

University Policies

Every organization, large and small, runs more smoothly when policies and procedures are in place. This chapter touches briefly on policies that are most important to students and their academic pursuits. The UCDHSC Policies and Guidelines Web site, www.ucdhsc.edu/admin/policies/, provides a complete list of policies for every facet of the organization, including those from other organizations that affect the downtown campus, such as the Laws of the Regents and policies of the Auraria Higher Education Center.

ACADEMIC HONOR CODE AND DISCIPLINE POLICIES

Policies related to academic credit and grades are explained in the Registration and Records chapter of this catalog.

Academic Honesty

A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the University of Colorado at Denver and Health Sciences Center academic community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work at the university.

Forms of Academic Dishonesty

Students are expected to know, understand and comply with the ethical standards of the university. In addition, students have an obligation to inform the appropriate official of any acts of academic dishonesty by other students of the university. Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirements. Examples of academic dishonesty include, but are not limited to the following:

A. PLAGIARISM

Plagiarism is the use of another person's distinctive ideas or words without acknowledgement. The incorporation of another person's work into one's own requires appropriate identification and acknowledgement, regardless of the means of appropriation. The following are considered to be forms of plagiarism when the source is not noted:

- word-for-word copying of another person's ideas or words
 - the mosaic (the interspersing of one's own words here and there while, in essence, copying another's work)
 - the paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory)
 - fabrication (inventing or counterfeiting sources)
 - submission of another's work as one's own
 - neglecting quotation marks on material that is otherwise acknowledged
- Acknowledgement is not necessary when the material used is common knowledge.

B. CHEATING

Cheating involves the possession, communication or use of information, materials, notes, study aids or other devices not authorized by the instructor in any academic exercise or communication with another person during such an exercise. Examples of cheating are:

- copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material

- using a calculator when its use has been disallowed
- collaborating with another student or students during an academic exercise without the consent of the instructor

C. FABRICATION AND FALSIFICATION

Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment. Falsification, on the other hand, involves the deliberate alteration or changing of results to suit one's needs in an experiment or other academic exercise.

D. MULTIPLE SUBMISSION

This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

E. MISUSE OF ACADEMIC MATERIALS

The misuse of academic materials includes but is not limited to the following:

- stealing or destroying library or reference materials or computer programs
- stealing or destroying another student's notes or materials or having such materials in one's possession without the owner's permission
- receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor
- illegitimate possession, disposition or use of examinations or answer keys to examinations
- unauthorized alteration, forgery or falsification of academic records
- unauthorized sale or purchase of examinations, papers or assignments

F. COMPLICITY IN ACADEMIC DISHONESTY

Complicity involves knowingly contributing to another's acts of academic dishonesty.

Procedures in Cases of Suspected Academic Dishonesty

All matters of academic policy, including academic dishonesty, are under the jurisdiction of each of the university's schools and colleges pursuant to Article IX.2.B and Article VI.C of the Laws of the Regents. Accordingly, each school and college has established procedures for addressing matters of academic dishonesty and for determining the severity and consequences of each infraction. Students should contact their school or college for standards and/or procedures specific to their school or college. As a general rule, all school and college procedures contain the following requirements and provisions:

Schools and colleges have appropriately empowered committee(s) to hear charges of alleged academic dishonesty. Policies and procedures vary between the UCDHSC schools and colleges. Contact the dean's office for policies and procedures.

Cases of alleged academic dishonesty are heard by the student's or faculty member's home college, independent the school or college in which the alleged dishonesty occurred.

Faculty, staff, administrators and students may submit charges of academic dishonesty. A student considering submission of formal charges of alleged academic dishonesty should contact the dean's office for procedures.

Cases of academic dishonesty by UCDHSC students and faculty include but are not limited to UCDHSC and the Auraria campus institutions.

