

Only dogs may be used as an assistance animal. The service animal must be well- behaved to remain in the classroom. The assistance animal may be removed if it is determined that the animal is not controlled properly or is disruptive in the classroom. The following are considered expected behaviors:

- A. The animal must be on a leash at all times, unless impractical or unfeasible, due to owner/keeper's disability.
- B. The owner must be in full control of the animal at all times.
- C. The animal must be as unobtrusive as possible.
- D. The animal must not sniff people, tables, shelves, or the personal belongings of others.
- E. The animal must not initiate contact with someone without the owner's permission.
- F. The animal must not display any behaviors or noises that are disruptive to others, such as barking, whining, growling or rubbing against other people.
- G. The animal must avoid excessive personal grooming in public.
- H. The animal must be trained not to be attracted to food that may be sitting nearby.

Certain locations may be considered unsafe for animals such as laboratories, mechanical rooms, or any other places deemed unsafe to the animal and/or the owner. The safety potential of each setting will be considered on case-by-case basis. When the location is determined to be unsafe for the assistance animal, reasonable accommodations will be provided to assure the student equal access to the activity.

The Disability Resource Office will make a reasonable effort to notify instructors of the existence of a service animal in their class. Students with medical conditions that are affected by animals should contact the Disability Resource Office if they have a health- or safety-related concern about exposure to a service or therapy animal. The Disability Resource Office will resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved. Students who wish to appeal the Disability Resource Office' ruling may follow the Disability Resource Office's grievance procedure. Faculty and staff with medical conditions that are affected by animals should contact the ADA Coordinator if they have a health- or safety-related concern about exposure to a service animal. The ADA Coordinator will resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved.

**Animals whose sole purpose is to provide emotional support, well-being, comfort, or companionship do not qualify as service animals under the ADA as amended. Requests for such an animal must be made to the Disability Resource Office.**

### ***Definitions***

- A. *Assistance dogs*: A dog that has been or is being trained as a guide dog, hearing dog, or service dog.
- B. *Guide dog*: A dog that has been or is being specifically trained to aid a particular blind or visually impaired person.
- C. *Hearing dog*: A dog that has been or is being specifically trained to aid a particular deaf or hearing impaired person.
- D. *Service dog*: A dog that has been or is being specifically trained to aid a particular physically disabled person with a physical disability other than sight or hearing impairment.
- E. *Trainer of an assistance animal*: A person who is qualified to train animals to serve as assistance animals.
- F. *Service animals*: Only dogs are considered service animals.

### ***Related Policies and Procedures***

- A. Process for Requesting Classroom Accommodations at CSU-Pueblo
- B. Documentation Guidelines

#### **Authority**

- A. American with Disabilities Act of 1990 (as amended by the ADA Amendment Act of 2008)
- B. Colorado Revised Statute 24-34-803

## **ASSISTANCE ANIMALS IN RESIDENCE HALLS**

Disability Resource & Support Center – Student Life Applies to Students Implemented 6/23/2016

## **Purpose**

This policy provides guidance regarding students needing assistance animals in their on-campus residence due to a disability. Staff will also be provided with guidance on the behavioral requirements of assistance and comfort animals in residence halls.

## **Definitions**

*Assistance animal:* An animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability.

*Service animal:* A dog (or miniature horse) that is individually trained to provide support to a qualified individual with a disability.

## **Policy**

Animals are not allowed in the buildings or sports complexes at CSU-Pueblo except in the case of approved assistance animals in residence halls and service animals, or other university sanctioned working animals. CSU-Pueblo recognizes that some students may require the aid of an assistance animal to enhance their functioning throughout the day. All requests for assistance animals as an accommodation in campus housing facilities must be submitted to the Disability Resource and Support Center and the office of Residence Life & Housing. A student may be able to have an assistance animal in campus housing as a reasonable accommodation if:

- the student has a verifiable disability; and
- the animal is necessary to afford the student with a disability an equal opportunity to use and enjoy a dwelling; and
- there is an identifiable relationship or nexus between the disability and the assistance the animal provides.

CSU-Pueblo is not responsible for the care or supervision of assistance animals. Students with disabilities are responsible for the cost, care, and supervision of their assistance animals, including:

- Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
- Keeping the animal under control and taking effective action when it is out of control;
- Feeding and walking the animal, and disposing of its waste;

- Containing the animal to the student owner's assigned room; and
- Caging or crating the animal when the student owner is not in their room.

The assistance animal must be well-behaved to remain in campus housing and its student owner must provide appropriate care. The animal may be removed at the student's expense if it is determined that the animal is not controlled properly or is unreasonably disruptive. For specific campus areas designated by CSU-Pueblo for toileting assistance animals, contact Residence Life and Housing. Waste disposal via university plumbing is prohibited in university residences. CSU-Pueblo will not require any surcharges or fees for assistance animals. However, a student with a disability may be charged for damage caused by an assistance animal to the same extent that CSU-Pueblo would normally charge for damage caused by the student. Students with disabilities who are accompanied by assistance animals must comply with the same campus rules regarding noise, safety, disruption, and cleanliness as students without disabilities. It is the student owner's responsibility to dispose of the animal should the animal's life expire while on university grounds.

CSU-Pueblo will attempt to honor the student's housing assignment request according to Residence Life & Housing policy and procedure, but reserves the right to place the student in a single-bed room.

Service animals are dogs that are individually trained to perform a service or task to mitigate a disability and are allowed in other campus buildings in accordance with the Americans with Disabilities Act of 1990 (as amended by the ADA Amendment Act of 2008) (please refer to the Service Animals in Classrooms Policy for more information). Assistance animals who have not been trained to perform a service or task to mitigate a disability are not afforded such access.

## **Procedure**

Students requesting an accommodation for an assistance animal to join them in campus housing must request such accommodation from the Disability Resource and Support Center and notify Residence Life and Housing of their request. Such requests and notifications should be made at least sixty (60) days prior to moving into their housing assignment to allow CSU-Pueblo time to review the request and prepare campus housing. Requests made less than sixty (60) days before the start of school may delay the approval of the assistance animal in housing until after the student moves in to student housing.

Students must complete the process for requesting non-academic accommodations, including providing documentation of disability with the Disability Resource Office, before bringing an assistance animal into university housing. If it is determined by the Disability Resource and Support Center that an assistance animal is a reasonable accommodation for the student, the Disability

Resource and Support Center will forward a recommendation to Residence Life & Housing, who will approve or deny the request. The student must provide the following documentation to Residence Life & Housing before the animal may be present in university housing:

1. Record of License & Registration for the animal
2. Record of up-to-date vaccinations
3. Record of current veterinarian clean bill of health
4. Completed Assistance Animal Accommodation Form for Residence Life & Housing

Students who bring an assistance animal into university housing without completing the Disability Resource and Support Center's process for requesting non-academic accommodations, without approval from Residence Life & Housing, and without providing the aforementioned documentation to Residence Life & Housing will be subject to disciplinary action due to infraction of Residence Life & Housing's policy on pets. Residence Life and Housing will make a reasonable effort to notify other appropriate campus housing tenants of the existence of an assistance animal. Students with medical condition affected by animals should contact Residence Life and Housing if they have a health-or safety-related concern about exposure to an assistance animal. Residence Life and Housing will resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved. In the event that an agreement cannot be reached, Residence Life and Housing staff will resolve the conflict. Students who wish to appeal the Disability Resource and Support Center's decision may follow the Disability Resource and Support Center's grievance procedure.

### ***Related Policies and Procedures***

- A. Process for Requesting Non-Academic Accommodations
- B. Documentation Guidelines
- C. DRSC Grievance Procedure
- D. Service Animals in Classrooms Policy

### ***Authority***

- A. Fair Housing Act
- B. Colorado Revised Statute 24-34-803

### ***Forms***

- A. Accommodation Form for Residence Life & Housing
- B. DRSC Non-Academic Accommodations Form
- C. DRSC Grievance Form





## FREEDOM OF EXPRESSION AND INQUIRY

Colorado State University-Pueblo considers freedom of discussion, inquiry, and expression to be consonant with the history and traditions of our country and a cornerstone of education in a free society. CSU-Pueblo is committed not just to valuing and respecting diversity, but also to respecting diverse viewpoints. CSU- Pueblo encourages members of the University community to engage in discussion, to exchange ideas and opinions, and to speak, write, and publish freely in accordance with the guarantees and limitations of our state and national constitutions.

Faculty and students have not only a right, but also a responsibility, to examine critically the insights, understandings, values, issues, and concerns which have evolved in the various areas of human activity. Accordingly, University-registered student organizations may extend invitations for guest lecturers, exhibitors, performers, and exhibitions of works of art with no restrictions of form or content other than those imposed by law and University policy. It is understood that inviting a speaker, performer, or exhibit does not imply concurrence of the University or of the sponsoring organization with the opinions, beliefs, or values expressed. In exercising their rights, members of the University community should understand that the public may judge the institution by their actions. Hence, they should at all times strive to be honest and accurate, exercise appropriate restraint, and show appropriate respect for the opinions of others.

Any members of the campus community (students, faculty, or staff) who feel that they have been treated unfairly because of their views should contact the Director of Equal Opportunity/Affirmation Action and Title IX Coordinator, the Office of Student Conduct, or the Director of Diversity and Inclusion.

## IMMUNIZATION REQUIREMENT/POLICY

Colorado law requires all college students born since January 1, 1957, to be immunized against measles, mumps, and rubella.

### ***Proof of immunity consists of:***

*Measles*—one dose of live measles vaccine administered no sooner than four days before the first birthday and a second dose of live measles vaccine administered at least 4 weeks after the 1st dose or a blood test showing immunity to measles.

*Mumps*—one dose of live mumps vaccine administered no sooner than four days before the first birthday and a second dose of live mumps vaccine administered at least 4 weeks after the 1st dose or a blood test showing immunity to mumps.

*Rubella*—one dose of live rubella vaccine administered no sooner than four days before the first birthday and a second dose of live rubella vaccine administered at least 4 weeks after the 1st dose or a blood test showing immunity to rubella.

**Medical, religious, or personal** exemptions continue to be in effect. The exemption statement, on the certificate provided by the University, must be signed by a physician, parent, or student 18 years and older. In the event of an outbreak, exempted people may be subject to exclusion from school and quarantine. Personal and religious exemptions must be renewed annually.

Prior to registration please have verified immunization records sent to Student Health Services, Colorado State University-Pueblo, Pueblo, Colorado 81001-4901 or fax records to (719) 549-2646.

MMR (measles, mumps, and rubella) vaccine is available in Student Health Services if immunization records indicate that a booster is necessary. For further information, contact the Student Health Services Office at (719) 549-2830.

## IMMUNIZATION POLICY

**MMR requirement:** <https://www.csupueblo.edu/student-health-services/immunization-and-screening.html>

**The MMR requirement is due the first 14 days of the semester.**

Colorado State University, in compliance with recommendations from the Center for Disease Control, the Colorado Department of Health, the American College Health Association, and State of Colorado Statute, CRS 25-4-901, requires students born January 1, 1957 or later to have adequate immunization against measles, mumps, and rubella. This policy is necessary to eliminate the potential for outbreaks and subsequent serious health threats that have occurred on many campuses across the country, including Colorado State.

To comply with this policy, students must have proof of adequate immunization to measles, mumps, and rubella. Adequate immunization consists of one of the following:

1. Proof of two vaccinations for measles and mumps and one vaccination for rubella given on or after one year of age.
2. Proof of immunity via *laboratory evidence*. Physician documentation of illness is no longer accepted by the State of Colorado or Colorado State University as proof of immunity.

A completed immunization record must be submitted to the Colorado State University-Pueblo Student Health and Counseling Services (CSU-P SHS) prior to enrollment. Immunizations may also be received for a charge at CSU-P SHS. Medical, religious, and personal exemptions are allowed on an individual basis with appropriate documentation and counseling. In the event of an outbreak, all persons with an exemption will be quarantined off campus and will not be permitted to attend classes until danger of infection is over.

Enrolled students not complying with this policy will not be allowed to register for the following semester until compliance is complete.

The following nontraditional adult students are exempt from the policy:

- A. Persons born before 1957.
- B. Those taking course work off campus through continuing education, extended study, or similar programs and are confirmed or verified by that specific program, counselor, or registrar's office.
- C. Persons not registered in course work for academic credit and attending classes or programs of less than 60 days in duration.

## **Recommendations**

*Other immunizations are recommended, but not required for all CSU-P students. These include:*

- A. A single dose of Tdap is recommended when updating the tetanus vaccine regardless of interval since the last tetanus or diphtheria containing vaccine.
- B. Varicella (chickenpox) vaccine for all students with no history of chickenpox or with no prior receipt of vaccine or with a negative antibody titer. All students who have received a single dose of varicella vaccine should receive a second dose. This can be administered at any interval longer than three months after the first dose.
- C. Hepatitis B vaccine
- D. Meningococcal vaccine especially for freshmen living in residence halls or persons with terminal complement deficiencies or asplenia. Non-freshman college students may choose to be vaccinated to reduce their risk of meningococcal disease.
- E. Incoming freshmen students living in residence halls are required to complete and return a certificate indicating immunizations received by the student, as a requirement for residing in student housing. They are also required to review and sign the form "Meningococcal Disease Information" which is available on the CSU-P SHS website. Prior to registration please have verified immunization records sent to Student Health Services, Colorado State University-Pueblo, Pueblo, Colorado 81001-4901 or fax records to (719) 549-2646.

## **MAIL SERVICES**

The CSU-Pueblo Mail Service (**Physical Plant 128 – 549-2846**) sells postage and ships all International and domestic letters and packages with few exceptions. Besides having the normal First Class delivery available through the US Postal Service they also provide, Registered Mail, Certified Mail, Insured Mail, Delivery Confirmation Receipt, and many additional services. The service can only accept cash or checks over \$5.00.

**If you live on campus, check with Auxiliary Services regarding assignment of your mailbox.**

## **MISSING PERSON NOTIFICATION POLICY**

### **POLICY STATEMENT**

The following policy has been established to address missing student notification for CSU-Pueblo students living in CSU-Pueblo owned or leased housing and to identify procedures that CSU-Pueblo will follow if any of those students is determined to be missing for 24 hours.

All concerns of a possible missing student should be immediately reported to ANY of the following:

- A. The Pueblo County Sheriff's Office at CSU-Pueblo at (719) 549-2373
- B. The Dean of Student Affairs at (719) 549-2586
- C. The Director of Residence Life & Housing at (719) 549-2602
- D. The Residence Hall Director On-Call at (719) 289-8914

Upon receiving a report of a missing student, the aforementioned individual must immediately notify the Pueblo County Sheriff's Office at CSU-Pueblo by calling (719) 549-2373.

Every student who resides in on-campus housing shall have the option to identify an individual to be contacted by the University in the event that the student is determined missing. This contact information will be kept confidential and accessible only to authorized campus officials. The University may only disclose this confidential contact information to law enforcement officials for the purpose of a missing student investigation. If a missing student is under the age of 18 and is not emancipated, the University must also notify the student's parent or guardian.

### **PROCEDURES**

Upon receiving information that a student cannot be located and may be missing, the Pueblo County Sheriff's Office at CSU-Pueblo will begin an investigation to determine whether the student is missing, and may contact the student's confidential contact person as part of the investigation.

Once it has been determined that a student living in University owned or leased housing has been missing for 24 hours, the University will notify the student's confidential contact person within 24 hours; however, the University may act sooner. If the missing student is under the age of 18 and is not an emancipated individual, the University will also notify the custodial parent or legal guardian.

## OFFICIAL UNIVERSITY COMMUNICATIONS POLICY

CSU-Pueblo uses its campus email system as its official mode of communication

## PARKING POLICY

Parking decals are required to park on campus and can be obtained at the Cashier's Office in the Administration Building or in the Auxiliary Services Office in the Occhiato Center. Visitor parking passes can be obtained in the Sheriff's Office in the Administration Building. Temporary (Staff and Concurrent Student) parking passes can only be obtained at the Cashier's Office in the Administration Building.

## PARKING INFORMATION FOR 2016-17

<https://www.csueblo.edu/auxiliary-services/parking.html>



### COLORADO STATE UNIVERSITY – PUEBLO PARKING PROPOSED RATES PER SEMESTER FOR ACADEMIC YEAR 2016-17

	2015-16 Approved Rate	Proposed Changes	2016-17 Proposed Rate	Percent Change
<b><u>PARKING PERMITS<sup>1</sup></u></b>				
<b>Academic Year: (Fall, Spring, Summer)</b>				
Student				
Permanent Decal	\$100.00	\$0.00	\$100.00	0.0%
Hanging Decal	\$100.00	\$0.00	\$100.00	0.0%
Resident	\$100.00	\$0.00	\$100.00	0.0%
Green Vehicle Decal Discount	\$80.00	\$0.00	\$80.00	0.0%
Motorcycle Discount	\$40.00	\$0.00	\$40.00	0.0%
Concurrent High School Student	\$8.33 / Mo.	\$0.00	\$8.33 / Mo.	0.0%
<sup>1</sup> Rates are reduced by 50% for Spring and summer semesters.				
Faculty / Staff per month rates				
Full time	\$12.00	\$0.00	\$12.00	0.0%
Part Time / Adjunct	\$5.00	\$0.00	\$5.00	0.0%
Green Vehicle Decal Discount	\$9.60	\$0.00	\$9.60	0.0%
Reserved Parking Space	\$30.00	\$0.00	\$30.00	0.0%

# **QUARANTINE PROCEDURES**

## **PROCEDURE FOR QUARANTINE IN THE EVENT OF THE OUTBREAK OF CONTAGIOUS DISEASE**

### ***PURPOSE***

To limit exposure in the event of an outbreak of contagious disease. This may include Measles, Mumps, Rubella, Varicella, Influenza, and Meningitis.

### ***Isolation***

- A. Commuter students will be advised to isolate at home. Student is unable to return until the period of contagion is completely over.
- B. Residential students will be placed in rooms set aside for isolation. This may be two private rooms with an attached bath or a suite with an attached bath, depending on number of residential students with symptoms.
- C. Resident life will avoid relocating students as much as possible to prevent further contagion.
- D. Meals will be prepared by Chartwells and delivered by residence hall staff to students who are in isolation.
- E. Director of Student Health and Counseling Services will make daily rounds to students in isolation and will be on call for any healthcare needs.
- F. Students with symptoms will call Student Health Services so arrangements can be made for them to be seen in the clinic bypassing the reception area.
- G. Any needed pharmaceuticals will be delivered by Student Health and Counseling Services to the isolated students.

### ***Surveillance***

- A. Student Health Services, in collaboration with the Pueblo City County Health D, will provide surveillance of cases and contacts during an outbreak of contagious disease.
- B. Faculty will be notified of students that are prohibited from attending classes during an outbreak.
- C. Students who have not provided proof of immunizations or immunity will be contacted by Student Health Services and advised that they are not allowed to attend classes. This mandatory health regulation will be in effect until the period of contagion is finished.

- D. Students will not be reimbursed tuition or fees for the time they are out of classes.
- E. Every effort will be made to enable students to complete classes online or with cooperation from the faculty. Any excused absences will be completed by Student Health Services staff.
- F. Medical exemptions must be completed by a healthcare provider. Personal exemptions are no longer available. Religious exemptions will be accepted, but students must be advised that they cannot attend classes in the event of a contagious outbreak.
- G. Contacts of contagious students will be advised of symptoms related to the contagious disease and to notify Student Health Services if symptoms appear.
- H. Symptoms, which may differ, depending on which contagious disease, are posted on the Student Health and Counseling Services website. If a student develops symptoms, they must call Student Health Services for evaluation or diagnosis.
- I. Data will be shared with PCHD for epidemiological purposes in accordance with Federal Law.
- J. Immunization clinics will be held to vaccinate against the contagious disease. Vaccines will be delivered at cost. In the case of bacterial/viral meningitis, students will be directed to PCHD for immunizations. Other vaccines, such as MMR, Varicella, and Influenza are available in Student Health Services at cost.