It is recommended that faculty who wish to bring charges of academic dishonesty against a student discuss the situation with the student prior to filing formal charges. Faculty must notify students of the alleged academic dishonesty in writing and outline students' rights to due process through the appropriate college channels.

Faculty authority in cases of alleged academic dishonesty varies by college and may include a failing grade in the course. There is no specific list of actions a school or college may bring against an individual participating in academic dishonesty. Severe sanctions may include suspension, expulsion and/or a transcript notation.

Students or faculty may appeal to their home college dean in cases where ethics procedures were not correctly followed or in cases where a review of the judgment is requested.

CODE OF STUDENT CONDUCT (STUDENT RIGHTS AND RESPONSIBILITIES AND PROCEDURES FOR DISCIPLINARY REVIEW AND ACTION)

Assistant Director of Student Life: Larry Loften

Office: Tivoli Student Union, 303

Telephone: 303-556-3682

Standards of Conduct For Which Action May Be Taken if a Violation Occurs

All persons on university property are required, for reasonable cause, to identify themselves when requested by university or Auraria public safety officials acting in the performance of their duties. Acting through its administrative officers, the university reserves the right to exclude those posing a danger to university personnel or property and those who interfere with its function as an educational institution.

All persons on UCDHSC/Auraria property who are not students or employees of the university are required to adhere to the Code of Conduct applicable to university students and to abide by university policies and campus regulations.

The behaviors outlined below will not be tolerated, because they threaten the safety of individuals and violate the basic purpose of the university and the personal rights and freedoms of its members.

1. Intentional obstruction, disruption or interference with teaching, research, disciplinary proceedings or other university activities, including its public service and administrative functions or activities on the UCDHSC/Auraria premises.
2. Willful obstruction or interference with the freedom of movement of students, school officials, employees and invited guests to all facilities of the UCDHSC/Auraria campus.
3. Physical abuse of any person on property owned or controlled by the UCDHSC/Auraria Higher Education Center or at functions sponsored or supervised by the university or conduct that threatens or endangers the health or safety of any such person.
4. Verbal or physical harassment and/or hazing in all forms, which includes but is not limited to striking, laying hands upon, threatening with violence or offering to do bodily harm to

another person with intent to punish or injure; or other treatment of a tyrannical, abusive, shameful, insulting or humiliating nature. (This includes but is not limited to demeaning behavior of an ethnic, sexist or racist nature, unwanted sexual advances or intimidations.)

5. Prohibited entry to or use of UCDHSC/Auraria facilities, defined as unauthorized entry or use of UCDHSC/Auraria property or facilities for illegal purposes or purposes detrimental to the university.
6. Forgery, fraud (to include computer fraud), falsification, alteration or use of university documents, records or instruments of identification with intent to gain any unentitled advantage.
7. Theft or damage to UCDHSC/Auraria property and the private property of students, university officials, employees and invited guests when such property is located upon or within UCDHSC/Auraria buildings or facilities. This includes the possession of known stolen property.
8. Possession of firearms, explosives or other dangerous weapons or materials within or upon the grounds, buildings or any other facilities of the UCDHSC/Auraria campus. This policy shall not apply to any police officer or other peace officer while on duty authorized by the university or others authorized in writing by the chief of the Auraria Campus Police Department or designee. (A dangerous weapon is an instrument that is designed to or likely to produce bodily harm. Weapons may include but are not limited to firearms, explosives, BB guns, slingshots, martial arts devices, brass knuckles, Bowie knives, daggers or similar knives or switchblades. A harmless instrument designed to look like a firearm, explosive or dangerous weapon which is used by a person to cause fear in or assault on another person is expressly included within the meaning of the terms firearms, explosive or dangerous weapon.)
9. Sale, distribution, use, possession or manufacture of illegal drugs within or on the grounds, buildings or any other facilities of the UCDHSC/Auraria campus.
10. Physical restriction, coercion or harassment of any person; significant theft; sale/manufacture of illegal drugs (includes possession of a sufficient quantity with intent to sell); damage, theft or unauthorized possession of university property; or forgery, falsification, alteration or use of university documents, records or instruments of identification to gain any unentitled advantage.