## **SEXUAL MISCONDUCT POLICY INFORMATION**

### ***Sexual Misconduct***

- A. Any act that violates the University's Sexual Misconduct Policy.
- B. Any act that is sexual in nature and performed without the consent of all involved parties.
- C. Any act that is sexual in nature and intentionally performed in view of one or more uninvolved persons without the consent of all parties. This includes, but is not limited to, the surreptitious recording and/or broadcasting of sexual acts.
- D. Any act that is sexual in nature and performed in a public setting or without the consent of all persons reasonably in a position to observe such conduct. This includes, but is not limited to, the public fondling and/or exposure of one's own genitalia, buttocks, or breasts.

Any sexual act or conduct that would be considered a crime under state law, such as sexual assault or rape. Please refer to the University's Sexual Misconduct Policy for further information, including victim's rights, or contact the University's Title IX Coordinator (719-549-2310) for assistance.

All complaints or any concerns about conduct that may violate the Sexual Misconduct Policy should be filed with the Title IX Office:

Title IX Coordinator Colorado State University Pueblo

Admin. 304

Pueblo, Colorado 81001

719-549-2223

[Joshua.ernst@csupueblo.edu](mailto:Joshua.ernst@csupueblo.edu)

Upon receiving a complaint, the Title IX Coordinator will follow the procedures described in Appendix A

## **STUDENT INVOLUNTARY LEAVE OF ABSENCE POLICY FOR REASONS OF COMMUNITY SAFETY**

### **POLICY PURPOSE:**

The university is committed to protecting its community members from the risk of physical harm, and preserving the integrity of its learning environment. Separation of a student from the university and its facilities may be necessary if there is sufficient evidence that the student is engaging in or is likely to engage in behavior that either poses a danger to the health, safety, and well-being of the campus community or disrupts the learning environment of others.

### **POLICY APPLIES TO:**

All students enrolled at CSU-Pueblo.

### **DEFINITIONS:**

Involuntary Student Leave of Absence: The separation of a student from the university and its facilities that is prescribed by the Dean of Student Affairs.

### **POLICY STATEMENT:**

CSU-Pueblo is committed to the success of all students, and to the safety and security of all persons in the CSU-Pueblo community. CSU-Pueblo recognizes there may be situations wherein a student poses a danger to the university community or may disrupt the learning environment of others. In such situations and in extraordinary circumstances, CSU-Pueblo may place a student on an involuntary leave of absence from the university and its facilities for reasons of community safety.



## PROCESS:

The Dean of Student Affairs or a designee may be alerted to a student's harming behavior from a variety of sources on campus (such as the student's advisor, college department chair or Dean Student/Campus Life, and Student Health Services, the Pueblo County Sheriff's Office).

If the Dean of Student Affairs deems it appropriate, the following procedures will be initiated.

- A. The Dean of Student Affairs or a designee will notify the student that an involuntary leave is under consideration and the reason(s) why an involuntary leave is under consideration. The student will have the opportunity to respond and/or provide relevant information.
- B. The Dean of Student Affairs or a designee will discuss with the student the implications of and procedures relating to an involuntary leave of absence. A copy of this policy will be provided to the student. Whenever possible and appropriate, the Dean of Student Life/Affairs or a designee will encourage the student to take a voluntary leave of absence, thereby eliminating the need to complete the process for an involuntary leave.
- C. The Dean of Student Affairs or a designee will confer as feasible and when appropriate in a particular matter with the following individuals or their designees regarding the need for a leave of absence:
  - 1. The Department Chair or Dean of the student's college or school.
  - 2. The Director of Student Health and Counseling.
  - 3. Counselor.
  - 4. Coordinator of Disability Resource Office.
  - 5. Assistant Dean for Conduct and Case Management.
  - 6. The student's faculty advisor.
  - 7. The Lieutenant of the Pueblo County Sheriff's Office assigned to campus.
  - 8. Such other individuals as may be appropriate in a particular matter.
- D. During these consultations, these individuals will pay particular attention to the criteria for invoking an involuntary leave, specifically whether the student's behavior is disruptive of the university's learning environment and whether the behavior poses a danger to the safety of others. Consideration will also be given to accommodations that may reasonably be provided that will mitigate the need for the involuntary leave.

- E. The Dean of Student Affairs or a designee may require a mental or physical evaluation if he or she believes it will facilitate a more informed decision.
- F. Following these consultations, the Dean of Student Affairs or a designee will make a decision regarding the involuntary leave of absence, and must provide written notice of this decision to the student.
- G. Within five days of receiving the decision of the Dean of Student Affairs, the student may submit an appeal of the decision in writing to the Vice-President for Student Services and Enrollment Management designee. After reviewing the matter fully, the Vice-President for Student Services and Enrollment Management designee will issue a written decision, which shall be final.

***If Involuntary Leave Is Imposed:***

The Dean of Student Affairs or a designee will inform the student, along with the notice of the decision, as to the steps that must be taken when the student wishes to re-enroll

***If Involuntary Leave Is Not Imposed:***

The Dean of Student Affairs or a designee may impose other conditions and/or requirements under which the student is allowed to remain at the university.

Implications of an Involuntary Student Leave of Absence for Community Safety include the following:

- A. The leave will remain in effect until the student complies with the pre-requisites to enrollment mandated by the Dean of Student Affairs. An individualized assessment will be made for the student to determine if the pre-requisites have been satisfied.
- B. The duration of leave will be determined by the Dean of Student Affairs based on the facts and circumstances leading to the imposition of the involuntary leave.
- C. The student must leave campus within the time frame set forth by the Dean of Student Affairs or a designee. The student may visit campus or its facilities only as authorized in writing by the Dean of Student Affairs or a designee, for the duration of the leave.
- D. The Dean of Student Affairs or a designee reserves the right to notify a parent, guardian, or other person, if notification is deemed appropriate. In addition, the parent, guardian, or other person may be asked to make arrangements for the safe removal of the student from the university environment.

A student taking a leave of absence still has certain financial obligations. For more information please see the Catalog regarding payment obligations due to withdrawal from classes.

An involuntary Leave of Absence for Community Safety does not relieve the student of any violations of the Student Code of Conduct and the student may also be disciplined under the Code if appropriate.

***Request for Reenrollment:*** A formal request for re-enrollment must be submitted to the Dean of Student Affairs. The student's re-enrollment request will be reviewed by the Dean of Student Affairs or a designee, who, with the Vice President of Student services and Enrollment Management, must approve the Re-enrollment along with the Admissions Review Committee.

The Dean of Student Affairs or a designee may consult with one or more of the following individuals regarding the re-enrollment decision and may impose such conditions as they may recommend helping ensure the student's successful return to the university:

- A. The Department Chair or Dean of the student's college or school.
- B. The Director of Student Health and Counseling.
- C. Counselor.
- D. Director of Student Conduct and Case Management.
- E. Coordinator of Disability Resource Office Services.
- F. The student's faculty advisor.
- G. The Lieutenant of the Pueblo County Sheriff's Office assigned to campus.
- H. Such other individuals as may be appropriate in a particular matter.

***RELATED LAWS, POLICIES & PROCEDURES:***

American with Disabilities Act of 1990 (Title II), as amended Family  
Education Records Privacy Act of 1974

Section 504 of the Rehabilitation Act of 1973, as amended CSU  
-Pueblo Student Code of Conduct

CSU-Pueblo Catalog

# STUDENT COMPLAINT POLICY

## **POLICY PURPOSE:**

The Policy is designed to help assure our students a quality education, provide excellent student support services, and help the University identify any serious or systemic problems or issues affecting the quality of student affairs. The principles and procedures are intended to help CSU-Pueblo identify patterns of conduct that raise a legitimate concern with respect to the University's academic programs or administrative functions, and to comply with obligations imposed by federal regulations for receiving, responding to and tracking student complaints.

## **POLICY APPLIES TO (Persons affected by):**

This Policy applies to all students who are enrolled at Colorado State University-Pueblo at the time that the complaint is filed in accordance with the Policy.

## **DEFINITIONS:**

***Student:*** an individual who is currently enrolled full-time or part-time, or was enrolled at the institution within the previous two semesters (one academic year) when the underlying facts and circumstances of the complaint first occurred, and who has not been suspended or dismissed, or otherwise is required to re-apply for admission.

Parents, relatives, employers, agents, and other persons acting for or on behalf of a Student are not Students within the meaning of this Policy.

***Student Complaint:*** Any written complaint made and signed with an identifiable signature by a Student and received by the Office of the Dean of Student Affairs that alleges the University has violated its own policy to the detriment of the Student filing the complaint.

Disagreement with an administrative decision, or the outcome of an appeal of that decision, is not a complaint. The complaint must be in writing on the Student Complaint Form and must not already be covered by another existing policy or process. Please refer to Student Concern and Complaint Resolution Matrix for details.

## **POLICY STATEMENT:**

Colorado State University-Pueblo is committed to treating all students fairly and respectfully. The University's policies that apply to Students are published annually in the Catalog, in addition to those found in other resources from individual departments and offices. In an instance of perceived violation of a University policy, a Student may file a complaint in accordance with this Policy.

In addition, students always have the option to use the CSU System's Compliance Reporting Hotline for use when the subject matter of the complaint concerns alleged fraud, abuse, waste of University resources, or violation of any law or regulation by the University in connection with its official business functions.

## **POLICY PROVISIONS**

When a student encounters a problem on campus that they do not know how to resolve, they should always try to work the problem out by first discussing it with those involved. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many problems are resolved when a student makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns. See Pack Guide/Student Concern and Complaint Resolution Matrix for contacts and processes on resolving student concerns

If however, after consulting with the associated offices, an issue or problem still exists, a student may initiate the formal complaint procedures at CSU-Pueblo. All formal complaints must be submitted on the official Student Complaint Form and must be signed by the Student (including electronic or digital facsimile signatures clearly attributable to the Student--for example, the Student's name in an email message received from his or her CSU-Pueblo email account). The Student Formal Complaint Form is available on the website: [www.csupueblo.edu](http://www.csupueblo.edu).

### ***Procedures for Filing a Written Complaint***

1. The student should first make a substantial attempt at an informal resolution of the matter.
2. Complete the Student Formal Complaint Form found at [www.csupueblo.edu](http://www.csupueblo.edu) which includes:
  - a. Description of the issue that is the basis for the complaint, including the steps that have been taken to informally resolve the problem.

- b. Inclusion of any relevant documents the student would like to be reviewed.
3. The complaint and supporting documentation can be submitted to the Dean of Student Affairs by filling out the complaint form.
4. The Dean of Student Affairs Office will notify the student with an acknowledgement that the complaint was received.

**NOTE: All Student Complaints must be submitted on the official Student Formal Complaint Form. Email submission of the form with included signature is appropriate. A complaint reported by other means (telephone, etc.) will not be considered as submitted for review.**

### **Complaint Review and Resolution Process**

The Dean of Student Affairs is not an advocate for any party to a dispute, but is an advocate for a fair process. Acting as a neutral, third party to assure a fair process, the Dean of Student Affairs or her/his designee will determine the appropriate University Vice President or other official to refer the signed complaint to for further review and resolution:

- Provost & Executive Vice President for Academic Affairs
- Vice President for Finance and Administration
- Vice President for Enrollment Management & Student Affairs

Following receipt of the signed, written complaint form, the relevant administrator (or designee) will investigate the complaint and respond in writing to the student with his/her decision within 30 business days of receipt of the complaint whenever possible. The intent of the University is always to reach a decision in as timely a manner as possible.

If the matter is still not resolved to the Student's satisfaction, other resources that may be available to the Student include appeal to agencies external to the University, including the Colorado Department of Higher Education (CDHE) and the Higher Learning Commission (HLC).

A record of the complaint and its disposition will be maintained in the Office of the Dean of Student Affairs.

### **Complaint Tracking**

The Office of the Dean of Student Affairs will track each submitted Student Complaint, and will maintain a record that includes, at a minimum, the following information:

- The date that the Student Formal Complaint Form was received;
- The Student(s) identified with the Complaint;
- The nature of the complaint, including a copy of the Student Formal Complaint Form and supporting documentation, to be retained for two (2) years after its final disposition;
- The University officials who were asked to address the complaint and the steps taken to resolve it;
- The final resolution or disposition of the complaint;
- Any external actions taken by the complainant of which the Office of Dean of Student Affairs becomes aware.

The information tracked will be made available to regulatory agencies and accrediting bodies, including the Higher Learning Commission and the Colorado Department of Higher Education, as required in accordance with applicable laws, regulations and policies.

All materials reviewed are protected, where appropriate, by Family Educational Rights and Privacy Act (FERPA) regulations.

## **COMPLIANCE WITH THIS POLICY**

Failure to comply with this policy may result in no action being taken with respect to the subject matter of a complaint, or other disposition by the Dean of Student Affairs. Where such failure also causes a violation of rules and policies regarding student or employee conduct, disciplinary action may result in accordance with the applicable rules and policies.

### **RELATED LAWS, POLICIES & PROCEDURES:**

Catalog

Pack Guide

Student Concern and Complaint Resolution Matrix

### **AUTHORITY:**

Code of Federal Regulations 34 CFR 602.16(a)(1)(ix)

Higher Learning Commission-Instructions for Filing Student Complaints

Colorado Dept. of Higher Education Student Complaint Policy

Colorado Commission on Higher Education, Policies & Procedures, Section I, Part T, Student Appeals Policy

# STUDENT COMPLAINT PROCESS

## STUDENT CONCERN AND COMPLAINT RESOLUTION MATRIX

Our goal at Colorado State University-Pueblo is to provide the best experience for students. However, in the event that you have a concern to resolve with the University, below is the process to follow inclusive of information typically in concerns and complaints and where to go to express your concern or complaint.

This matrix is provided to assist students in understanding the procedures and process for addressing common issues. The Pack Guide and Student Life website <http://www.csupueblo.edu/StudentLife/Pages/default.aspx> are also useful resources.

Please note: procedures are sometimes different for Undergraduate and Graduate students.

### *STEP 1:*

Find your concern on the table below and contact the appropriate personnel or follow the process for resolution.

### *STEP 2:*

If your complaint is still not resolved, complete the Student Formal Complaint Form and return it to the Dean of Student Affairs.

An official complaint is when a student alleges the University has violated its own policy to the detriment of the Student filing the complaint.

Disagreement with an administrative decision, or the outcome of an appeal of that decision, is not a complaint. The complaint must be in writing on the Student complaint form and must not already be covered by another existing policy or process (see table below).

The link to the CSU-Pueblo formal Student Complaint Form is found on the Student Affairs website.

\*The following chart is not all encompassing but serves as a roadmap on where to direct students regarding a concern.



Nature of Concern, Appeal or Complaint	Points of Contact	Policy or information
Course-related concern Grade appeal Faculty conflict, etc.	Faculty (HSB/CIS students see Advisor) Chair Dean	Academic Appeals Process for grades (catalog) <a href="http://www.csupueblo.edu/HR/Grievance/Documents/stdntgrievance.pdf">http://www.csupueblo.edu/HR/Grievance/Documents/stdntgrievance.pdf</a>
Advising concern	Faculty advisor, HSB advisor, or Center for Academic Enrichment advisor Dept Chair College/School Dean	<a href="https://www.csupueblo.edu/academic-advising/">https://www.csupueblo.edu/academic-advising/</a>
Tutoring, studying, etc.	Tutoring center Supervisors (Gen Ed, HSB, STEM Learning Center, Engineering, MLC, CAMP, CO-AMP, TRIO)	<a href="https://www.csupueblo.edu/tutoring-services/">https://www.csupueblo.edu/tutoring-services/</a> <a href="https://www.csupueblo.edu/center-for-academic-enrichment/">https://www.csupueblo.edu/center-for-academic-enrichment/</a> <a href="https://www.csupueblo.edu/tutoring-services/hsb-learning-center.html">https://www.csupueblo.edu/tutoring-services/hsb-learning-center.html</a>
Academic Records, Transfer credit FERPA	Registrar's Office	<a href="https://www.csupueblo.edu/registrar/">https://www.csupueblo.edu/registrar/</a>
Extended studies courses	Extended studies director	<a href="https://www.csupueblo.edu/extended-studies/disclaimers.html">https://www.csupueblo.edu/extended-studies/disclaimers.html</a>
Academic Suspension	Center for Academic Enrichment	<a href="https://www.csupueblo.edu/center-for-academic-enrichment/">https://www.csupueblo.edu/center-for-academic-enrichment/</a>
Civil Rights, Sexual Harassment, Diversity Inclusion	Director of AA/EEO, Title IX, Title VI	Anti-Harassment & Anti-Discrimination Policies <a href="https://www.csupueblo.edu/counseling-center/sexual-assault.html">https://www.csupueblo.edu/counseling-center/sexual-assault.html</a> <a href="https://www.csupueblo.edu/disability-resource-and-support-center/index.html">https://www.csupueblo.edu/disability-resource-and-support-center/index.html</a> <a href="https://www.csupueblo.edu/affirmative-action/complaint-intake.html">https://www.csupueblo.edu/affirmative-action/complaint-intake.html</a> <a href="https://www.csupueblo.edu/human-resources/_doc/sexual-harassment-statement.pdf">https://www.csupueblo.edu/human-resources/_doc/sexual-harassment-statement.pdf</a> <a href="https://www.csupueblo.edu/affirmative-action/_doc/title-ix-incident-report-form.pdf">https://www.csupueblo.edu/affirmative-action/_doc/title-ix-incident-report-form.pdf</a>

Nature of Concern, Appeal or Complaint	Points of Contact	Policy or information
Security and Parking	Sherriff's Office	<a href="https://www.csupueblo.edu/campus-safety/">https://www.csupueblo.edu/campus-safety/</a> <a href="https://www.csupueblo.edu/campus-safety/parking-rules.html">https://www.csupueblo.edu/campus-safety/parking-rules.html</a> AVP for Facilities
Grounds/ Facilities	Physical Plant Office	<a href="https://www.csupueblo.edu/facilities-management/environmental-health-safety/hazardous-unsafe-report.html">https://www.csupueblo.edu/facilities-management/environmental-health-safety/hazardous-unsafe-report.html</a> <a href="https://www.csupueblo.edu/facilities-management/">https://www.csupueblo.edu/facilities-management/</a> VPFA Office
Military student and Veteran's Issues	Veteran's Affairs Office	<a href="https://www.csupueblo.edu/veterans-education-benefits/">https://www.csupueblo.edu/veterans-education-benefits/</a> VP for Enrollment Management and Student Affairs
Tuition and fees COF, etc.	Student Billing	<a href="https://www.csupueblo.edu/business-financial-services/student-billing/">https://www.csupueblo.edu/business-financial-services/student-billing/</a> <a href="https://www.csupueblo.edu/financial-aid/index.html">https://www.csupueblo.edu/financial-aid/index.html</a> VPFA Office
Student Employment or Financial Aid	Financial Aid Office	<a href="http://www.csupueblo.edu/FinancialAid/StudentEmployment/Pages/default.aspx">http://www.csupueblo.edu/FinancialAid/StudentEmployment/Pages/default.aspx</a> <a href="http://www.csupueblo.edu/FinancialAid/Pages/default.aspx">http://www.csupueblo.edu/FinancialAid/Pages/default.aspx</a> Director of Financial Aid
Admission appeals, Residency petition	Admissions Director 2. VP for EMSA	<a href="https://www.csupueblo.edu/admissions/contact-us.html">https://www.csupueblo.edu/admissions/contact-us.html</a>
Graduate program Concerns	1. Graduate Program Director 2. 2. Provost's office	<a href="https://www.csupueblo.edu/graduate-studies/">https://www.csupueblo.edu/graduate-studies/</a> Provost's Office
Student conduct appeals Academic Dishonesty	Dean of Student Affairs	<a href="https://www.csupueblo.edu/student-affairs/student-conduct/incident-report.html">https://www.csupueblo.edu/student-affairs/student-conduct/incident-report.html</a> <a href="https://www.csupueblo.edu/student-affairs/student-conduct/incident-report.html">https://www.csupueblo.edu/student-affairs/student-conduct/incident-report.html</a>

Nature of Concern, Appeal or Complaint	Points of Contact	Policy or information
Athletics	Coach or Athletic Trainer Compliance officer	<a href="http://www.gothunderwolves.com/athletics/athletes/philosophy">http://www.gothunderwolves.com/athletics/athletes/philosophy</a> <a href="http://gothunderwolves.com/athletics/athletes/S-A_Handbook.pdf">http://gothunderwolves.com/athletics/athletes/S-A_Handbook.pdf</a> <a href="http://www.gothunderwolves.com/sports/athletics/compliance/index">http://www.gothunderwolves.com/sports/athletics/compliance/index</a> Faculty Athletic Rep, Athletic Director
Career Center Disabilities Diversity & Inclusion Health and Counseling Intramural sports Rec Center Student Clubs & ASG	Area Director	<a href="https://www.csupueblo.edu/career-center/index.html">https://www.csupueblo.edu/career-center/index.html</a> <a href="https://www.csupueblo.edu/disability-resource-and-support-center/index.html">https://www.csupueblo.edu/disability-resource-and-support-center/index.html</a> <a href="https://www.csupueblo.edu/student-affairs/diversity-inclusion/index.html">https://www.csupueblo.edu/student-affairs/diversity-inclusion/index.html</a> <a href="https://www.csupueblo.edu/student-recreation/intramurals/index.html">https://www.csupueblo.edu/student-recreation/intramurals/index.html</a> <a href="https://www.csupueblo.edu/counseling-center/index.html">https://www.csupueblo.edu/counseling-center/index.html</a> <a href="https://www.csupueblo.edu/student-recreation/index.html">https://www.csupueblo.edu/student-recreation/index.html</a> Dean of Student Affairs
Residence Life issues (Housing, Food, etc)	Office of Residence Life and Housing, Food Service	<a href="https://www.csupueblo.edu/residence-life-and-housing/index.html">https://www.csupueblo.edu/residence-life-and-housing/index.html</a> Dean of Student Affairs Auxiliary Services
Technology concerns	IT help desk	<a href="https://www.csupueblo.edu/information-technology/help-desk.html">https://www.csupueblo.edu/information-technology/help-desk.html</a> \
Other concerns	Dean of Student Affairs	<a href="https://www.csupueblo.edu/student-affairs/_doc/student-code-of-conduct.pdf">https://www.csupueblo.edu/student-affairs/_doc/student-code-of-conduct.pdf</a>
Complaints involving violation of law not resolved at the Institution may be referred to the Colorado Dept of Higher Education or the Colorado Commission on Higher Education		<a href="#">CSU System Compliance Reporting Hotline</a> <a href="#">CDHE Student Complaint Policy</a> <a href="#">CCHE, Policies &amp; Procedures, Section I, Part T, Student Appeals Policy</a>

## **STUDENT TRAVEL INFORMATION FOR REGISTERED ORGANIZATIONS**

When traveling on behalf of or using funds from Colorado State University-Pueblo (CSU-Pueblo), whether local or long distance, individuals and organizations must follow the Colorado State University-Pueblo Travel Policy. Additionally, for student organizations, Student Affairs has Travel Procedures which supports abiding by the University Policy and guidelines for travel. The Office of Student Engagement and Leadership/Student Affairs can assist Student Organizations with navigating the travel process by sharing relevant information, providing assistance for advisors, and ensuring compliance procedures are being followed. If students or advisors have any questions regarding student travel, please contact the Office of Student Engagement and Leadership/Student Affairs or the Office of Purchasing and Procurement.

## **UNIVERSITY KEYS-UNAUTHORIZED POSSESSION**

Keys should remain under the possession of the person for whom it is assigned to.

## **UNIVERSITY POSTING POLICY**

All posters/flyers intended for display beyond those in the OUC or residence halls must be approved. Posters for the residence hall must be approved by the front desk employees there and all of those being posted in the OUC must be approved through auxiliary services. The following is a list of the policies:

### **POSTING OF APPROVED FLYERS IN THE FOLLOWING LOCATIONS FOR ALL EVENTS**

Below are the places where posters **MUST** be placed for events. All posters must be posted at least one week before the event date. You may also place them in creative places to attract more attention (e.g., line the wall to the left of the stairs going from the OUC to the LARC with several of the same posters for a dramatic effect or tape them to the ground in various locations).

#### ***Posting on the University Website:***

All submissions to the University website must be e-mailed to Lallo Vigil at [lallo.vigil@csupueblo.edu](mailto:lallo.vigil@csupueblo.edu). Requests must be at least 2-4 weeks in advance.

#### ***Posting on REV 89.5:***

Student Organizations may reserve the right to use the campus radio stations to advertise events that are open to the public. If interested, e-mail the Station Manager, 4-6 weeks prior to the event.

#### ***Posting Policy Amendments:***

The External Affairs office is pleased to announce some amendments to the university posting policies. All posters/flyers intended for display beyond those in the OUC or residence halls must be approved. Posters for the residence hall must be approved by the front desk employees there and all of those being posted in the OUC must be approved through auxiliary services. The following is a list of the amendments:

- As a courtesy to you, the Office of External Affairs will post posters/flyers around campus for you every Tuesday and Thursday. If you would like your poster/flyer posted you must bring them to ADM 320 and have them approved.

- Posters/flyers for events that are sponsored by university departments or organizations and those taking place at the university have posting priority and may be posted up to two weeks in advance of the event. Those not related to a university event must be approved by the appropriate individual in each building/department, must be dated, and will only be permitted to be posted for two weeks or as space permits.
- All posters/flyers must be timely and will have a two-week time limit or through the day after the event and will then be removed. Exceptions must be approved through the Office of External Affairs.
- All posters/flyers must include the name of the sponsoring department or organization, the date, time and location of the event and contact information. General, undated postings will not be approved and will be removed to accommodate for specific events. Posters from businesses seeking to make a profit also will not be allowed. Off campus activities or services deemed beneficial to students will be considered.
- Any poster/flyer may not exceed 11'' x 17''.
- The poster route currently includes 45 sites across campus. Please do not provide more copies.
- Any postings designed in poor taste or with obscene language will not be approved or posted. Discretion will be left up to Office of External Affairs.
- Any unapproved flyers or advertisements will be removed immediately.
- Any posters/flyers that are torn/defaced will be immediately removed regardless of the date.
- If posters/flyers will be laminated please do this AFTER they have been approved and stamped otherwise that stamp may come off and the postings may be removed.
- No posting on entry doors, walls or windows.
- Chalk posting on the sidewalk must be cleaned and removed immediately after the event.

# STUDENT CODE OF CONDUCT

## Purpose

Colorado State University – Pueblo strives to achieve a campus community in which individuals demonstrate respect for others, for themselves, and for the University; uphold high standards of personal and academic integrity; are accepting of differences and gain an appreciation for living in a pluralistic society; understand the impact of their behavior both upon the University and the larger community; and freely accept the responsibility for and the consequences of their conduct.

To that end, while recognizing that freedom of expression and challenges to the status quo are inherent to the educational environment, the University expects all members of its community to uphold certain standards of conduct.

Upon admission to the University, students share in the obligation to protect the integrity of the institution, as well as to preserve and to promote its highest endeavors in education. Students retain their individual rights while accepting the responsibility neither to commit nor to tolerate any infringement of their rights, the rights of others, or the standards of conduct set forth by the University.

The learning outcomes of the Student Code of Conduct are that the student, through their experience in our process, will be able to:

- Recognize the section of the Student Code of Conduct that they allegedly violated
- Explain the impact that their behavior has on others and themselves
- Explain their responsibility as a student to uphold the established standards and expectations for conduct
- Summarize the potential impact of their behavior on their studies and future endeavors

## Definitions

**University** means Colorado State University – Pueblo including all campuses, Extended Studies, etc.

**The Code** means this document, the Student Code of Conduct.

**Students** include all persons enrolled in courses at the University, either full- or part-time, pursuing undergraduate, graduate, continuing education or professional studies, as well as persons who are not officially enrolled for a particular term but who have a continuing relationship with the University.

**Faculty** members include any person hired by the University to conduct classroom or teaching activities, or who are otherwise considered by the University to be members of its faculty.

**Staff** members include any person hired by the University to conduct administrative duties, programming, and other various functions of the campus as a University employee.

**University officials** include any person employed by the University to perform assigned administrative or professional responsibilities.

**Members of the University community** include students, faculty, staff, and administration and student organizations, as defined herein.

**University premises** include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets, vacant land, driveways, roadways, and sidewalks), including the Tower, Fort Carson, any branch campuses including, but not limited to Colorado Springs, etc.

**Complainant** means a person who submits a complaint to the University alleging misconduct on the part of one or more students or organization. A student who has been negatively impacted by the alleged actions of another student may be designated as a Complainant, even if another party submitted the initial complaint.

**Respondent** means any student accused of violating the standards of conduct outlined in this Code.

**Sexual Misconduct** means any act in violation of the University's published Sexual Misconduct Policy.

**Advisor** is any individual person that any student wishes to bring to the hearing as a person of support. The advisor may be an attorney. The advisor may only be present to counsel the student; she/he may not represent the student or speak on the student's behalf, and may not participate directly in the hearing.

**Hearing Authority** any staff member delegated as the person holding the hearing meeting typically the hearing authority defined in this document will be the Director of Student Conduct and Case Management or designee.

**Appeal Review Officer** is defined as the person responsible for reviewing a hearing appeal. A review officer can be the Dean of Students or designee depending on the nature of a case and whether or not a conflict of interest may be present.

**Appeal Committee** is defined as a group of mixed faculty and staff members trained to hear a case and determine if any policy violations exist.

**Consent** is knowing, active, voluntary, present and on-going.

**Persistent** and **pervasive** are used to describe the level of behavioral concerned as defined by federal guidelines. Persistent includes behavior that continues on a repeated basis, while pervasive is defined as any behavior that interrupts a student or staff member's regular daily activity.

**Interim Actions** are defined as any rule or regulation deemed appropriate by a university official to be used to protect the health and/or safety of a student prior to a hearing being conducted. These measures are considered temporary unless made permanent by a university official.

**In order for individuals to engage in sexual contact/activity of any type with each other, there must be clear consent.**

**Consent must be all of the following:**

**Knowing:** consent must demonstrate that all individuals understand, are aware of, and agree to the "who" (same partners), "what" (same acts), "where" (same location), "when" (same time), and "how" (same way and under the same conditions) of the sexual activity.

silence, passivity, submission, or the lack of verbal or physical resistance (including the absence of “no”) should not be understood as consent.

**Voluntary:** consent must be freely given and cannot be the result of force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure) or fraud (misrepresentation or material omission about the present situation in order to gain permission for sexual activity).

**Present and ongoing:** consent must exist prior to and during all sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time – provided the person withdrawing consent makes that known in clearly understandable words or actions.

Sexual activity with someone mentally or physically incapacitated, whether resulting from alcohol and/or other drug use, the taking of a so-called “date rape” drug, unconsciousness, involuntary physical restraint, or mental disability, is a violation of this policy.

**“Incapacitation”** is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the “who, what, when, where, why, or how” of their sexual interaction.

Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes it clear they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be considered coercive.

Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.

Previous relationships or consent cannot imply consent to future sexual acts.

In order to give consent, one must be of legal age.

## Policy

### Student Rights & Responsibilities

Throughout their involvement in the disciplinary process, all students have the following rights and responsibilities as outlined below. Students have the responsibility to notify the Director of Student Conduct and Case Management and/or the Dean of Student Affairs if they believe any of these rights has not been provided.

1. **The Right to Fair Treatment.** All students have the right to expect a fair and impartial disciplinary process in which it is the responsibility of the University to show that a violation has occurred before any sanctions are imposed, with the exception of interim sanctions. All students will be treated with respect throughout the disciplinary process. This includes the right to object to any member of a hearing authority based upon a demonstrable and significant bias.



2. **The Right to Privacy.** Students have the right to privacy with respect to all disciplinary action and records, subject to exceptions outlined in the Family Educational Rights and Privacy Act (FERPA).
3. **The Right to Written Notice.** Students have the right to proper written notification of allegations of misconduct, any conduct hearing and the right to written notification of the results of such hearings. Written notification of a conduct hearing shall include the date, time and location of the hearing, the person or group conducting the hearing, the potential violations committed, and a detailed description of the allegations to be considered, and a general timeline for the resolution of the disciplinary process. Written notification of a decision shall include a specific finding of fact, the violations committed (if any), the sanctions imposed (if any), and the process by which an appeal may be filed. Delivery of written notice to both a student's postal address on file with the University and/or University e-mail account shall be considered sufficient to meet this requirement. Students have the responsibility to ensure the University has been provided with accurate contact information so that their receipt of written notification is not unduly delayed. Complainants also have the right to simultaneous notice of the hearing and of the subsequent decision when permitted by FERPA and/or required by law. Complainants shall receive notice regarding the Respondent's disciplinary process in writing by email, or physical mail.
4. **The Right to participate in a Conduct Hearing.** A conduct hearing is defined as a meeting in which there is an investigation of the allegations. Students have the right to be heard and to discuss the allegations brought forth against them. Students have the right to review and to respond to all information and/or documentation used by a hearing authority to reach a decision, and the right to provide information and/or documentation of their own to the hearing authority. These rights should not be construed to allow direct cross-examination of witnesses. Students have the responsibility to arrange for the presentation of any witnesses, testimony, and other information at the time of the conduct hearing. Disciplinary proceedings will not be rescheduled to accommodate witnesses.
5. **The Right to an Advisor.** Students have the right to the presence of an advisor of their choice throughout the disciplinary process to assist them with their conduct proceedings. Advisors may freely consult with the students they advise, provided they do not disrupt the proceedings. Advisors may not examine witnesses nor advocate in this advisory role. Students have the responsibility to arrange for the presence of their chosen advisor. Disciplinary proceedings will not be rescheduled to accommodate an advisor.
6. **The Right to Appeal.** Students have the right to request an appeal of a hearing authority's decision. The determination whether to implement a decision pending the outcome of any appeal is made at the discretion of the Director of Student Conduct and Case Management. Students have the responsibility to comply with all sanctions imposed, unless those sanctions have been modified or overturned as a result of an appeal. Complainants in certain cases (sexual misconduct, stalking, domestic or dating violence) also have the right to appeal the decision of the hearing authority. Complainants will be notified of this right at the time he or she receives notice of the decision made regarding the Respondent (see "The Right to Written Notice", above).

## **Jurisdiction**

The Code of Student Conduct and the student conduct process applies to the conduct of individual students, both undergraduate and graduate, and all University-affiliated student organizations. For the purposes of student conduct, the University considers an individual to be a student when the student has initially enrolled for classes and thereafter as long as the student has a continuing educational interest in the University. The University may take jurisdiction over a student once admitted to the University, if the alleged act committed prior to enrollment is egregious enough that, if found responsible, suspension or expulsion would be warranted.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated, for any misconduct that occurred prior to the leave, withdrawal or graduation and thereafter as long as the student has a continuing educational interest in the University. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, and/or graduate, and all sanctions must be satisfied prior to re-enrollment eligibility.

This Code applies to all conduct that occurs on University premises and at University-sponsored activities occurring away from campus, as well as to any off-campus conduct that adversely affects the University community and/or the pursuit of the University's educational mission. The decision whether to extend jurisdiction in a specific off-campus incident shall be made at the discretion of the Director of Student Conduct and Case Management.

The Director of Student Conduct and Case Management is not required to take jurisdiction over a student who has allegedly violated the policy manual of an individual academic program or who has allegedly committed a violation of academic policies as outlined in the Catalog. Academic programs may have separate codes of conduct and rules and policies that apply to the program that are separate and apart from the Student Code of Conduct. In those situations when the Director of Student Conduct and Case Management does not take jurisdiction, the student does not have the rights articulated within this code in relation to individual program violations. Pursuant to specific student codes within programs, a student may be dismissed from a program; however, an individual program may not suspend or expel a student from the University.

The Code of Student Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online.

## **Standards of Conduct**

The underlying philosophy of the disciplinary process is an educational and restorative one; however, the University reserves the right to take punitive action when appropriate. In enforcing reasonable expectations of its students, the University must maintain a careful balance between the needs of each individual and the rights of others to pursue their goals in a safe and welcoming environment.

### ***Disorderly Conduct***

- Conduct that is disorderly, lewd, or indecent, or otherwise breaches the peace on University premises or at University sponsored or supervised functions that occur off-campus.
- Disruptive Behavior: Substantial disruption or interference with University activity. Classroom disruption may include, but not be limited to: non-approved use of electronic devices; cursing or shouting at others in such a way as to be disruptive or other violations of an instructor's expectations for classroom conduct.

- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and/or other University activities, including its public service functions on or off campus, or of other authorized Non-University activities that occur on University premises. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
- Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

### **Prohibited Animals**

Animals are prohibited in campus buildings and athletic facilities), with the exception of service animals, assistance animals in the residence halls only and as permitted by University policy and by law.

### **Animal Endangerment**

Threatening or endangering the health and safety of an animal is prohibited unless done for the safety of self or others.

### **Harassment**

- Conduct directed at another student or University employee that is severe, pervasive, or persistent, and that is intended to or is reasonably likely to create an intimidating, hostile or demeaning environment which interferes with the student or University employee's ability to study, work, or participate in the educational and university community, including off campus, university sponsored activities. This conduct may occur through any means, including but not limited to e-mail, social media, and other technological forms of communication.
- Unauthorized use of electronic or other devices to make an audio or video record of any person or persons without their knowledge, or without their effective consent when such a recording is made in a location where there is a reasonable expectation of privacy.
- Harassment of any member of the University community on the basis of race, age, color, religion, national origin, citizenship, gender/sex, pregnancy/parental status, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, gender expression, and other applicable federal, state and local guidelines. Please refer to the University's Non-Discrimination, Sexual Misconduct Policy, and Anti-Harassment Policy for more information.

### **Bullying and Cyberbullying**

Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intentionally intimidate, harm or control another person physically or emotionally.

### **Hazing**

Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, any University team or organization, even if performed with the consent of the victim(s). Members of the team or organization who are aware of hazing and fail to report it to the University are also in violation of this policy. Participation or cooperation by the person(s) being hazed is not a defense to the violation.

### **Non-Compliance with University Directives.**

- Failure to comply with directions of University officials or public officials acting in the performance of their duties, and/or failure to identify oneself to these persons when requested to do so.

- Failure to abide by authorized signs and placards posted on University premises.
- Failure to comply with assigned disciplinary sanctions.

### **Retaliation**

Any intentional, adverse action taken by a Respondent, Complainant, or related third party, against a participant or supporter of a participant in a student conduct proceeding or other University grievance proceeding.

### **Dishonesty**

- Furnishing false information to any University official, faculty member, office, or public official.
- Initiating a complaint in bad faith against any member of the University community.
- Forgery, alteration, or misuse of any University document, record, or instrument of identification and/or access to University facilities.

### **Academic Dishonesty**

- Any form of cheating that results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.
- *Cheating*: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
- *Fabrication*: intentional and unauthorized falsification or invention of any information or citation in an academic exercise; or of documentation meant to excuse or justify adjustments related to attendance or completion of work (exams, exercises, etc.)
- *Facilitating Academic Dishonesty*: intentionally or knowingly helping or attempting to help another commit academic dishonesty.
- *Plagiarism*: the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgment.
- *Unauthorized Collaboration*: intentionally sharing information or working together in an academic exercise when such actions are not approved by the course instructor. See sanctioning table for academic dishonesty.

**Housing Violation:** Failure to follow Residence Life and Housing policies, rules, and regulations and/or a breach of the housing contract.

### **Misuse of Technology**

- Unauthorized access to University technology resources, such as through the use of another person's identification and/or password.
- Accessing, modifying, or transferring electronic files belonging to another person, or to the University, without authorization.
- Use of University technology resources in violation of copyright laws.
- Unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without that person's prior knowledge, or without that person's effective consent when such a record is likely to cause injury or distress.
- Any other act in violation of University policies on the use of technology resources.
- Violation of any federal, state or local laws through the use of University technology resources, including University provided email.

## **Property Violations**

- Theft of University property, or of other personal or public property.
- Any act causing, or intended or likely to cause, damage to University property, or to other personal or public property without the consent of the lawful owner.

## **Abusive Conduct**

Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens the mental or physical well-being of any person.

## **Domestic Violence**

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Colorado or other jurisdiction in which this policy applies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

## **Dating Violence**

- Dating violence means violence committed by a person:
- Who is or has been in a social relationship of a romantic or intimate nature with the impacted party; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of relationship;
  - the frequency of interaction between the persons involved in the relationship.