University Standards and Criminal Violations

As a member of the university community, you are held accountable not only for upholding civil and criminal laws, but university standards as well. Enrollment does not confer either immunity or special consideration with reference to civil and criminal laws. Disciplinary action by the university will not be subject to challenge or postponement on the grounds that criminal charges involving the same incident have been dismissed, reduced or are pending in civil or criminal court. In addition, the university reserves the right to pursue disciplinary action if a student violates a standard and withdraws from the university before administrative action is final.

Use of University/Auraria Property or Facilities

Nothing in this code of conduct shall be construed to prevent peaceful and orderly assembly for the voicing of concerns or grievances. The university is dedicated to the pursuit of knowledge through a free exchange of ideas, and this shall be a cardinal principle in the determination of whether or not a proposed use of university facilities is appropriate.

The Auraria Higher Education Center has established campus regulations and procedures governing the use of UCDHSC/Auraria grounds, buildings and other facilities. Such regulations are designed to prevent interference with university functions and activities. Except where otherwise specifically authorized, or when members of the public are invited, the use of UCDHSC/Auraria facilities shall be limited to

faculty, staff and students of the UCDHSC/Auraria campus and to organizations having chapters, local groups or other recognized university-connected representation among faculty, staff or students of the three academic institutions on the Auraria campus.

Classroom Conduct

Students are expected to conduct themselves appropriately in classroom situations. If disruptive behavior occurs in a classroom, an instructor has the authority to ask the disruptive student to leave the classroom. Should such disorderly or disruptive conduct persist, the instructor should report the matter to the Auraria Campus Police Department and/or the appropriate dean's office. The appropriate dean or his/her representative may dismiss a student from a particular class for disruptive behavior, while the Student Discipline Committee may recommend to the vice chancellor for academic and student affairs to withdraw, suspend, permanently expel and/or permanently exclude the student from the campus. Appeal questions concerning disruptive behavior should be directed to the academic dean's office when withdrawal from a class is involved and to the director of student life when suspension or expulsion from the university is involved.

Non-Academic Discipline Policies

Violations of Standards of Conduct should be reported to the assistant director of student life during working hours. The Auraria Campus Police Department should be contacted during nonbusiness hours.

If a violation occurs on campus and it is not in a specific building, Auraria Campus Police Department and/or the assistant director of student life should be contacted.

If emergency help is needed when on campus, contact the Auraria Campus Police Department; for help off campus, contact the Denver Police.

Actions available to campus officials include, but are not limited to: asking those involved in inappropriate behavior to cease and desist; requesting offender(s) to leave the Auraria campus; denying or restricting use of facilities or services; calling the Auraria Campus Police Department for assistance; billing offender(s) for any physical damages; pressing civil charges; and referring student(s) to the director of student life.

STUDENT LIFE POLICIES AND PROCEDURES

When one of the 10 standards of conduct listed in this code is violated, the student may be referred to the assistant director of student life. Any person may refer a student or student group suspected of violating this code to the assistant director of student life. Persons making such referrals will be asked to provide information pertinent to the case. The assistant director will make a determination as to the seriousness of the case. This will be done in most situations by asking the student(s) involved in the case to come in for an administrative interview to determine what actions, if any, will be taken by the university. Students will be notified in writing of the results of such administrative reviews.

The assistant director of student life has the authority to:

1. Dismiss the case.
2. Take no further action other than talking with the accused student(s).
3. Issue a university warning (a statement that a student's behavior has been inappropriate and any further violation of university rules will result in stronger disciplinary action).
4. Place the student on disciplinary probation, a violation of the terms of which could result in suspension or expulsion from the university.
5. Refer cases to the Student Discipline Committee or other hearing officer when the above sanctions are determined to be inadequate.
6. Take other actions including but not limited to counseling, insuring the violator(s) provide(s) compensation for theft or damage and/or placing stops on registration.

STUDENT DISCIPLINE COMMITTEE POLICIES AND PROCEDURES

Disciplinary proceedings shall be conducted as *administrative* proceedings and not as *judicial* proceedings. The university is not a part of the judicial branch of the state government. The university has authority to promulgate and enforce internal rules of behavior that shall be administered in a fair and impartial manner in harmony with its educational objectives and administrative nature. As part of the administrative nature of the committee's proceedings, fundamental rules of fairness will be followed. Copies of these procedures are available in the Office of Student Life.

This committee, composed of students, faculty and staff members, makes decisions about whether students charged with violations of the student conduct code may continue to attend the University of Colorado at Denver and Health Sciences Center.

The Student Discipline Committee has the authority to:

1. Dismiss the case.
2. Take no action other than talking with the accused student.
3. Issue a university warning (a statement that a student's behavior has been inappropriate and further violation of university rules will result in stronger disciplinary action).
4. Place the student on disciplinary probation, a violation of the terms of which could result in suspension or expulsion from the university.
5. Recommend suspension of a student from the university for disciplinary reasons. This suspension may be for various lengths of time ranging from one semester to an indefinite period of time. After the period of disciplinary suspension has expired, a student may apply in writing to have the notation on the student's record removed.
6. Recommend expulsion of a student from the university; notation on the student's record will be kept permanently. When a student is suspended or expelled for disciplinary reasons, an additional sanction may include being excluded from the Auraria campus.
7. Take other actions including but not limited to counseling, insuring the violator(s) provide(s) compensation for theft or damage and/or placing stops on registration.

Student(s) must be notified in writing of the disciplinary action taken within five (5) days.

REVIEW PROCEDURES

A student may submit a request to review the recommendation of suspension or expulsion by the Student Discipline Committee within seven (7) working days to the associate vice chancellor for enrollment and student affairs. Except in cases involving the exercise of the power of summary suspension (see below), the sanctions of suspension or expulsion for disciplinary reasons shall be effective only after the administrative review by the associate vice chancellor for enrollment and student affairs has been exhausted or waived. The associate vice chancellor's decision shall be in writing to the student(s), with a copy to the Student Discipline Committee. Copies of review procedures may be obtained from the office of the associate vice chancellor for enrollment and student affairs.

SUMMARY SUSPENSION

Summary suspension is a suspension from the university which begins immediately upon notice from the appropriate university official without a formal hearing by the Student Discipline Committee. A hearing before the Student Discipline Committee is then scheduled as soon as possible (usually within seven calendar days) to determine the disposition of the case. Summary suspension may also include a physical exclusion from the campus if deemed necessary.

The chancellor and/or a vice chancellor or associate vice chancellor has (have) the authority to suspend summarily any student when in their opinion(s) such suspension is necessary to:

1. Maintain order on the campus.
2. Preserve the orderly functioning of the university.

3. Stop interference in any manner with the public or private rights of citizens on UCDHSC/Auraria-owned or -controlled property.
4. Stop actions that are threatening to the health or safety of any person.
5. Stop actions that are destroying or damaging property of the UCDHSC/Auraria campus, its students, faculty, staff or guests.

PERMANENT RECORD NOTATIONS

While disciplinary proceedings are pending or contemplated, a temporary hold may be placed on the student's academic record. It will not be released until all actions and appeal procedures have been completed or finalized by the university. Only in those cases where suspension, deferred suspension or permanent expulsion results from disciplinary action will notations be placed on the academic record.

RELEASE OF DISCIPLINARY INFORMATION

Access to any student's academic transcript or disciplinary file shall be governed by provisions of the Family Educational Rights and Privacy Act of 1974. Only the student charged or those university officials who have a legitimate educational interest in disciplinary information may have access to the files. All other inquiries, including but not limited to employers, governmental agencies, news media, friends or Denver Police, must have a written release from the student to gain access to university disciplinary files.