## **Stalking**

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; *repeated* conduct which reasonably and subjectively causes another person to fear for his/her safety or the safety of another, or repeated conduct which causes a person to alter his/her activities in response to the repeated conduct. Such conduct may include but is not limited to any of the following: following or approaching a person, someone with whom that person has or has had a continuing relationship, or a member of that person's family or household; contacting a person, someone with whom that person has or has had a continuing relationship, or a member of that person's family or household whether or not conversation ensues; and placing a person, someone with whom that person has or has had a continuing relationship, or a member of that person's family or household under surveillance.

## **Alcohol Misuse**

- Violation of the University's published Alcohol & Other Drug Policy.
- Alcoholic beverages may not be used by, possessed by, or distributed to any person under twenty-one years of age.

## **Drug Misuse**

- Violation of the University's published Alcohol & Other Drug Policy.
- Use or possession of marijuana on University premises, even if permitted by State law, is prohibited.
- Abuse, misuse, sale or distribution of prescription medications. This includes possession, distribution, selling, sharing or use of another's prescription medication.
- Use, possession or distribution of any illicit drugs.

## **Endangerment**

- Initiating any false report, warning, or threat of fire, explosion, or other emergency.
- Tampering with, disabling, or removing fire extinguishers or other items intended for use in an emergency. Any other conduct which endangers the health or safety of any person.

## **Weapons Violations**

- Possession of a deadly weapon on University property or at University sanctioned events or activities, with the exception of a handgun if the person is a valid Colorado concealed carry permit holder. Concealed carry is not permitted in University housing, including Walking Stick Apartments, and is a violation of this Code.
- Other weapons such as blades larger than pocket knives pursuant to Colorado law, ammunition or explosives, dangerous chemicals, substances, or materials, or bombs, or incendiary devices prohibited by law, are also prohibited.
- Use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others is also a violation of this Code.

## **Sexual Misconduct**

- Any act that violates the University's Sexual Misconduct Policy.
- Any act that is sexual in nature and performed without the consent of all involved parties.
- Any act that is sexual in nature and intentionally performed in view of one or more uninvolved persons without the consent of all parties. This includes, but is not limited to, the surreptitious recording and/or broadcasting of sexual acts.
- Any act that is sexual in nature and performed in a public setting or without the consent of all persons reasonably in a position to observe such conduct. This includes, but is not limited to, the public fondling and/or exposure of one's own genitalia, buttocks, or breasts.
- Any sexual act or conduct that would be considered a crime under state law, such as sexual assault or rape. Please refer to the University's Sexual Misconduct Policy for further information, including victim's rights, or contact the University's Title IX Coordinator (719-549-2310) for assistance.

All complaints or any concerns about conduct that may violate the Sexual Misconduct Policy should be filed with the Title IX Office:

**Joshua Ernst, Title IX Coordinator**  
**Colorado State University Pueblo**  
**Admin. 304**  
**Pueblo, Colorado 81001**  
**719-549-2223**  
[Joshua.ernst@csupueblo.edu](mailto:Joshua.ernst@csupueblo.edu)

Upon receiving a complaint, the Title IX Coordinator will follow the procedures described in Appendix A.

### **Violation of Community Standards**

- Violation of any University policy, rule, or regulation not otherwise specified in this Code.
- Violation of any federal, state, or local law.
- Failure to report any violations of this Code, University policies, and/or laws on the part of another student. Failure to immediately report any serious health or safety risk on campus to appropriate law enforcement and/or University officials.

### **BIAS-MOTIVATED INCIDENTS**

Any violation of the Student Code of Conduct that is determined to have been motivated by consideration of sex, gender identity/expression, race, color, age, national origin, creed, disability, religion, sexual orientation, pregnancy, or veteran status may subject the student to the imposition of a sanction more severe than would be imposed in the absence of such motivation. All Bias Motivated Incidents should be reported to Jennifer Alanis, Director of Diversity & Inclusion ([Jennifer.deluna@csupueblo.edu](mailto:Jennifer.deluna@csupueblo.edu)).

### **PROCEDURE**

#### ***Relationship to Civil Litigation or Criminal Charges***

Disciplinary action by the University is not intended to replace or conflict with other lawful means of accountability, including but not limited to criminal charges and/or civil litigation. Regardless of whether criminal charges are filed for the alleged behavior, the University may pursue disciplinary action under this Code as it deems appropriate. Such action will not normally be waived or postponed solely due to concurrent criminal or civil proceedings, nor shall the reduction or dismissal of criminal charges be taken as sufficient reason to defer disciplinary action. In exceptional circumstances, the University may deem it appropriate to delay formal disciplinary action due to the existence of external legal proceedings. Such decisions shall be made at the discretion of the Director of Student Conduct and Case Management.

#### ***Student Organizations***

As an essential part of the University community, Student Organizations are expected to conduct their activities at all times in a manner that reflects the values, mission, and goals of Colorado State University – Pueblo. Student Organizations are subject to this Code in the same manner as individual students. Alleged violations on the part of Student Organizations shall be investigated by the Office of Student Conduct in conjunction with the appropriate University offices or departments. Any incidence of misconduct may result in disciplinary action against a Student Organization as a whole as well as against one or more individual members, when violations of this Code:

- Take place at Organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;

- Have received the consent or encouragement of the Organization or of the Organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.
- Hearings for Student Organizations follow the same general student conduct procedures as individual students.

## **The Disciplinary Process**

### ***Complaints***

Any person may file a complaint with the Office of Student Conduct alleging student misconduct. The University may serve as the Complainant in any action. Once a complaint has been received, the University retains the right to proceed with the disciplinary process, even if a Complainant later chooses to retract, rescind, or recant any or all of the report and/or chooses not to cooperate. Disciplinary action will only be taken without the consent of a Complainant if, in the judgment of the Director of Student Conduct and Case Management, such action is necessary to protect the safety, security, and/or integrity of the University and/or any member(s) of its community.

The Office of Student Conduct may share or refer a complaint to other offices, agencies, and/or jurisdictions as appropriate (e.g. the Office of Equal Opportunity, Affirmative Action and Title IX Coordinator, Department of Residence Life & Housing, Pueblo County Sheriff's Office, Pueblo Police Department, etc.).

In addition to referral for potential disciplinary action, individuals are encouraged to report complaints of:

- Criminal activity that occurs on campus to the Pueblo County Sheriff's Office;
- Criminal activity that occurs off-campus to the Pueblo Police Department and/or other appropriate law enforcement agencies;
- Sexual harassment and/or discrimination to the Office of Equal Opportunity, Affirmative Action, and Title IX Coordinator, and/or the Office of Human Resources;
- Sexual misconduct, including rape and sexual assault, to the appropriate law enforcement agency (Pueblo County Sheriff's Office or Pueblo Police Department) and to the University's Title IX Coordinator.

In addition to the rights specified in Article III of this Code, students who make an allegation of sexual misconduct are entitled to assistance from campus authorities in reporting the incident to law enforcement, to have an advisor present during all disciplinary proceedings, to be notified simultaneously of the outcome of any hearing conducted as a result of their complaint, and to appeal the hearing decision. In addition, timely and appropriate modifications to housing assignments and/or academic schedules, or other interim actions may be made.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations.

**Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and to respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct, the Pueblo County Sheriff's Office at CSU-Pueblo, and/or the Title IX office.**



### ***Academic Complaints***

Academic faculty, departments, and colleges are responsible for establishing orderly procedures for academic and classroom discipline. Each faculty member is primarily responsible for communicating standards of academic integrity and classroom behavior, implementing University policies, and initially responding to behavioral issues.

When academic misconduct is suspected, the faculty member and/or academic unit involved should discuss these suspicions with the student and then come to a determination regarding appropriate academic consequences. Academic consequences are not subject to the appellate process outlined in this Code, but are instead governed by the Academic Appeals process as outlined in the University Catalog.

If a finding of academic misconduct is made, the faculty member and/or academic unit must report the findings, and the action taken (if any), to the Director of Student Conduct and Case Management. The intent of this reporting structure is to ensure a student is not committing the same transgression in multiple courses; and to maintain consistency with the University's responses to other forms of misconduct. The Office of Student Conduct may impose additional sanctions as a result of the disciplinary hearing process.

### ***Academic Dishonesty***

In cases of academic dishonesty, the instructor will inform the chair of the department prior to implementation of punitive action. Academic dishonesty is grounds for disciplinary action by both the instructor and the Dean of Students. Any student found to have engaged in academic dishonesty may receive a failing grade for the work in question, a failing grade for the course, or any other lesser penalty which the instructor finds appropriate.

To dispute an accusation of academic dishonesty, the student should first consult with the instructor. If the dispute remains unresolved, the student may then state their case to the department chair (or the dean if the department chair is the instructor of the course). A student may appeal a grade through the Academic Appeals Board.

Academic dishonesty is a behavioral issue as well as an issue of academic performance. As such, it is considered an act of misconduct and is also subject to the University disciplinary process. Whether or not punitive action has been implemented by the faculty, a report of the infraction should be submitted to the Office of Student Conduct which may initiate additional disciplinary action. The decision by the Office of Student Conduct may be appealed through the process outlined in the Student Code of Conduct.

### ***Complaint Review & Investigation***

Once a complaint has been filed, it shall be resolved in one of the following ways at the discretion of the Director of Student Conduct and Case Management:

- If it is found that there is no basis for the complaint, no further action shall be taken. The University may resume action on any complaint should further relevant information become available to substantiate the original complaint.
- Further investigation may be conducted by the Director of Student Conduct and Case Management or designee if it is determined that the complaint may be substantive, but enough information is not yet available to effectively hear the complaint.

The complaint shall be referred to a hearing if the complaint is determined to be substantive and enough information is available to effectively hear the complaint.

Complaints involving harassment, stalking, domestic violence, dating violence, or sexual misconduct may be investigated by the Title IX Coordinator or designee. For more information about the investigation process, protective measures, anticipated timelines, etc., please review the University's Sexual Misconduct Policy and/or visit the website of the Title IX Coordinator. The complaint and investigation results will be referred to the Office of Student Conduct to determine if disciplinary action is warranted. All investigations will be conducted promptly, fairly and impartially, and in compliance with applicable law.

## Hearings

The purpose of a disciplinary hearing is to evaluate the complaint, to determine whether any of the standards of conduct outlined in this Code may have been violated, and if so, what sanctions are to be imposed as a consequence.

**Information.** The Complainant and the Respondent may provide information to the hearing authority for consideration, including witness statements, emails, photographs, etc.

**Standard of Proof.** Determinations shall be made on the basis of a preponderance of the evidence, i.e. whether it is more likely than not that a Respondent committed the alleged violation(s). Formal rules of process, procedure, and/or technical rules of evidence, such as those applied in civil or criminal courts, are not utilized in student disciplinary proceedings.

**Conduct Hearing Authorities.** The following persons and groups have been empowered by the University to conduct hearings. The exact process by which each of these authorities convene, consider evidence, and determine sanctions is determined by the hearing authority in consultation with the Director of Student Conduct and Case Management.

- a. The Director of Student Conduct and Case Management is authorized to consider all forms of misconduct and impose all forms of disciplinary sanction, up to and including suspension or expulsion from the University.
- b. The Director of Residence Life & Housing may be authorized by the Director of Student Conduct and Case Management to consider certain complaints both originating on the greater University campus and within Residence Life and Housing. Generally, such incidents will include alleged violations of residence hall policies and/or violations of certain standards of conduct, such as alcohol use by a minor. The Director of Residence Life & Housing may not impose suspension or expulsion from the University.
- c. Residence Life Coordinators may be authorized by the Director of Student Conduct and Case Management to consider certain complaints/incidences originating in Residence Life and Housing; and other complaints as needed by the Director of Student Conduct and Case Management.
- d. Other Hearing Authorities. The Dean of Student Affairs may designate an alternative hearing authority at his or her discretion, including but not limited to, if a potential conflict of interest exists with another hearing authority.
- e. Academic Dishonesty Hearing Board. The Dean of Student Affairs may designate a Student Academic Dishonesty Board to consider certain complaints/misconduct regarding violations of academic dishonesty or integrity such as cheating, etc. This board will be made up of members of the Student Conduct Board, faculty and staff.
- f. Appeal Review Officer. The Dean of Student Affairs or designee is the Appeal Review Officer and is authorized to consider all requests for appeal.

The Appeal Committee is designated by the Dean of Student Life/Affairs or designee to hear all appeals that have been granted by the Appeal Review Officer. The Appeal Committee consists of three members: (1) the Chief Justice of Associated Students' Government or designee; (2) one faculty member; and (3) one staff member, who will chair the committee. The Appeal Committee will be selected as needed by the Director of Student Conduct and Case Management as needed or the Dean of Students.

The Appeal Committee will review the conduct hearing and proceedings. After a review the Chair of the Appeal Committee will compile the Appeal Committee report summarizing the alleged violation(s) of the code of conduct, the committee's findings as to each allegation, and the sanctions, if any, and will forward the report within five business days to the Director of Student Conduct and Case Management/or Appellate Authority. A letter will be generated with the sanctions to be implemented, if any. The decision of the Appeal Committee is final.

## Decisions

Decisions made as a result of any hearing shall be provided in writing to the Respondent. Decisions will also be provided to the Complainant simultaneously with the Respondent in cases involving sexual misconduct, domestic violence, dating violence, stalking, or crimes of violence, or as otherwise provided by law. If the Complainant is deceased as a result of the offense, the next of kin will be provided with the decision.

## APPEALS

Respondents may request an appeal of a decision made by any hearing authority; Complainants also have this right as required by law and in cases of crimes of violence, sexual misconduct, stalking, and intimate partner/dating violence. All sanctions imposed by the original hearing authority remain in effect during the appeal process. When applicable, all parties will be timely informed of the status of request(s) for appeal, the status of appeal consideration, and the results of the appeal decision.

Any party submitting an appeal request must do so in writing to the Office of Student Conduct no later than five business days following the day the student was notified of the decision of the original hearing authority. A student has been notified of the decision of the original hearing authority at the day and time the decision was emailed to the student. A business day is considered Monday through Friday, excluding University closure days.

*Requests for Appeal are limited to the following grounds:*

- A procedural error occurred that significantly impacted the outcome of the hearing. Deviation from established procedures shall not be a basis for appeal unless that deviation resulted in significant prejudice or harm to the Respondent or Complainant.
- The information presented in the initial disciplinary hearing was insufficient to establish that violation(s) of the Code occurred.
- The sanction(s) imposed in the initial disciplinary hearing were substantially disproportionate to the severity of the violation(s) committed.
- New information is now available, sufficient to alter the decision, which was not known at the time of the initial disciplinary hearing. Failure to provide information during or to participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make information “unavailable” at the time of the hearing.

The Office of Student Conduct will share the Request for Appeal by one party with the other party when appropriate under procedure or law. If the Request for Appeal is shared with the Complainant, the Complainant may also file a response or request an appeal on the same or different grounds no later than five business days following the day and time the student was notified of the Respondent’s Request for Appeal. The Director of Student Conduct and Case Management will also draft a response memorandum to the Request(s) for Appeal. The Director of Student Conduct and Case Management will refer the Request for Appeal with the student’s disciplinary file and all responses to the Appeal Review Officer. The Appeal Review Officer will conduct an initial review to determine if the Request for Appeal meets the limited grounds for appeal and is timely. The student may consult with the Director of Student Conduct and Case Management for any questions that arise.

If the Request for Appeal is not timely or does not state a sufficient basis for appeal, the original finding and sanction will stand and the decision is final with no further right to appeal.

*If the Request for Appeal has merit, the Appeal Review Officer may:*

- Return the case to the original hearing authority for additional consideration; or
- Refer the case to the Appeal Committee.

Efforts should be made to return the case to the original hearing authority whenever possible, with clear

instructions for reconsideration only in light of the granted appeal grounds.

The Appeal Committee may resolve the appeal in one of the following ways:

- Uphold the decision of the initial hearing authority.
- If the information presented was not sufficient to support the decision of the initial hearing authority, the Appeal Committee may order a new hearing on the complaint with the hearing authority. The results of a new hearing may be appealed once.
- If the sanction(s) imposed were not appropriate for the violation(s) committed, the Appeal Committee will return the complaint to original hearing authority with specific directions, who may then increase, decrease, or otherwise modify the sanctions. This decision is final.

If prejudicial procedural errors are found and/or new information is presented that may reasonably call into question the validity of the decision of the original hearing authority, the Appeal Committee may return the complaint to the original hearing authority with instructions to cure the error and/or consider new information. The decision of a reconvened hearing is final.

The decision of the Appeal Review Officer (if the Request for Appeal is denied) or of the Appeal Committee (if the Request for Appeal is granted) shall be considered final.

## **SANCTIONS**

When a student has been found responsible for violation of the standards set forth in this Code, one or more disciplinary sanctions shall be imposed. Sanctions are assessed for an entire incident, not for each violation. Although the University may publish recommended sanctioning guidelines to be consulted in various circumstances, the exact sanction(s) to be imposed shall remain at the discretion of each hearing authority.

### **Disciplinary Sanctions**

Disciplinary sanctions are those which define the University's official response to student misconduct. In considering the appropriate sanction for a particular incidence of misconduct, any or all of the following factors may be considered:

- The circumstances surrounding the misconduct, including the Respondent's intent when committing the offense.
- The actual and potential consequences of the misconduct.
- The precedent established by the University for similar misconduct.
- The previous disciplinary history of the student, if any.
- The student's attitude throughout the disciplinary process.
- Whether the conduct was directed at a person due to that person's sex, race, age, national origin, sexual orientation, gender identity, gender expression, religion, disability or veteran status.

Whether conduct was directed at a University officer in the performance of her/his duties.

Disciplinary sanctions include the following:

A student found responsible for a violation shall be subject to sanctions relative to the offense with consideration given to any aggravating and mitigating circumstances, including, but not limited to, the student's conduct record. It is the student's responsibility to review his or her conduct record, and the student will be deemed to have knowledge of his or her record of previous conduct violations and sanctions, whether or not the student chooses to review the record. Sanctions include one or more of the following penalties, unless otherwise expressly provided:

Informal Warning	Oral or written warning to the student that he or she is violating university regulations. No official record of an informal warning shall be maintained.
Official Warning	Official warning in writing that continuation or repetition of specified conduct may be cause for more severe conduct action. A record of an official warning shall be maintained.
Parental/Guardian Notification	In cases of violation of university alcohol and drug policies involving students under 21 years of age at the time of the violation, the university may notify the student's parent or guardian of the violation. The university also reserves the right to notify parents of a student's conduct regardless of the student's age, in the event that they are a threat to self or others.
Conduct Probation	Conduct probation is for a designated period of time and includes the probability of more severe conduct sanctions, including suspension or expulsion from the university if the student is found responsible for violating specific and/or any university regulation(s) during the probationary period. Additional stipulations that are consistent with the nature of the violation may also be imposed.
Loss of Privileges	A limitation is placed upon selected privileges for a specific period of time. Loss of privileges may include, but may not be limited to, denial of the right to represent the university, a denial of the use of campus facilities or access to areas of campus, or denial from participation in co-curricular activities.
Campus and/or Community Service	Requirement that services be offered for a specified period to an appropriate non-profit community agency and/or to a university office.
Educational Assignment	A student is required to complete a specified educational assignment related to the violation committed. Such educational assignments may include completion of a workshop or seminar, class, report, paper, project, writing a letter of apology, seeking academic counseling or substance abuse screening, alcohol or drug program and/or consultation, counseling consultation, psychological or psychiatric evaluation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible.
Fines	Reasonable fines may be imposed.
Residence Hall Transfer or Removal	A student is required to transfer residence halls or leave the residence halls for a specified or indefinite period of time.

No Contact Order	A No Contact Order is a directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, electronic, telephone, or third parties. Violating a No-Contact Order may result in suspension from CSU-Pueblo.
Restitution	Reimbursement for damage or loss of property or expenses of others as a result of the misconduct.
Suspension	Exclusion from classes and other privileges in the university community for a specified period of time.
Expulsion	Permanent termination of student status in the university community.

1. A **warning** is given to notify a student that past behavior has been inconsistent with the expectations of the University. A warning has no immediate effect upon a student's standing at the University. However, once given a warning, students should expect more serious sanctions to result from any subsequent violations.

2. **Probation** serves to notify a student that further transgressions must be avoided for a finite and specified period in order for the student to remain a part the University community. During a student's probationary period, that student is not in good disciplinary standing with the University; as a result, certain co-curricular activities may be prohibited, eligibility for participation in certain activities including study abroad programs, attending conferences, maintaining office in any student organization, or representing the University at official functions, events or intercollegiate competition as a player, manager or student coach may be restricted. Any further violations while on probation may result in a student's suspension or dismissal from the University.

3. During a **deferred suspension** the student will be suspended from the University, but the suspension will be deferred, meaning that the student may continue to attend classes. However, the suspension will be automatically enforced if the student fails to complete any assigned sanctions by the deadline and/or for any subsequent violations of the Code. If the student is found responsible for any subsequent violations of the Code the student will be automatically suspended from the University in addition to the other sanctions imposed for the subsequent violation. During a student's deferred suspension period, that student is not in good disciplinary standing with the University; as a result, certain co-curricular activities may be prohibited, eligibility for participation in certain activities including study abroad programs, attending conferences, maintaining office in any student organization, or representing the University at official functions, events or intercollegiate competition as a player, manager or student coach may be restricted.

4. A student who has been **suspended** from the University may not participate in any University activities, academic or otherwise, for a specific period, and may be restricted from University premises. A suspended student who wishes to re-enroll must apply for re-entry to the University and must also petition the Director of Student Conduct and Case Management, who shall determine whether any and all requirements for readmission have been satisfactorily completed. This sanction will be noted as a Suspension on the student's official academic transcript and the student will be withdrawn from all courses.

5. **Expulsion** is permanent separation and removal from the University. A student who has been **expelled** from the University is permanently prohibited from participating in any University activities, academic or otherwise, and will be restricted from all University premises and activities. This sanction will be noted as Expelled on the student's official academic transcript and the student will be withdrawn from all courses.

## Colorado State University-Pueblo

### Alcohol and Other Drug Sanctions

These are minimum sanctions for CSU-Pueblo students. Sanctions may be increased based on past disciplinary record, the severity of behavior and/or impact upon the community. The University encourages students to engage in healthy decision-making and report inappropriate behavior that is in violation of our Code of Student Conduct.

				Fine & Restitution	Service/ Activity	Coach Referral (if student athlete)	Parental Notification	Educational Sanction (CHOICES, eCheckup, StepUP)	Assessment by HEP Coordinator	Probation With or Without Restrictions	Housing Status	University Status
Alcohol	Level 1	<ul style="list-style-type: none"> <li>Being in the presence of alcohol</li> <li>Alcohol container</li> <li>Possession of binge drinking paraphernalia</li> </ul>	First Offense					X				
			Second Offense	\$50 & restitution if any	X	X		X				
			Third Offense	\$100 & restitution if any	X	X	X Made by student	X	X	1 semester possible		
	Level 2	<ul style="list-style-type: none"> <li>Underage possession or consumption of alcohol</li> <li>Actively drinking alcohol in the Residence Halls</li> <li>Public intoxication</li> <li>Organized drinking games</li> <li>Positive urine analysis</li> </ul>	First Offense	\$50 & restitution if any	X	X		X	X	1 semester possible		
			Second Offense	\$100 & restitution if any	X	X	X Made by student	X	X	1 year until age 21	Suspension possible	
			Third Offense	\$200 & restitution if any	X	X	X Made by student	X	X		Expulsion	Suspension
	Level 3	<ul style="list-style-type: none"> <li>Transported to the hospital; as a result of intoxication</li> <li>Severe intoxication</li> <li>Driving under the influence (DUI) or Driving with Ability Impaired (DWA)</li> <li>Irresponsible serving of alcohol</li> </ul>	First Offense	\$100 & restitution if any	X	X	X	X	X	1 year until age 21	Suspension possible	
			Second Offense	\$200 & restitution if any	X	X	X	X	X	1 year until age 21	Suspension	Suspension possible
			Third Offense	\$400 & restitution if any	X	X					Expulsion	Suspension or Expulsion
Marijuana		<ul style="list-style-type: none"> <li>Being in the presence of marijuana and/or paraphernalia</li> <li>Smoking in a campus building (tobacco, smokeless tobacco, vape pens, e-cigarettes, marijuana, etc.)</li> <li>Possession of marijuana or marijuana paraphernalia</li> <li>Use of marijuana</li> </ul>	First Offense	\$75 & restitution if any	X	X		X	Possible	1 year until age 21		
			Second Offense	\$150 & restitution if any	X	X	X Made by student	X	X	1 year until age 21	Suspension possible	
			Third Offense	\$300 & restitution if any		X	X Made by student				Expulsion	Suspension or Expulsion
Illicit Substance		<ul style="list-style-type: none"> <li>Possession or use of drugs (not marijuana)</li> <li>Sale or distribution of drugs (including marijuana)</li> </ul>	First Offense	\$200 & restitution if any	X	X	X	X	X	Until graduation	Suspension	Suspension possible
			Second Offense	\$400 & restitution if any	X	X	X	X	X		Expulsion	Suspension or Expulsion

#### QUESTIONS?

Contact the Student Life Office (719) 549-2586



## **Sanctioning Guidelines Table for Academic Dishonesty:**

<b>Academic Dishonesty Offenses Conduct Sanctioning Table</b>	
<b>Level I:</b> Minor laboratory exercise, homework, or class assignment	<b>Sanctions:</b> Written warning up to Probation
<b>Level II:</b> Major project, paper, test or exam, plagiarism	<b>Sanctions:</b> Probation up to Deferred Suspension
<b>Level III:</b> Presenting false data in a major project, senior thesis, a master's thesis, a doctoral dissertation, a scholarly article submitted for publication, or any other work represented as his or her own by a graduate or professional student	<b>Sanctions:</b> Deferred Suspension up to Suspension

### **Interim Actions**

All students have the right to continue their education free from the threat of harassment, abuse, retribution, and/or violence. The University may take whatever immediate measures it deems necessary in order to protect the safety, security, and/or integrity of a Complainant, the University, and/or any member(s) of its community.

The Director of Student Conduct and Case Management, the Dean of Student Life/Affairs or designee, may impose restrictions and/or separate a student from the community pending the completion of a campus hearing on the alleged violation(s) of the Code of Student Conduct when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University.

Such measures may include, but are not limited to, suspension from the University, involuntary removal from a course, academic or athletic program, or co-curricular activity, denial of access to all or portions of University property, modifications to living arrangements, and/or prohibitions from contacting individual members of the University community.

At the discretion of the Director of Student Conduct and Case Management and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the Respondent.

During an interim suspension, students may be denied access to University premises and/or all University activities or privileges for which the student might otherwise be eligible, as may be deemed appropriate. Whenever an interim suspension is imposed, a disciplinary hearing shall be conducted in a timely manner. Students who have been suspended on an interim basis and whose suspension upon hearing or appeal is

found to have been unwarranted, shall be provided full opportunity to re-establish their academic and student standing to the extent possible within the abilities of the University, including the opportunity to take examinations, make up class assignments or otherwise complete course assignments missed due to the Interim Suspension. Students who have been suspended on an interim basis and then found to be in violation of the Code do not have the right to any refund or reimbursement for tuition, fees, room and board or any other expense associated with attending the university. Any reimbursable funds made available to a student found not responsible will be determined on a case by case basis.

## **IMPLEMENTATION & APPROVAL**

### **Interpretation & Revision**

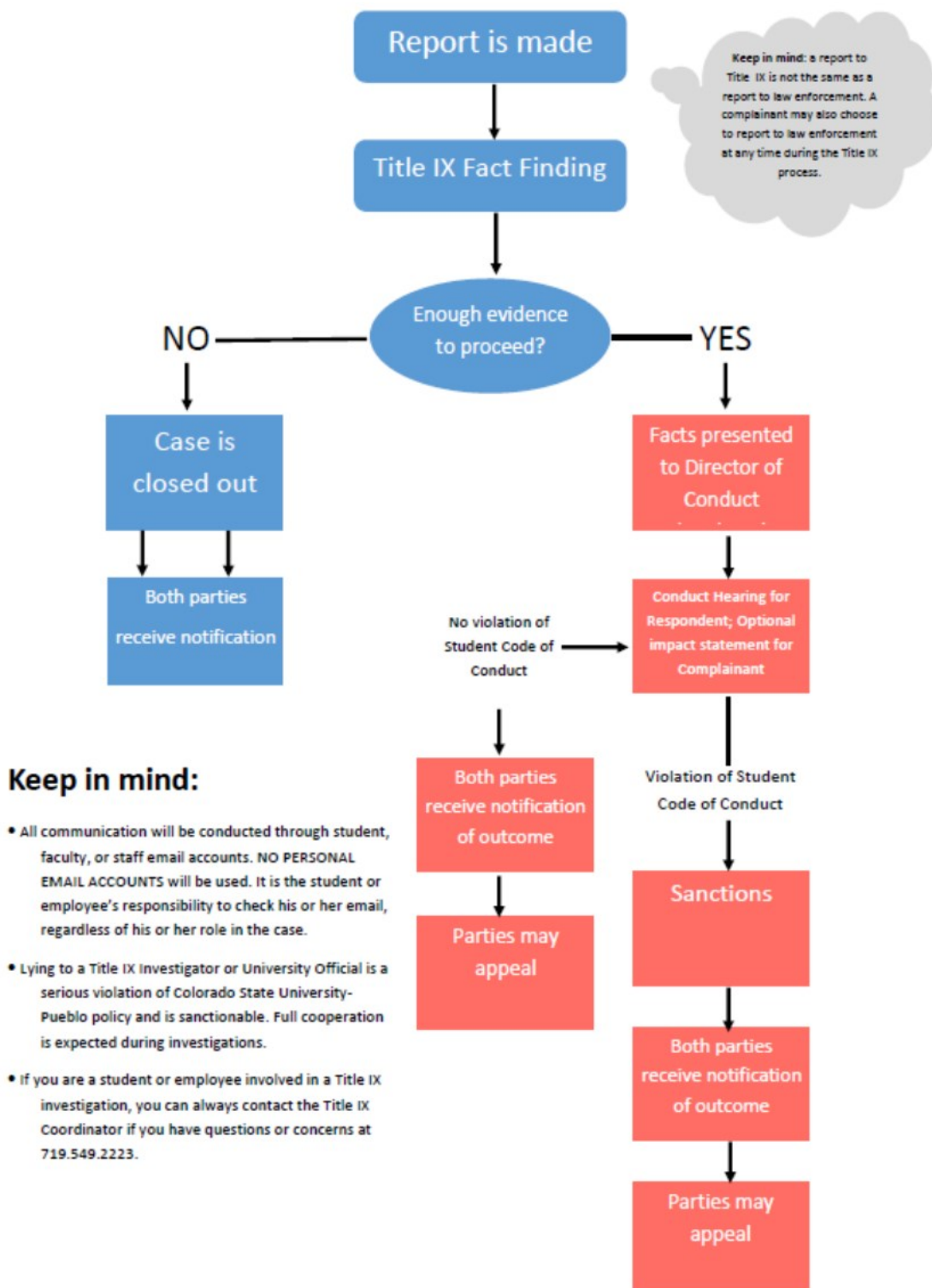
Any question regarding the interpretation and/or application of this Code shall be referred to the Dean of Student Affairs, who shall have the discretion to interpret the Code and make a final determination. The University reserves the right to amend this Code in writing at any time as may be determined by the President. This Code shall be subject to annual review by the Director of Student Conduct and Case Management, who shall recommend to the Dean of Student Affairs those changes deemed necessary and/or expedient. Any substantive change, alteration or amendment to the Code shall be subject to approval by the President of the University and Board of Governors. Minor changes may be made subject to the approval of the Dean of Student Affairs.

### **Disciplinary Records & Notice**

The Office of Student Conduct shall maintain records of all disciplinary action in accordance with University policies and Federal legislation. All conduct records are maintained by the University for seven years from the time of their creation, except those that result in separation from the University (suspension or expulsion) which are kept indefinitely.

- **Parental Notification:** The University may notify the parents or guardians of any dependent student under the age of twenty-one who has been found in violation of University alcohol and/or drug policies. The University may also notify the parents or guardians of any dependent student who has been found in violation of University policies related to the health and safety of the campus community.
- **Public Notification:** The University does not normally make disciplinary records public, even in cases where such notification is permitted by law. However, the Dean of Student Affairs may notify the community of the University's response to behavior that had a significant impact on the safety and security of the campus. Victim names will not be released.
- **Victim Notification:** The University shall notify victims of alleged crimes of violence, domestic violence, dating violence, stalking, and Title IX violations, as required by state and/or federal law, of the results of any disciplinary action taken against the alleged perpetrator(s), in accordance with the Federal Educational Rights and Privacy Act (FERPA).

## TITLE IX STUDENT PROCESS



## Contact Information

Dr. Marie Humphrey  
Dean of Student Affairs  
719-549-2586  
[marie.humphrey@csupueblo.edu](mailto:marie.humphrey@csupueblo.edu)

Ms. S. Nicole Ferguson  
Director of Student Conduct and Case Management  
719-549-2092  
[nicole.ferguson@csupueblo.edu](mailto:nicole.ferguson@csupueblo.edu)

Mr. Joshua Ernst  
Associate Director of Equal Opportunity/Affirmative Action and Title IX Coordinator  
[josh.ernst@csupueblo.edu](mailto:josh.ernst@csupueblo.edu)

Mrs. Jennifer Alanis  
Director of Diversity and Inclusion  
719-549-2658  
[jennifer.deluna@csupueblo.edu](mailto:jennifer.deluna@csupueblo.edu)

Ms. Jami Hinshaw  
Director Residence Life and Housing  
719-549-2602  
[jami.hinshaw@csupueblo.edu](mailto:jami.hinshaw@csupueblo.edu)

Pueblo County Sheriff's Office at CSU-Pueblo 719-549-2373 (non-emergency)

# GUIDE TO ON-CAMPUS LIVING

## Residence Life and Housing Staff

### ***Director of Residence Life and Housing***

The Director of Residence Life and Housing supervises the Professional Staff that oversee University Housing.

### ***Residence Life Coordinators (RLC)***

Residence Life Coordinators are in charge of overseeing and managing the Residence Halls. They are also in charge of managing their Resident Assistant staff. Residence Life Coordinators process room change requests, policy violations, conduct issues, and other duties pertaining to the well-being of their residents and the building.

### ***Resident Assistants (RA)***

The Resident Assistant is one of the most important resources students/residents have in the Residence Halls and the Residence Hall staff member you will have the most contact with. RAs are students hired by the University and assigned to live on a floor community in the Residence Halls. RAs are knowledgeable about campus resources and the services offered to students. Resident Assistants will work with the students on their floor to build a cohesive community through regular programs, activities, events, and floor meetings. The RA will provide you with a variety of things to do that will help you grow personally and academically.

### ***Desk Assistants (DA)***

DAs are students who work at the front desk in the Residence Halls. DAs are at the front desk to provide assistance and customer service. They are able to check out equipment (e.g. games, sporting equipment, etc.), answer a variety of questions, and get you in contact with the RA-On-Call. They help ensure that only residents and their guests enter the hall and will ask for identification upon your entrance into the building.

### ***Office Staff***

The staff in the Office of Residence Life and Housing is responsible for the administrative duties in Residence Life. If a student has questions about housing contracts, room

assignments, maintenance, or housekeeping, they should visit the Office of Residence Life and Housing in Culebra Hall, conveniently located behind the front desk.

### **Resident Rights and Responsibilities**

#### ***Association of College and University Housing Officers-International Statement of Residents' Rights and Responsibilities***

##### ***Residents have the rights to:***

- Reasonable access to their living accommodations based on a published schedule of occupancy
- Live in a clean and secure environment
- Have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior
- The respect and safety of personal property
- Study without interruption or interference
- Be free from unreasonable noise
- Be free of intimidation or harassment
- Express themselves freely within established guidelines
- Expect enforcement of housing agreement/contract
- Have direct access to staff that provide assistance guidance, and support as needed.
- Host guests, within established guidelines
- Receive equitable treatment when behavior is in question
- Enjoy individual freedoms regardless of skin color, ethnicity, gender, national origin, disability, age, religion sexual orientation, or political affiliation
- Have access to individual and group social, educational, and developmental opportunities in their living community

##### ***Residents have the responsibility to:***

Adhere to rules and regulations

Comply with reasonable requests made by staff, university officials, or fellow residents

Meet payment schedules for room, board, and other required housing fees

Monitor and accept responsibility for behavior of guests

- Report violations of rules and regulations to appropriate staff
- Respect the rights of others, as stated above
- Respect the diverse backgrounds and interests of those others who are different from them
- Treat others in a civil manner and manage conflict in a mature manner
- Be serious in their academic pursuits
- Participate actively in self-governance
- Express themselves individually, or by association with groups
- Participate in judicial proceedings to determine appropriate standards of behavior

## **On Campus Living**

Students who want to live on campus must fill out a housing application, pay a \$50 non-refundable application fee and a \$200 refundable deposit. Those seeking to live in Walking Stick apartments will incur \$100 non-refundable restoration fee in addition to the fees listed above. Students interested in living on-campus must be degree seeking students.

### **Academic Requirements**

To remain a resident within student housing a student must be deemed a full time student (12 credits).

In order to be excluded from this requirement, a student must submit their request in writing to the Office of Residence Life and Housing by completing the on-line Housing Exemption Form.

## Live-in Requirements

The chart below depicts live in requirements for Residence Life and Housing.

	Credit Hours	Distance between campus and home address	Required to live on campus
First year	Less than 24	More than 30	Yes
Sophomore	Less than 48	More than 30	Yes
Junior	More than 48	N/A	No
Senior or Above	More than 48	N/A	No
Transfer student (no on – campus experience)	N/A	More than 30	Yes
Transfer students with 2 semester live on experience	N/A	N/A	No

- Credits take concurrent with high school and/or credits attained through Advance Placement (AP), CLEP, International Baccalaureate (IB), or similar programs DO NOT apply towards the live-in requirement.
- The Office of Residence Life and Housing may grant an exception to a student from the live-in requirement. Students that apply for an exemption to this policy must meet the established criteria. Request for Exemption forms are available online and in the Office of Residence Life.



## **Summer Housing**

Students are eligible for summer housing if they are registered for summer classes. A housing application and deposit are required when applying for summer housing. Residents that currently have a deposit on file only need to submit a summer housing application. Exceptions to this requirement include international students and students that receive special permission from the Office of Residence Life and Housing.

## **Withdrawal from Housing**

Students who want to withdraw from on-campus housing must apply on-line. Reasons a student may withdraw from housing include: medical leave, study abroad, a leave of absence from the University, and/or withdrawal from the University. To begin the withdrawal application please visit the housing website.

## **Consolidation**

**The University reserves the right to move students from one unit to another for the best utilization of the facilities at the discretion of the Office of Residence Life and Housing.**

The Office of Residence Life and Housing may consolidate single occupants residing in multiple capacity rooms. If the occupant is reassigned and does not move to a double room as requested, the occupant will be documented for failure to comply.

Occupants residing in a room/apartment modified for various disabilities may be required to change rooms in the event another resident is in need of such accommodations.

We understand that consolidation is not ideal. We try to work with each individual student to facilitate the process. We ask that you communicate your needs and be patient with the process.

## **Guests**

- Any guest under the age of 18 who is not a CSU-Pueblo student must have advance approval by RLC

- All guests must register at the front desk by presenting their CSU- Pueblo ID or picture ID.
- A single student in the Residence Halls may check-in a maximum of 3 guests/ visitors. There can be a maximum of 12 guests/visitors in a University Village at Walking Stick apartment at a time.
- Must be accompanied by a host/hostess that has signed you in and who lives in that Residence Hall.
- Guests must use the restrooms located in the lobbies and cannot shower in opposite gender rooms.
- Host/hostess are responsible for their guests at all times. Guests are expected to follow all established roommate agreements, Residence Life and Housing policies and procedures, the Code of Student Conduct and state and federal laws. Please refer to the Residence Life and Housing policies and procedures.
- Guests are not allowed during break periods and summer sessions.
- Residence Life & Housing reserves the right to refuse or remove a guest for any reason. Professional staff may terminate guest privileges.

## **Overnight guests**

In addition to all of the expectations listed above, overnight guests are to adhere to the following expectations:

- Overnight guest forms must be turned in 24 hours in advance Monday through Thursday from 9:00 AM-5:00 PM. Guest forms submitted during the weekend will not be reviewed until the following business day.
- This form needs to be signed by the resident, his/her roommate, and their RA before turning the form into their RLC.
- Guests are allowed to stay for a maximum of three nights in a seven day period and no more than 10 nights total per semester with any guest.

## **Reassignments**

Residence Life & Housing reserves the right to make alternative assignment decisions or reassign students for such reasons as the University determines appropriate. These reasons include, without limitation: for temporary accommodation when permanent space is not available; construction, renovation, and/or maintenance activities

roommate conflicts, health, safety, and/or security concerns pending disciplinary action, and noncompliance with University regulations. Accommodations are assigned at maximum design capacity. Unoccupied rooms and/or spaces are reserved for use by Residence Life & Housing. If a vacancy occurs in an assigned room, the remaining resident(s) of the room agree(s) to accept other roommate(s) as assigned by Residence Life & Housing. Room reassignment, utility or facility disruptions, or class conflicts with meal serving periods, shall not result in the reimbursement or reduction of room and meal plan rates.

## **Renter's Insurance**

It is highly recommended that students living in the Residence Halls and University Village at Walking Stick purchase renter's insurance to protect their property. Most insurance companies offer renter's insurance at a reasonable rate. Please contact your insurance agent for more information.

## **Room Changes**

Room changes can be made after the second week of each semester between the designated dates. These room changes are only authorized through your RLC. All pertinent paperwork to the room change needs to be turned in to the RLC. Requests for room changes must be initiated as the resident and not by a parent/guardian or other third party. There will be a \$25.00 charge to the student's account to cover the cleaning costs associated with room changes.

Please be aware that the submission of paperwork does not automatically grant you permission to move rooms. You will receive official notification of the room change decision via your CSU-Pueblo student email. Residents moving into a more expensive room type will be billed the pro-rated difference to their university account. Residents moving into a less expensive room type will be credited the pro-rated difference to their university account.

## **Residents may not:**

- move into completely empty spaces (i.e. open double or triple)
- move into a room that is completely occupied (i.e. Turn a double into a triple, or a triple into a quad)
- request someone else move out so they can move in

Students who move rooms without authorization from the Office of Residence Life & Housing will be fined \$50.00 to their university account, face disciplinary action, and may be moved back to their original room. Residence Life & Housing keeps track of room assignments for two essential reasons:

To help identify the location of residents for safety and security purposes

To track the availability of space for all students applying for housing.

## **Room Condition Report (RCR)**

Prior to check-in, each room is inspected by Residence Life staff and preexisting conditions are documented on the RCR. When the resident arrives to check-in, the resident receives the RCR and has time to review and make any edits to the RCR. The completed RCR must be returned to the front desk during check-in so that the student can get their ID encoded or receive their keys if a University Village Walking Stick resident. Failure to return the RCR may result in additional charges to the student's account.

## **Roommate Agreement**

Sharing a room is an exciting part of the campus living experience. During the first week of school, roommates will complete a roommate agreement contract with their Resident Assistant. The roommate agreement contract ensures that there are rules in place that all parties agree upon.

## **Roommate Mediation**

Mediation is a process where students partake in conflict resolution with a RA. The sharing of living space with another person is part of the learning experience of residential living. All roommates are expected to invest in the relationship communication, compromising and mutual respect are keys to successfully living together.

Students should discuss issues directly with their suitemates, roommates, or neighbors. If a resolution cannot be reached by all parties, a student can ask for assistance from their RA or Residence Life Coordinator.

If a student living in the Residence Halls or University Village at Walking Stick feels unsafe, has been threatened, or has experienced physical violence at any point during the process they must contact Residence Life and Housing.

As a last resort, a room change can be considered if two mediations, one completed with a RA and the other completed with the RLC. The RLC will make the determination if one or all of the individuals will need to move, if a resolution cannot be agreed upon.

## **Roommate Requests**

When filling out the application for housing for the next academic year, students may request another student to live with them in Residence Halls. Both students must notify the Office of Residence Life and Housing within the same week to ensure that both students will be assigned to the same room.

During the academic year, students who wish to change rooms and roommates must contact their RA and RLC to gain proper approval before moving.

## **In- Hall Services**

### **Desk Hours & Resources**

The front desk locations provide a warm and welcoming environment where residents can obtain an array of information and services. Examples may include but are not limited to:

- Guest sign in
- Assistance with lockouts
- Items available for check-out (cleaning supplies, vacuums, ping pong paddles and other board games, etc.)

**Culebra Hall: 24 hours**

**Crestone & Greenhorn Hall: 8:00 AM- 3:00 AM**

**Walking Stick: Varying hours**

## **Bicycles**

Bicycle racks can be found:

Patio between Crestone Hall and Culebra Hall

East side of Greenhorn Hall

Storage provided with unit in Walking Stick Apt.

It is essential that students provide an adequate lock to secure their bicycles when parked outside. Bicycles left on racks at the end of the academic year will be considered abandoned and will be cut off and removed. Bicycles may be stored in residents' rooms, however any resident caught riding their bicycle in a building will lose this privilege.

## **Cable**

Each room is equipped with free, basic cable provided by Comcast. Residents need to supply a television and cable (Coaxial) cord. This service does not permit residents to purchase additional premium channels. Cable channels and a current TV Program Guide can be accessed at: <http://xfinitytv.comcast.net/tv-listings#>.

## **Interest Based Communities**

Interest Based Community Floors (IBCs) are floors with a designated theme or requirements in order to live on the floor.

*Currently Residence Life and Housing offers:*

- Science, Technology, Engineering, Math (STEM)
- Nursing
- Outdoor Pursuits (OP)
- Honors

For more information visit the Residence Life and Housing office.

## **Internet**

TWOLFnet is the residential computer network service provided to students living in all residence halls. In order to gain access to the network you must register your devices through the TWOLFnet. Use of a personal router is explicitly forbidden and may result in loss of internet privileges. If you have questions about TWOLFnet, please contact the Help Desk at (719) 549-2002 or visit the CSU-P ITS website.

## **Keys**

Crestone, Culebra and Greenhorn Residence Halls are accessible by key card. The resident's ID serves as the card for the main doors, hallway doors and the student's room door. Each new ID must be activated at the front desk through the encoding system. A student can only swipe into the building they live in.

In the University Village at Walking Stick apartments each student receives two keys: a key to their front door and a key to their room.

If a student is locked out of their room, they must notify the RA or DA on duty in order to be let back into their room. Once the student is let back into their room, they must show their key to the RA/DA. If a student is locked out of their room more than once, they will be fined \$5.00 more for each time after the first lock-out.

If a student loses their key, they must notify the Office of Residence Life immediately. If it is after business hours, they must notify the Resident Assistant on-duty, in order to gain access to their room. The student will have to go and get a new ID card from Auxiliary Services to be encoded. Please note that Auxiliary Services only accepts cash for replacement cards and you must have a legal form of identification. Walking stick residents who lose their keys may be charged for a key core replacement (refer to the fee chart for more information).

## **Laundry**

Community laundry facilities are located in each Residence Hall and in the Walking Stick Club House. This free service is available 24 hours a day 7 days a week for current residents. Allowing off-campus visitors or non-residents to utilize the laundry facilities is not allowed. Please reference the policy section of this handbook for more information regarding etiquette and expectations.

## **Lofting/ Raised/ Bunking Beds**

To loft, raise or bunk your bed, contact your RA and fill out the waiver form.

Each resident must sign up for their own mailbox in order to receive mail in the Residence Halls. This box number is NOT the same as the student's room number. When a student receives a package they will be notified through their student email. Residence Life and Housing is not responsible for lost or stolen mail and packages. Residents that live in the Walking Stick Apartments will pick up their mail in Greenhorn Hall.

## **Maintenance**

Request for repairs in your room or on your floor can be submitted online via the CSU-P website.

The University's Maintenance Services will respond to requests beginning with the most urgent repairs.

Work orders are viewed **Monday-Friday 8:30am-4:30pm**.

If you have an emergency maintenance request you must contact the front desk or the RA on call. Examples include:

- Running water, backed up sink, toilet not flushing and it is the only toilet for the unit, water is leaking from the ceiling or a pipe.
- Safety has been compromised such as a broken window, door, or a lock.
- Heating or cooling system is not functioning.
- Lights and/ or outlets are not working.

## **Recycling**

Blue bins for recycling are available in the lobbies of each building; it is the resident's responsibility to sort the recyclables into the proper bin. Blue bins are also located in the Club House of Walking Stick Apartments.



## **Residence Hall Association (RHA)**

The Residence Hall Association advocates for the wants and needs of students living in the Residence Halls. Every hall has a hall council, with elections every academic year for floor and building representative positions. All residents are welcome to attend meetings and functions.

## **Residence Life Staff On-Call**

Each Residence Hall has a Resident Assistant (RA) on call in the building

- Weekdays 6:00 pm- 8:00 am
- Weekends 24 hours

If residents need assistance and their RA is not available, the resident should contact the front desk of their Residence Hall.

## **Study Areas**

Study Areas are located in Crestone Hall, Culebra Hall and Greenhorn Hall. Each building has a black and white printer available for students to use, this service is linked to their student account. Paper is available for use, free of charge. If there are any issues with the computers, please notify the front desk of the hall.

## **Trash**

Trash can be disposed in one of two areas:

- Trash rooms located in most hallways.
- Large blue dumpsters found behind Residence Halls and Apartments.

Trash rooms are available in most hallways during the academic year. Remember to put your trash in a liner before disposing in the larger dumpsters. Failure to keep the trash rooms in the appropriate conditions will result in the closure of the trash room. Please reference the policy section of this handbook for more expectations regarding trash disposal.

## **Special Needs and Accommodations**

### **Service and Therapy Animals**

We recognize and value the importance of service and therapy animals as part of the student experience. Before bringing a service or therapy animal into your space you must contact Disability Services and Residence Life & Housing. Once your accommodation has been approved, your service or therapy animal can become a resident.

### **Housing accommodations**

Residence Life and Housing recognizes that some students may have medical, physical, and/or psychological needs that could be greatly impacted by their housing assignment, needs that may need some consideration in accordance with the Americans with Disabilities Act and Fair Housing Act. Students should contact the Disabilities Resource and Support Center to determine their need and availability of resources.

### **Reporting Disabilities**

Residents with disabilities are welcome to share information with their RLC at the beginning of the semester. This information assists emergency personnel in providing appropriate help in case of evacuations and emergencies. Reporting is strictly voluntary.

### **Safety Assistance**

Prior to arrival students with disabilities may also request a supplemental fire alarm horn or light strobe to assist them in complying with an emergency evacuation of the building such as a fire alarm.

### **Residence Hall Accessibility (we are inclusive to handicap accessibility)**

Our buildings meet ADA requirements.

## Policies and Procedures

### Abandoned Property

- Personal property left in a room, storage area, or bicycle room/rack, after a resident has moved out, whether by proper check-out or improper check-out, shall be deemed to have been abandoned and will be removed at the resident's expense.
- The University shall not be responsible for any losses of or damages to any abandoned property.
- Any personal items will be inventoried and an attempt will be made to contact the student, so they can claim their personal items. Residents will be given five (5) business days after the property has been left to pay removal fees and reclaim their property.
- Any items not reclaimed within five (5) business days will be donated or disposed of and the resident will forfeit their deposit.

### Alcohol & Other Drug Policy

CSU-Pueblo students, student organizations, Greek organizations, athletic and club sports teams, and their visitors must comply with all local, state and federal laws concerning alcohol and other drugs. CSU-Pueblo will not tolerate excessive, inappropriate, or illegal use of alcohol or other drugs. Alcohol is not allowed in any of the Residence Halls, including Crestone, Culebra and Greenhorn Halls. Alcohol paraphernalia including, but not limited to empty alcohol cans, bottles and shot glasses are not allowed in the Residence Halls. Drugs and drug paraphernalia of any kind is not allowed in University Housing.

**The following is the complete CSU-P alcohol and other drug policy:**

#### Alcohol

- **Underage Possession or Consumption:** If you are under age 21, you cannot purchase, possess, or consume alcohol.
- **Providing Alcohol to Minors:** No student, regardless of age, shall provide alcohol to anyone under age 21.
- **Public Intoxication:** Being intoxicated by alcohol in a public space, and being a danger to yourself or others is prohibited.

- **Severe Intoxication:** Being intoxicated by alcohol to a level that requires, or appears to require, medical attention or supervision by others, is prohibited.
- **Drinking Games and Paraphernalia:** The possession or use of drinking devices that dispense alcohol, such as funnels, luges, keg taps, and etc. is prohibited. The promotion, possession or playing of alcohol drinking games, such as beer pong, is prohibited.
- **Alcohol in the Residence Halls:** Possession or consumption of alcoholic beverages or the possession of alcohol containers (including empty alcohol containers) is prohibited in Crestone, Culebra, and Greenhorn residence halls, regardless of age. If under the age of 21 and residing in University Village at Walking Stick possession or consumption of alcoholic beverages or the possession of alcohol containers (including empty alcohol containers) is prohibited.
- **Alcohol in Other University Housing:** Students and guests age 21 and older are permitted to possess and consume alcohol inside their private apartments in University Village at Walking Stick Apartments provided that the legal consumption of alcohol does not violate any University policy. Any group or organization that meets in University Village at Walking Stick Apartments must also comply with regulations as provided by the Office of Student Engagement and Leadership.
- **Irresponsible Serving of Alcohol:** When providing alcohol to those of the legal age to drink, students must practice responsible serving procedures. Irresponsible serving procedures include, but are not limited to: providing alcohol to intoxicated individuals, providing alcohol to minors, allowing such individuals to drive, or creating environments of binge drinking.
- **Driving While Ability Impaired or Driving Under the Influence:** Students are required to follow the laws of the State of Colorado regarding alcohol and/or drugs and driving. Students receiving citations for DWAI or DUI may also be sanctioned by the University.

## Other Drugs

- **Possession, Use, or Sale of Marijuana:** Pursuant to Federal law, possession, use, or sale of marijuana is prohibited on campus. Marijuana possession, use or sale is also prohibited at University sponsored events, even if held off-campus.
- **Medical Marijuana:** Students and guests who have been issued a Medical Marijuana Identification Card by the State of Colorado, or have a license from another state, may not possess, use, or sell marijuana on University property, including in University housing areas. Medical Marijuana possession, use or sale is also prohibited at University sponsored events, even if held off-campus.
- **Illicit Substances:** Possession, use, or sale of illicit substances is prohibited. Illicit substances include scheduled amphetamines, anabolic steroids, cocaine, hallucinogens, heroin, inhalants, marijuana, methamphetamines, tranquilizers, etc. Unscheduled substances are also prohibited (e.g. street drugs).
- **Prescription Medication:** Students or guests who have been prescribed medications (including scheduled drugs) may only use those medications as prescribed. Any other use or unauthorized sale is prohibited.

## Medical Amnesty & Emergencies

- **Medical Amnesty:** CSU-Pueblo encourages all students to call for help when any sign of alcohol poisoning or drug overdose is observed. Students who call for help to assist a friend or themselves may be eligible for medical amnesty. Students who are provided medical amnesty may not be subject to disciplinary sanctions; however, educational sanctions may be applied. Receipt of medical amnesty is at the discretion of the Director of Housing, Director of Student Conduct and Case Management or the Dean of Students.
- **Failure to Respond to an Alcohol or Drug-Related Emergency:** Students who fail to call for medical assistance in an alcohol or drug-related Emergency may be subject to disciplinary action and may receive enhanced sanctions.

## **Alcohol in University Village at Walking Stick**

- Residents and their guests must be twenty-one years old in order to consume alcohol on the premises of University Village at Walking Stick apartments. Students or guests under the age of 21 are not permitted to possess or consume alcohol at any time.
- It is the responsibility of the Walking Stick residents to determine that all guests who consume alcohol are of legal age and that they have hosts of legal age.
- The only alcohol allowed in University Village at Walking Stick is:

One 12-pack of beer per unit

Two bottles of wine per unit

- The consumption of alcohol may take place only inside the confines of the University Village at Walking Stick apartments. Students may not consume alcohol while at the porch, front yard, back yard, or driveway. Open containers of alcohol may not be transported between units. A container is considered open once the manufacturer's seal has been broken.
- The residents in the room/unit where alcohol is being consumed are responsible for the behavior of their guests under provisions of the CSU-Pueblo Student Code of Conduct.
- Large containers of alcohol such as kegs, garbage cans, and paraphernalia intended for the rapid consumption of large amounts of alcohol (i.e. beer bongs) are prohibited.
- The maximum capacity for a social gathering in a single Walking Stick unit is twelve people. These social gatherings must be entirely contained within the residence and comply with quiet and courtesy hour guidelines.
- Students must comply with all Colorado state laws regarding the purchase, possession, and consumption of alcoholic beverages.
- Public display (i.e. in common areas or visible in windows) of alcohol containers is prohibited.
- The possession or use of drinking devices that dispense alcohol, such as funnels, luges, keg taps, and etc. is prohibited. The promotion, possession or playing of alcohol drinking games, such as beer pong, is prohibited.

## **Marijuana**

- While possession and use of marijuana is no longer a crime under Colorado Law, it is a violation of federal law to possess marijuana in any housing facility or other public area of the University for any reason.
- Marijuana found in the Residence Halls or University Village at Walking Stick shall be seized and destroyed by law enforcement.
- Possession of a Medical Marijuana Registry Identification Card does not authorize a student to possess, use, or distribute marijuana in any housing facility or other public area of the university.

## **Cleaning**

Students are responsible for cleaning up any mess made in the common areas of their Residence Hall. It is the student's responsibility to keep their space clean. This includes removing trash and recyclables from their space and placing them in the trash rooms or the dumpsters located outside behind each of the Residence Halls and Walking Stick. Failure to maintain a clean living space will result in charges to the students' account.

## **Common Areas**

- Provided furniture in hallways and lounge areas may not be removed. Persons involved in the removal or damage to furniture provided in the Common Areas will be subject to fines and disciplinary action.
- Individuals are not allowed to sleep in the common areas for any reason at any time. This includes all main lobbies, study rooms, computer stations, and wing lounges.
- Items left in any public space unattended will be abandoned property and will be confiscated by Residence Life staff.

## **Community Kitchens**

- Unattended appliances or food are prohibited;
- Failure to appropriately clean up kitchen or cooking supplies is prohibited;
- Extended storage of food in community kitchen is prohibited.

## **Door Propping**

Resident room IDs will open the main entrances of Crestone, Culebra, and Greenhorn. Student's IDs will only allow them access to the front entrance of the Residence Hall they reside in. Students should not enter Residence Halls through doors designated as exit only. Residence Hall hallways are locked 24 hours a day. Residents are not to prop open the hallway or exit doors for any reason. Disciplinary action will be taken if you fail to close doors behind you, if doors are propped open, or if the security of residents is compromised in any other fashion.

## **Entering a Student Room**

Student's personal privacy will be respected. However, Residence Life and Housing reserves the right to authorize entry into a room when there is a reasonable cause to believe the following:

- There exists an immediate threat to the health or safety of the occupants
- There exists a need to protect property (University or private)
- It is necessary to further our basic responsibility regarding discipline and maintenance of an educational atmosphere

### *Facility team entry guidelines:*

The University reserves the right to enter the room or suite without notice during reasonable hours when necessary to provide maintenance, service, repairs, improvements, to make inspections, or for any other legitimate purpose. The hours between 9:00 a.m. and 5:00 p.m. have been designated as a reasonable time period. A Maintenance Service Door tag will be left by the maintenance personnel stating when they were in your room and what was done.

### *Guidelines for entry:*

Residence Life and Housing staff will knock on the room/apartment door three times, 30 to 40 seconds apart. If there is no answer at the door or no indication that someone is home, Residence Life and Housing staff will use their keys, open the door about six or seven inches and call out to see if anybody is home.

### *Unauthorized entry:*

- Entering into another student's room or vacant space without the invitation, consent or permission of the room resident or University staff at any time is prohibited.
- Use of a vacant space, such as an empty neighboring suite, for storage or gathering is not permitted.



## **Furniture**

All furniture assigned to student rooms must remain in the designated room. No furniture is to be removed by students from rooms.

Students are not permitted to bring extra furniture. Please contact the Office of Residence Life and Housing for more information.

## **Key Responsibility**

The following actions are prohibited:

- Failure to maintain possession of their room key or student ID card
- Loaning or giving a key, student ID card, or mailbox combination to another person
- Using a key or student ID to admit an unescorted guest or non-resident
- Inappropriately utilizing keys or other means to access spaces to which a student is not expressly permitted entrance

## **Laundry**

- It is the responsibility of each resident to monitor and remove their laundry items in a timely manner. Laundry should not sit more than 10 minutes in any machine after the cycle has been completed. Laundry left for more than 10 minutes will be removed and placed on the counter.
- Residents are not permitted to remove another resident's laundry earlier than the completion of the cycle plus 10 minutes.
- Laundry that is left in the laundry room for longer than one week will be collected by a Residence Life staff member and donated.

- Use of the laundry facilities is exclusively for residents of that particular residence hall or apartment complex. Allowing non-residents into the laundry facilities or hosting non-residents while they do their laundry is not permitted.
- Residents are required to use high efficiency (HE) laundry soap at all times. Residents are not to fill the machines beyond their capacity. Students may be held accountable for any damage caused or maintenance performed as a result of improper usage of the machines.

### **Lofting and Bunking**

- Due to fire and other safety concerns, only approved beds may be lofted in the Residence Halls. Lofting of beds may be done only to beds designed for this purpose and completed by a Residence Life and Housing staff member. Please see your RA or the front desk for more information.
- No beds shall be lofted using homemade lofts, cinder blocks, or risers. Students found to have illegally lofted beds will be asked to remove the loft and may be subject to disciplinary action and fines. Residents may not take any furniture or bed parts from other rooms in order to make a loft

### **Odors**

Having odors that originate from inside a resident room, common space, or lounge space that is detectable is prohibited, which includes but is not limited to: marijuana, alcohol, excessive fragrances, garbage, hygiene, or other odors.

### **Passive Involvement**

- Residents are obligated to remove themselves from any situation that is a violation of Housing Policy and/or the Student Code of Conduct and report the situation to a Residence Life staff member.
- Residents present during a violation of a Housing Policy and/or the Student Code of Conduct can be held responsible for that violation.

### **Pets (Service and Support Animals are not pets)**

- Students may not have animals in any residential building on either a temporary or permanent basis, with the exception of fish kept in aquariums/tanks.
- Students shall not leave fish unsupervised over extended breaks.
- Students should properly clean, store, and empty fish tanks, including during extended breaks.

- Fish tanks cannot be over five (5) gallons and only one tank is allowed per room or apartment.
- Preventative measures should be taken at all times for odor control. Consideration of others must be taken into account.
- Residents will be charged for labor and supplies for damage to the room/suite, furnishings, or floor that exceeds normal wear and tear. When the resident vacates the room/suite, staff will bill the resident for any cleaning over and above the norm that must be undertaken because the room/suite housed the pet.
- Residents are expected to properly care for pets.
- Liability for Pets: Residents are responsible for the actions of their pets, including any personal injury or property damage the pet causes.
- Any violation of this pet policy, including neglect of the pet, can result in additional fines or fees, student conduct action, and possible Housing Contract cancellation.

## **Restrooms**

Restroom use is for the specified sex indicated on the restroom door. Entering a restroom designated for another sex is prohibited. Within Crestone, Culebra and Greenhorn Halls, suitemates must agree upon terms of bathroom usage.

## **Room Decoration**

We want each student to take ownership of their room while maintaining a safe and welcoming learning environment. We have created these guidelines with this in mind, while also ensuring the long term sustainability and affordability of the living spaces.

*Please do not:*

Write or paint on any surface of your room, your furniture, or the hallways.

Utilize any strong adhesives that are difficult to remove including but not limited to duct tape, packing tape or epoxy.

Use tacks, nails or staples that will leave holes in the walls.

Display anything in your window that is visible from outside the building.

## **Feel free to:**

- Utilize light adhesives, such as painter's tape, poster putty, or 3M strips.
- Bring your own rugs
- Hang posters and decorations
- Hang colored LED lights utilizing appropriate adhesives

Decorations must only be posters or other light items that can be hung on the wall by 3M strips, poster putty or painters tape. Please be aware that any damage upon removal of decorations is the resident's responsibility. Only 25% of a wall, door or room should be covered with decorations in order to ensure fire safety. The use of contact paper on any University property is prohibited.

Items are not to be hung on the ceiling or any other physical structures on or near the ceiling (i.e. ventilation pipes, and sprinkler heads, smoke detector or vents).

We recognize that during holidays residents like to take the time to decorate the hallways. Residence Life and Housing encourages the expansion of student ownership through the appropriate decoration of their floor or hallway. All of the room decoration rules apply to hallway decoration. Items such as rugs, pumpkins and lawn ornaments are not permitted in the hallways because they are safety and fire hazards. In addition residents are responsible for cleaning up the decorations within a reasonable time. Residence Life and Housing reserves the right to request the removal of any hallway decorations.

## **Room Responsibility**

Behaviors which are in violation of the Housing Handbook or Code of Student Conduct that occur in a student room or suite are prohibited.

## **Violence**

Residence Life and Housing does not tolerate acts of violence to self/and or others inside the Residence Halls.

Acts of violence are defined as:

- Physical acts which harm or have the potential to harm self and/or others.
- Physical assaults are included in these acts.
- Any resident engaging in violent behavior will be subject to disciplinary action.

## **Windows and Screens**

Window screens in Residence Halls are not to be removed or tampered with for any reason. Removal or tampering with a screen can result in damage to the screen, a reduction in security, and insect problems.

- Screens are not allowed to be removed from windows at any time.
- If a screen is found removed or tampered with the resident will incur a \$100 fee.
- Items are not to be thrown outside the windows or placed on window ledges.
- Residents are not to use the windows as exits or entrances to the buildings.
- Students caught throwing items out of the window, placing items on window ledges, exchanging items through windows, or hanging out the window are subject to disciplinary action and could also be removed from housing.

## **Wheeled Transportation**

The use of wheeled transportation is not allowed inside any residence hall or apartment. Examples of wheeled transportation include, but are not limited to:

- Hover Boards
- Skate boards (including longboards and penny boards)
- Scooters
- Bicycles

Signs are posted where wheeled transportation is prohibited in certain areas near buildings. It is the resident's responsibility to obey posted signage.

Hover boards or other lithium-battery powered wheeled transportation are not to be stored in a residence hall or apartment.

## **Weapons, Firearms, Explosive Devices**

Possession of firearms or simulated weapons including but not limited to the following are prohibited in and around the Residence Halls and University Village at Walking Sticks:

- air pistols
- BB guns
- paint guns

- air soft guns
- ammunition
- explosives
- fireworks
- swords
- large knives
- sling shots
- bows and arrows
- propane/butane containers

*Pocket knives with blades 3 inches or shorter are permitted. The misuse of the item will result in the knife being confiscated. Possession of these items may result in disciplinary action.*

By signing the Residence Life Housing contract, a student who has a permit to carry a concealed weapon, waives his/her rights to possess a weapon and/or to carry a concealed handgun. Possession of any weapon or a handgun in any Residence Hall on campus is a violation of this agreement and will result in disciplinary action.

### **Candles/Incense/Open Flames/Heat Sources**

Residents are not permitted to burn candles or incense in any Residence Hall or University Village at Walking Sticks. Candles used with a hot plate/candle warmer are not permitted in the Residence Hall. Lighted warmers (ex. Scentsy) are allowed in University Housing because they are a warmer operated by a light bulb and not a hot plate. Any candles with wicks that have been burned will be asked to be disposed of by the resident and a fine may be imposed. Incense and any item with an open flame or exposed heat source are potential fire hazards and are prohibited.

## **CHECK-IN/CHECK-OUT**

### **Checking-in**

To check into University Housing a student must bring their photo ID to the front desk of their assigned space. A Residence Life and Housing staff member will be there to assist the student with the check-in. There are several forms to complete during check-in. After completing the paperwork, you will receive your room key (depending on hall) and can begin moving in. If you are checking into a hall during the room change period of the school year, please remember you have 48 hours to move to your new room.

## **Checking-Out**

After removing all personal items from your room, the student must return all the room furniture to its original location and vacuum the room. If a student is moving off campus or home for the summer the student must complete the forwarding address/change of address form through the PAWS account. Once this is completed, the student needs to see a RA to complete the RCR, all check-out paperwork, and to turn in their key(s) if applicable. If you need to check-out and you can't find a RA, contact the front desk or RA on-call in the evening hours.

## **Documentation**

Residence Life and Housing staff are required to document all violations of University policy as well as any violations of State and Federal laws. Upon request, residents documented for policy violations may view a copy of the report pertaining to the incident.

## **Health and Safety Inspections**

Inspections are conducted to ensure the safety and sanitation of the Residence Hall. Inspection dates and times will be posted in the hall at least 24 hours prior to the inspection. University staff will check for room and refrigerator cleanliness, potential health or safety concerns, obvious maintenance needs where applicable, intact window screens and locked windows.

If a room is found to be potentially unsafe or unhealthy, the resident will be required to correct the situation within the required time frame. Rooms will be rechecked a second time. If the room fails the second check, student will be documented through the conduct process and may be subject to fines or removal from housing. Illegal items found in plain sight will be documented.

## **Facility Reservation and Usage**

Any student group/organization wishing to reserve space in the Residence Hall lobby, Residence Hall classroom space, or study rooms must do so by making arrangements through Residence Life and Housing. Use of these spaces is expected to comply with all Residence Life and Housing, and University regulations and policies.

## **Fireworks**

The use or possession of fireworks within the Residence Halls, University Village at Walking Sticks or on campus grounds is prohibited. Students who violate this policy may be fined or subject to disciplinary action

## **Flammable Liquid**

Gasoline, kerosene, ether, oil, butane and any other flammable liquids are prohibited in the Residence Halls and University Village at Walking Sticks.

## **Gambling**

State law prohibits organized gambling in Residence Halls and University Village at Walking Sticks. Organized gambling is defined as: “Any behavior or wagering, for self or others, whether for money or not, no matter how slight or insignificant, where the outcome is certain or depends on chance.”

## **Hall Sports**

Hall sports and other potentially dangerous activities are NOT permitted within the Residence Halls. Hall sports include, but are not limited to:

- basketball
- Football
- Hockey
- Lacrosse
- Golfing
- “tag”
- Wrestling
- skateboarding/ hover boarding
- roller skating/rollerblading
- Soccer
- slip and slide
- water fights
- nerf gun
- Frisbee
- Tennis
- Running
- throwing any object or ball

We encourage you to enjoy sports and other such physical activities in appropriate designated outdoor areas, at the Student Recreation Center or through organized intramural activities.



## Harassment

At Colorado State University-Pueblo, discriminatory harassment is defined as:

- Unwelcome verbal, non-verbal or physical conduct based on race, color, national origin, gender, sex (including sexual harassment), religion, gender identity, gender expression, disability, veteran status, or sexual orientation when:
- Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance;
- Such conduct creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; or
- Such conduct unreasonably interferes with or limits one's ability to participate in or benefit from an educational program or activity.

Behaviors and actions exhibited via electronic media, including e-mail, text messaging, or social networking websites (e.g. Facebook, Instagram, Twitter, etc.) may be in violation of CSU-Pueblo's harassment policy.

## Sexual Misconduct

Colorado State University-Pueblo has zero tolerance for sexual misconduct. All members of the University community, and their guests, have the right to be free from unwanted sexual contact, coercion, abuse, violence, threats of violence, and harassment. This includes but is not limited to, sexual assault, rape, and other forms of non-consensual sexual contact, sexual harassment, and sexual exploitation. Students are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of sexual misconduct is brought forward, the University has a duty to investigate the matter and take appropriate action. Anyone found to have committed any act of sexual misconduct will face immediate and appropriate disciplinary action, up to and including expulsion from the University. The Sexual Misconduct Policy affirms these principles and provides recourse for those individuals whose rights have been violated. The University has designated a professional staff member to respond to sexual harassment, sexual misconduct and assault reports. The staff member serves as the University's Title IX Coordinator and works with the victims to coordinate and guide the University's response in accordance with established policies and protocols. More information and the policy can be found on the CSU-P website.

## Noise

Courtesy hours are in effect 24 hours a day. During courtesy hours, residents and their guests are expected to avoid making noise that disturbs others and to avoid excessive

noise in the common areas in and around the Residence Hall and University Village at Walking Sticks. Residents should be considerate of others and respect student's request for quiet. If noise in the University Village at Walking Stick apartment's parking lot reaches a disruptive level, the Sheriff's Office will be notified.

*Quiet hours are in effect from:*

**10:00 pm to 9:00 am Sunday-Thursday**

**12:00 am to 9:00 am Friday-Saturday**

During quiet hours, residents and their guests are expected to avoid making noise that can be heard outside the resident's room and to avoid excessive noise in the hallways and in common areas in the Residence Halls and University Village at Walking Sticks. **24-hour quiet hours will be in effect during exam periods.**

***Operating a Business:***

Residents are not permitted to carry on any organized business or other commercial activity from their room or within any on-campus residential area. Doing so will result in disciplinary action.

**Postings:**

Students in Residence Halls and University Village at Walking Sticks may post items on their room door as long as it is nondiscriminatory and does not foster an environment of harassment. Students found with questionable materials posted on their doors will be asked to remove it.

**CSU-Pueblo Materials:**

All flyers, announcements, and posters must be approved by Residence Life and Housing staff. All items needing approval must be dropped off at Residence Life and Housing Office and will be reviewed. This includes flyers placed under residents' doors. Postings are removed two weeks from date of approval or at the conclusion of the event. Only Residence Life and Housing materials may go on bulletin boards, unless otherwise authorized by the Office of Residence Life and Housing.

**Residence Life and Housing Materials:**

Staff members advertising Residence Life and Housing programs or events may post as necessary to get information out in a timely fashion.

Note: Posting of materials in windows or the exterior of room doors contrary to the educational mission of Residence Life and Housing and Colorado State University- Pueblo is prohibited. Such items include but are not limited to materials that: promote underage alcohol use, drinking games, are obscene, verbally abusive, racially intimidating, or are demeaning to another human being.

### **Smoking & Use of Tobacco**

The use of tobacco products, are prohibited in the Residence Halls and University Village at Walking Sticks.

This includes but is not limited to:

- smokeless tobacco
- tobacco chew
- e-cigarettes and cigarettes
- vape pens
- Hookah

Use of tobacco products is prohibited within twenty-five (25) feet of any such building, unless a University designated tobacco use shelter is otherwise provided. Tobacco products must be used in the designated areas.

Persons who wish to use tobacco products outside of the Residence Hall and University Village at Walking Sticks shall do so in a manner that minimizes an accumulation of smoke and tobacco waste. Individuals who use tobacco products are responsible for the proper disposal into designated receptacles that are located around the Residence Halls.

### **Solicitation**

Solicitation is prohibited in the Residence Halls and University Village at Walking Sticks. Solicitation includes contact for the purpose of distributing advertising or other materials, seeking funds, services, support or memberships, or attempting to sell goods or services. Any solicitation in the Residence Halls and University Village at Walking Sticks should be reported to the Office of Residence Life and Housing immediately.

### **Subletting**

No student living in the Residence Halls and University Village at Walking Sticks may sublet their room to another individual. Residence Hall rooms are to be occupied by persons holding current, signed housing contracts.

## **Vandalism**

If a resident damages, alters, replaces, or removes University or another's personal property, they will be charged for the damage and face strict disciplinary action.

## **Videotaping & Camera Use**

Consistent with state law and University policy, persons living in or visiting the University Residence Halls and University Village at Walking Sticks have rights as well as responsibilities regarding the privacy of others. No person may videotape, audio record, or take photographs of any person in a private location without that person's explicit knowledge and consent. Private locations include, but are not limited to: student rooms, bathrooms, and lounges.

The Office of Residence Life and Housing reserves the right to videotape, audio record, or take photographs of any person in any public location for the purposes of safety and security.

## **Cohabitation**

Cohabitation is prohibited; only contracted residents assigned to the room may live in the room. Cohabitation exists when a person who is not assigned to a particular Residence Hall or University Village at Walking Sticks space uses that space as if he or she were living there.

## **Waterbeds**

Waterbeds are not allowed in the Residence Halls or University Village at Walking Sticks.

## **Weights/Exercise Equipment**

Free weights or other weight lifting equipment under ten pounds may be used in resident rooms. Other equipment can create safety, space, and facility concerns, and is prohibited. Barbells are not permitted in the Residence Halls or University Village at Walking Sticks.

# **Safety and Security**

## **Assault**

Students who have been assaulted or have information regarding any type of assault should contact Residence Life and Housing staff for more information about how to properly handle the situation.

## **Bomb Threats**

In the event of a bomb threat, all University Housing will be evacuated to protect the health and safety of everyone in the Residence Hall and University Village at Walking Sticks. When a bomb threat is received, residents should assume that there is an emergency and follow these steps:

- Remain calm.
- Close your room door and lock it.
- Evacuate the building using the nearest safety exit stairway.
- People who cannot traverse stairs should exit through the main entrance if they are on the main floor. If residents are on a higher floor, they should go to the nearest stairwell and wait safely inside for emergency personnel or Residence Life staff.
- After leaving the hall, everyone should proceed to the designated assembly point away from the building. Do not leave the assigned area unless an official tells you to.
- Return to the hall ONLY after an official (Fire Department, Sheriff's Department, Residence Life staff member) tells you to.

## **Elevator Safety**

All Residence Halls have elevators. If an elevator stops functioning while in operation, residents should press the alarm button and remain inside the elevator until help arrives. Only trained and authorized personnel are permitted to remove occupants from the elevator. Under no circumstances should anyone else try to release trapped occupants or attempt to force elevator doors open. In the event of inclement weather or a fire, do not use the elevator.

## **Emergency Notification System**

In the event of an emergency or an unexpected closing of the university, Colorado State University–Pueblo will communicate pertinent information through many channels including: internet announcements, emergency messages through telephone, student emails, the CSU-Pueblo radio station, news, media releases, and text messages.

Students can sign up to receive text message alerts pertaining to campus emergencies or closures through their PAWS Student Services account.

*For more information visit: <http://www.csupueblo.edu/CampusSafety/CSU-PuebloALERT/Pages/default.aspx>*

## **Fire Drill**

Fire Drills will occur throughout the academic year in all Residence Halls and University Village at Walking Sticks to ensure the safety of all students and staff. When the fire alarm sounds, students should assume that there is an emergency and follow these steps:

- Remain calm.
- Close your room door
- Evacuate University Housing using the nearest safety exit stairway.
- People who cannot traverse stairs should exit through the main entrance if they are on the main floor. If residents are on a higher floor, they should go to the nearest stairwell and wait safely inside for emergency personnel or Residence Life and Housing staff.
- After leaving the hall, everyone should proceed to the designated assembly point away from the building. Do not leave the assigned area unless an official tells you to.
- Return to the hall ONLY after an official (Fire Department, Sheriff's Department, Residence Life and Housing staff member) tells you to.

For your own protection, obey all fire regulations. Failure to evacuate University Housing when an alarm sounds represents grounds for disciplinary action. Residence Hall staff, Campus Sheriff Deputies, and the Pueblo Fire Department reserve the right to enter student rooms to locate the source of any potential fire or smoke hazard and to ensure that everyone has evacuated the building.

## **Fire and Safety Equipment**

Tampering with fire and safety equipment in the Residence Hall, University Village at Walking Sticks, or in any campus building is prohibited. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing or damaging exit signs, and interfering with smoke detectors. Interference with smoke detectors will result in disciplinary action. Students responsible will be assessed for all damages that occur as a result of their tampering with fire and/or safety equipment. In addition, all violators are subject to judicial action and possible criminal prosecution.

## **Inclement Weather Snow Storms**

When a snow storm occurs or is about to occur students should take necessary precautions and pay attention to the T-WOLF portal for pertinent information.

### ***Thunderstorms***

Students should move all activities indoors at the sign of inclement weather.

### ***Tornadoes***

When severe weather conditions exist, it is your responsibility to seek shelter away from windows or to lower levels immediately. A tornado can develop so rapidly that no warning is possible. However, should the National Weather Service (NWS) issue a Tornado Watch, residents are cautioned that the conditions favor the occurrence of tornados and severe weather. A NWS Tornado Warning indicates that a hazardous event is occurring or is imminent.

When a Tornado Watch or Warning has been issued, residents should remain calm and seek shelter on the lowest floor possible toward the center of the building and preferably in a windowless hallway. Residents should use the stairwells, not the elevators, as the potential for a power outage always exists with severe weather conditions. Residents also should stay away from windows and glass doors. Residents should remain in the designated area until the “all clear” signal has been issued.

## **Missing Persons**

If a member of the university community has reason to believe that a student who resides in on-campus housing is missing for at least 24 hours, he or she should immediately notify the Office of Residence Life and Housing.

The Office of Residence Life and Housing will conduct a “health and safety” entry into the room of the reported missing student.

Upon initial check-in at the University Housing, students will be given the option to identify a contact person (in addition to registering an emergency contact) whom the Office of Residence Life and Housing will notify if the student is determined missing by the Office of Residence Life and Housing and Pueblo Sheriff’s Department. The additional contact information is confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed outside of a missing persons’ investigation.

If the missing student is under the age of 18 and not emancipated the Office of Residence Life and Housing will notify the parent or legal guardian and the designated missing person contact (if one was selected), no later than 24 hours after the student is determined to be missing.

### **Power Outage**

Should any Residence Hall experience a power outage, students should remain calm and remain on their floor. Students are encouraged to have flashlights available if a power outage occurs. If a student is in an unlighted area, he/she should proceed cautiously to an area with emergency lighting and remain in that area until he/she hears from Residence Life and Housing staff. If a student is in an elevator at the time of a power outage, they should use the emergency call button or telephone to alert the authorities. In the event of a significant power outage, the front desk of the Residence Halls will serve as the central communication center for Residence Hall staff and students until the power is restored. Residence Life and Housing is not responsible for any items that are spoiled during a power outage.

### **Safety Phones**

There are safety phones on campus near the main entrances of each Residence Hall and other campus locations. Safety phones can be identified by their white pillars, blue lights, and have emergency printed on their sides in red letters. The safety phones ring directly to the Sheriff's Office.

### **Theft, Loss, or Damage of Personal Property**

The University assumes no liability for the loss, damage to, or theft of property belonging to the student. The University shall not be liable for claims of any injury or injuries to any person or persons. The University is not liable for damage of property which in any way arises out of the use and occupancy of the Residence Halls and University Village at Walking Sticks. This includes, but is not limited to:

- failure of electrical power
- plumbing, sewer
- presence of snow
- Steam
- the occurrence of water leakage
- Explosion
- fire



- smoke
- natural occurrences
- law or government action
- any rule of regulation of any government agency

**The student is responsible for obtaining personal property insurance.**

### **PAC Concern Team**

If a resident is concerned about the health, wellbeing, or safety of any individual on campus, they should notify their RLC or fill out the form available on the CSU-P.

### **Wildlife Precautions**

If a student finds any wildlife in their rooms (insects, snakes, etc.) they should contact their RA or the Office of Residence Life and Housing immediately.

## **Residence Hall Conduct**

Residents living in On-Campus Housing are subject to the Code of Student Conduct. In addition to the Code of Student Conduct, residents are also subject to the policies and procedures contained in the Residence Life and Housing Handbook.

It is the responsibility of all members of the Residence Life community to report violations. Any violation of the Code of Student Conduct or the policies and procedures in the Residence Life and Housing Handbook should be reported to a staff member in the Office of Residence Life and Housing, such as a RA or RLC. All violations that occur in On-Campus Housing may be adjudicated by the Office of Residence Life and Housing and the Office of Student Conduct.

The Office of Residence Life and Housing may adjudicate any cases involving violations of the Residence Life and Housing Handbook policies and procedures, and any cases involving first time or low level violations of the Code of Student Conduct or the Alcohol and Other Drug Policy.

The Director of Residence Life and Housing and RLC within the Office of Residence Life and Housing are authorized by the Director of Student Conduct to consider certain complaints originating in On-Campus Housing residences. Generally such incidents will include violations of policies and procedures contained in the Residence Life and

Housing Handbook and/or first time violations of certain standards of conduct, such as alcohol use by a minor. Residence Life and Housing staff may impose disciplinary probation with prior consent.

### **Disciplinary Hearing**

The purpose of a disciplinary hearing is to evaluate the complaint, to determine whether any of the policies or procedures in the Residence Life and Housing Handbook, the Code of Student Conduct, or the Alcohol and Other Drug Policy have been violated, and if so, what sanctions are to be imposed as a consequence. Decisions made as a result of any hearing shall be provided in writing to the resident (and to the complainant as required by law).

At the hearing, the resident may review the incident report and any other information that may be used by the hearing officer in reaching a decision. The resident will present her or his view of the events and may include information from any witnesses to the event. Once the incident has been discussed, the hearing officer may either render an immediate decision of “Responsible” or “Not Responsible” for the alleged violations or may delay notification of a decision for no more than 5 business days. If the resident is found responsible for the violation, sanctions will be imposed as described herein.

### **Decision**

A resident will be notified of the decision reached by the hearing officer in writing at either the conclusion of the hearing, or at the resident’s email and room or apartment on campus no more than 5 business days from the date of the hearing. The written decision will include a specific finding of fact, the violations committed (if any), the sanctions imposed (if any), and the process by which an appeal may be filed.

### **Appeal**

If a resident found responsible wishes to appeal the hearing officer’s decision, the resident must submit a “Request for Appeal.” A resident may submit a Request for Appeal based upon any of the following factors:

A substantial procedural error that unreasonably impacted either party. Deviation from established procedures shall not be a basis for appeal unless that deviation resulted in significant prejudice or harm to the respondent or complainant.

Insufficient information presented in the initial disciplinary hearing to establish that violation(s) occurred.

An unduly severe sanction imposed.

Newly discovered information available, sufficient to alter the decision, which was not known at the time of the initial disciplinary hearing.

Requests for Appeals must be submitted to the Office of Student Conduct via hand delivery to the Dean of Student's Office located in OUC 003. Residents must submit a Request for Appeal within 5 business days from the date the decision was issued (the date of the decision is not included in the 5 business day calculation).

## **Sanctions**

If a resident is found responsible for the violation, the hearing officer will determine the sanction to be imposed. Subsequent or repeated violations may result in a more severe sanction. Although the following are recommended sanctioning guidelines, the exact sanction to be imposed shall remain at the discretion of the hearing officer. Sanctions may include any of the following:

- Follow-Up Meeting: a follow-up dialogue with a Residence Life staff member
- Disciplinary Fine
- Restitution: student makes payment for damages
- Assigned Project: an assignment of a specific duty or activity
- Counseling: a referral to the Health and Counseling Center

The resident will be required to sign a waiver allowing the Counseling Center to confirm that the resident has attended the required sessions. No other information will be shared with the Office of Residence Life and Housing.

- Relocation: a reassignment to another floor or building
- Loss of Privileges: denial of specific privileges for a period of time
- Warning: given to notify the resident that his or her behavior has been inconsistent with the expectations of the University. A warning has no immediate effect upon a student's standing with the University. However, once given a warning, residents should expect more serious sanctions to result from any subsequent violations.
- Probation: notifies a resident that further violations should be avoided for a finite period of time in order for the student to remain a part of the Housing and/

or University community. Any further violations while on probation may result in a student's removal from Housing or suspension from the University.

- Removal from Housing: this can be a permanent or temporary removal

## **University Code of Student Conduct and Disciplinary Action**

In the event of a serious infraction, a repeated violation, or a violation of the Code of Student Conduct, the proceedings may be conducted by the Director of Student Conduct using the procedures set forth in the Code of Student Conduct. Please review the Code of Student Conduct for more information.

### **Interim Action**

All students have the right to continue their education free from the threat of harassment, abuse, retribution, and/or violence. The University may take whatever immediate measures it deems necessary in order to protect the safety, security, and/or integrity of a complainant, the University, and/or any member(s) of its community.

An interim suspension will be effective immediately, without prior notice, if the Director of Student Conduct determines that the continued presence of the student on the University campus poses a substantial threat to any member of the University community and/or the stability and continuance of normal University functions.

The Director of Student Conduct may impose immediate interim sanctions pending the outcome of a disciplinary hearing. Such measures may include modifications to living arrangements, and/or immediate dismissal from On-Campus Housing. At the time a resident is dismissed from On-Campus Housing, the resident will be informed of his or her right to a hearing in accordance with the procedures set forth in the Code of Student Conduct. The resident shall not return to On-Campus Housing unless, as a result of the hearing, it is decided that the student may continue to reside in On-Campus Housing.

*Please refer to the Code of Student Conduct for more information regarding Interim Sanctions.*

### **Termination of Student Housing Contract**

As outlined in the Student Housing Contract, a violation of the Code of Student Conduct is a breach of the Housing Contract and may result in termination of the Contract. CSU- Pueblo will not refund a resident's unused portion of the Student Housing Contract fees when termination is as a result of dismissal for disciplinary reasons.

## Damage/ Community Billing Policy

Charges may be assessed to you for damage to or loss of University property in your room, rooms of other students, and/or common areas (i.e. hallway, bathrooms, stairwells, etc.). Room and common area damage may result in the reassignment or cancellation of the housing contract of those individual(s) found to be responsible, in addition to the assessment of costs for repairs and/or replacing damaged items. Community billing of residents may take place when damage has been done to the community and an individual or individuals is not found responsible or can't be determined. Damage billing charges will be placed on student's PAWS accounts and written notification via student email and or letter will be provided to students.

## Damage/Cost Sheet

Damage/ Replacement	Cost
Bed	\$400
Carpet Repairs	\$100-\$600
Carpet Stains	\$50/hr.
Ceilings Dirty	\$50/hr.
Chairs	\$150
Desk	\$80-\$300
Doors	\$100-\$300
Dresser	\$100-\$300
Fire Evacuation Instructions	\$10
Floors Dirty	\$25
Garbage Can	\$25

Damage/ Replacement	Cost
General Cleaning	\$50
Holes In Walls	\$25-\$200
Items Left In Room	\$25
Light Fixture	\$50
Lost Key	\$80
Mattress	\$150
Mirror	\$85
Refrigerator Cleaning	\$50
Screens	\$25-\$50
Smoke Detector	\$50
Trash Removal	\$25
Window/ Blinds	\$10-\$165

## TRANSGENDER HOUSING PROCEDURES

Residence Life and Housing is dedicated to providing safe and comfortable living environments for all students, including those whose gender identity and/or expression differs from the sex assigned to them at birth.

CSU-Pueblo recognizes that students are not all alike, and have different needs. Residence Life and Housing addresses specific concerns on a case-by-case basis. A transgender student looking for a supportive living arrangement in the residence halls should contact the Director of Residence Life and Housing. Because of limitations in the available housing options, there is no guarantee that all of a student's preferences can be met, but we are highly committed to working with the student to find the best accommodations possible.

Housing assignments for transgender students are guided by the following values:

- Respect for and affirmation of the student's gender identity and/or expression
- Prioritized attention to the student's physical safety and emotional health
- Enhancing the student's opportunity for success at the University of CSU-Pueblo by finding the best match between the student's needs and the options available

For more information, contact the office of Residence Life and Housing at 719-549- 2602.

*Adapted from Michigan State University and University of Redlands.*

## FOOD SERVICES AND MEAL PLAN INFORMATION

### Meal Plan Rates Fall 2016/Spring 2017

Students living in the Residence Halls are required to have a meal plan.

<b>Required Freshman Meal Plans</b>	12 Meals per week + 150 Dining Dollars	\$1,913/Semester
	14 Meals per week + 110 Dining Dollars	\$1,913/Semester
	17 Meals per week + 50 Dining Dollars	\$1,913/Semester
	Unlimited Meals in the Pack Cafe (No Dining Dollars)	\$2,125/Semester

<b>Required Additional Meal Plan Options for Residents <u>NOT</u> Required to Live on Campus or Upper-class Residents</b>		
	\$500 Dining Dollars	\$500/Semester
	\$1,000 Dining Dollars	\$1,000/Semester
	10 meals/week + 100 Dining Dollars	\$1,233/Semester

Meals per week reset every Sunday morning. The flex points attached to the meal plan and the dining dollars are for the entire semester.

The Dining Dollars that may be used at any on-campus food location.

Students that live in Walking Stick Apartments are not required to have a meal plan.

<b>Non-Residence Hall Students or Commuter Meal Plan options</b>  <b>(Meals and Flex expire at the end of the semester)</b>	10 Meals/Semester + \$25 Flex	\$94/Semester
	25 Meals/Semester + \$50 Flex	\$222/Semester
	50 Meals/Semester + \$100 Flex	\$443/Semester

## OFF-CAMPUS AND COMMUTER STUDENTS

### Commuter & Off-Campus Students

“ICommute” is Colorado State University-Pueblo’s Commuter Student Program committed to providing information, resources, and leadership opportunities that enrich commuter student’s lives and college experience. We strive to foster a sense of community and personal growth, educate and promote leadership and involvement, while providing a support system that assists commuter students in becoming more active and involved on the CSU-Pueblo campus.

### Who is a Commuter Student?

If you do not live in university-owned housing, you are a commuter student. A Commuter Student is defined as a student whose place of residence while attending Colorado State University-Pueblo is not located in Crestone Hall, Culebra Hall, Greenhorn Hall, or Walking Stick Apartments.

Jessica Rein | Graduate Assistant

The Office of Student Engagement and Leadership Library and Academic Resource Center, Room 267

Office | 719.549.2151

Email | [jessica.rein@csupueblo.edu](mailto:jessica.rein@csupueblo.edu)

## UNIVERSITY DEPARTMENTS AND RESOURCES

### BOOKSTORE

The University Bookstore (**549-2146**) is your one stop shop for textbooks, CSU- Pueblo apparel, school supplies, computers, snacks, gift items, cards and many other items needed by University students. You may charge your textbooks to your student account. Check the website and PAWS for specific charging dates each semester. Avoid the line by ordering your textbooks via the website and simply pick up your order in the bookstore.

### CAREER CENTER

Students can utilize the Career Center located in **Library Academic Resources Center (LARC), Suite 187** at any time during their college career. The Career Center



offers employment services and opportunities to assist students in developing a career objective, obtaining relevant work experience, and learning the skills necessary to conduct a self-directed job search. The Career Center assists students with deciding on a major, professional employment, internships, experiential education, career planning, Strong Interest Assessment, and career coaching. This includes, but is not limited to: Résumé and cover letter development, interviewing skills, how to search and apply for internships, and strategies on how to conduct a self-directed job search. The Career Center coordinates all on-campus recruiting with employers and coordinates the annual Internship Fair, Graduate School Fair, Spring Career Fair, and Teacher Education Fair. The Career Center coordinates all off-campus employment. This includes a, full, part- time, seasonal, and internship opportunities. All opportunities are posted on the Career Twelves website, via the Career Center webpage. This is a *free* Résumé exchange for current students; a professional Résumé is required to register. To meet with a career staff professional, appointments are encouraged by calling **(719) 549-2980**.

### **PAW PRINT COPY CENTER**

The Copy Center (**Located in the Bookstore–549-2893**) offers convenient, low cost, quality reproduction of copy projects, such as full color and black and white copies up to 11” x 17”, flyers, brochures, carbonless forms, letterhead, business cards, envelopes, transparencies, laminating, stapling, folding, hole punching, coil binding, cutting, and padding. Full color large format printing is available up to 36” wide posters and banners.

### **STUDENT COUNSELING CENTER**

**Counseling Services** are provided free of charge and are available by appointment through the Student Counseling Center (**PSY 236 – 549-2838**). Therapists, licensed in the State of Colorado, provide counseling in a professional and confidential setting for students who need assistance with personal, psychological, and emotional issues. Visits with a counselor are confidential, and the records of counseling sessions are kept separate from academic records. There are some exceptions to confidentiality that relate to those situations in which an individual describes behavior that indicates a potential for child abuse or threats to harm oneself or someone else.

If you need after-hour services, you may want to contact one of the following:

Suicide Prevention Helpline .....	(719)544-1133
Rape Crisis Center .....	(719)549-0549
Spanish Peaks Mental Health Center .....	(719)545-5746
YWCA Family Crisis Center .....	(719)545-8195
Parkview Medical Center.....	(719)584-4000
St. Mary-Corwin Hospital.....	(719)557-4000

## **CSU-PUEBLO CHILD CARE PROGRAMS**

Early Childhood Education Management Systems @ CSU-Pueblo Child Care (549- 2745) provides on-campus child-care programs for children ages 12 months through 6 years of age and is accredited by the National Association for the Education of Young Children ([www.NAEYC.org](http://www.NAEYC.org)).

## **DISABILITY AND ACADEMIC SUPPORT CENTER**

The Disability Resource Office (LARC 169 – 549-2663) assists in determining and providing reasonable accommodations to students with documented disabilities. For further information, please contact us.

## **STUDENT HEALTH CENTER**

**Health Care on Campus** is provided by the University Student Health Services (719–549-2830). There is no charge for office visits. A small fee is assessed for medication, lab work, immunizations, procedures, or specialty exams. You will be able to receive treatment for routine illnesses, lacerations and minor orthopedic injuries; physical exams, immunizations, TB testing, preventive care and counseling, gynecologic and contraceptive care, laboratory capability, and care of routine mental health issues.

Student Health Services has an on-site pharmacy that provides antibiotics, over-the-counter medicine, and immunizations. Hours are 8 a.m. to 5 p.m. Monday-Friday year round. Student Health makes an effort to accommodate walk-ins but appointments are recommended. Health care is provided by board certified/credentialed nurse practitioners, registered nurses, and health care technicians/phlebotomists.

## **HEALTH EDUCATION AND PREVENTION COORDINATOR PROGRAM**

The Health Education and Prevention Program works with individual students, small groups, and the campus and surrounding community to provide individually tailored, evidence-based prevention education and behavioral interventions. The Coordinator oversees these programs and also serves as a resource to students who are in need of further assessment, intervention, and referral services (549-2121).

## **DIVERSITY AND INCLUSION OFFICE**

The Diversity and Inclusion Office (ODI) (549-2627) collaborates with several organizations and departments to sponsor diversity programming throughout the year. These activities are held in conjunction with national holidays and cultural celebrations and are open to the entire student population and the local community.

The ODI staff conducts, supports, and co-sponsors programs that encourage student learning and enhance student retention such as local and national internships, conferences, and workshops. The ODI has computers, with wireless capability, for student use. There also are study areas, a microwave, a television, and conference room for meeting and study group sessions. The ODI is available for the use by student organizations, departments, and committees. To reserve the ODI for an event, meeting, or request a workshop in regards to diversity, inclusion, and social justice contact the ODI staff by calling 549-2627 or emailing [diversityresourcecenter@csupueblo.edu](mailto:diversityresourcecenter@csupueblo.edu)

**INTERNATIONAL OFFICE**

The Center for International Programs (CIP) provides an array of services to prospective, new, and continuing international students at CSU-Pueblo. CIP was established to support and promote international education at the University, and to help create a community that is responsive to the increasing needs and obligations of our international students and faculty. We invite our students, faculty and the community to learn more about CSU-Pueblo’s international population and contact us with any questions. (719)549-2329

**LOST AND FOUND**

Auxiliary Services (549-2149) is the central location for all Lost and Found for the campus. They are located in the Rec Center.

**FREQUENTLY CALLED PHONE NUMBERS**

Admissions .....	(719)-549-2462
Auxiliary Services.....	(719)-549-2149
Bookstore .....	(719)-549-2146
Counseling .....	(719)-549-2830
Diversity and Inclusion Office .....	(719)-549-2627
Financial Aid .....	(719)-549-2753
First Year Center .....	(719)-549-2584
Health Center .....	(719)-549-2830
Housing Office .....	(719)-549-2602
Rec Center.....	(719)-549-2085
Student Engagement and Leadership (SEAL)Office .....	(719)-549-2151
Law Enforcement (On Campus) .....	(719)-549-2373