Every effort will be made by the university to respect the privacy of the student. However, where the identity of the student has been publicly disclosed in the news media, the university reserves the right to respond as it deems appropriate to describe fairly and accurately the disposition of disciplinary matters.

REFUND POLICY AFTER DISCIPLINARY ACTION

Submission of registration materials obligates the student to pay the assessed tuition and fees for that term. If a student is suspended or expelled from the university, the amount of tuition/fees which would be refunded may be the same as when a student voluntarily withdraws from a term. See the Tuition, Fees and Financial Aid chapter of this catalog or the bursar's office Web site for more information.

The official withdrawal date applicable for tuition/fee refund purposes will be the date of the Student Discipline Committee's decision.

TRI-INSTITUTIONAL VIOLATIONS

Procedures in deciding violations of the code of student conduct involving students from other academic institutions on the Auraria campus have been developed by the downtown Denver campus and the institution(s) involved. In such cases, the assistant director of student life should be contacted.

AMOROUS RELATIONSHIPS

Amorous relationships exist when two individuals mutually and consensually understand a relationship to be romantic and/or sexual in nature. The policy requires only that direct evaluative authority not be exercised in cases where amorous relationships exist or existed within the last seven years between two individuals whether the same or opposite sex.

The policy is intended to establish a reporting structure to protect participants in these relationships from violations of university conflict-of-interest guidelines (when a direct evaluative relationship exists between two employees or between an employee and a student). The relationship must be disclosed to the unit head, department chair, dean or head of the primary unit with all parties present. The person to whom disclosure is made must take action to resolve the conflict and must keep the information confidential. The individual in the evaluative position shall recuse her or himself from all future evaluative actions. The parties may choose to have this disclosure in written form placed in their own personnel files. (This information is removed and destroyed

seven years after the time of disclosure if requested and if the relationship has ended.) The responsibility to disclose rests with the person in the evaluative position. A report of the action taken to resolve the conflict must be made to the chancellor or designee who may require other action.

When a relationship exists, either current or within the last seven years, between an individual and an employee who, although not his/her direct supervisor but is in a direct line of report (e.g., dean involved with a faculty member in his/her college or a second or higher level supervisor who is involved with a staff member in the unit), the higher-level employee may not act in an evaluative capacity. When these individuals are parties to a personnel action (appointments/hiring, firing/layoff, promotions/demotions, tenure decisions, salary setting, performance appraisals, grievance and disciplinary procedures), the evaluative authority must recuse himself/herself from participating in the action. The action taken to resolve the conflict must be reported to the chancellor or designee.

ANTIVIOLENCE

The University of Colorado at Denver and Health Sciences Center strives to maintain a campus free of and prohibits violent behavior, including but not limited to verbal and/or physical aggression, attack, threats, harassment, intimidation or other disruptive behavior in any form or by any media, which causes or could cause a reasonable person to fear physical harm by any individual(s) or group(s) against any person(s) and/or property. This policy applies to academic, administrative, research and service departments, programs activities and/or services wherever university business is conducted, including extended studies and international locations.

Employees, students and visitors who engage in prohibited behavior shall be held accountable under university policy, as well as local, state and federal law. Any employee or student who commits or threatens to commit violent behavior shall be subject to disciplinary action, up to and including dismissal or expulsion, as well as arrest and prosecution. Any visitor who commits or threatens to commit violent behavior shall be subject to exclusion from the campus, termination of business relationships and/or arrest and prosecution.

Prohibited Behaviors

Examples of prohibited behaviors may include but are not limited to: (1) disturbing the peace by violent, tumultuous, offensive or obstreperous conduct; (2) engaging in intimidating, threatening or hostile statements or actions; (3) making gestures that convey threats; (4) raising one's voice in anger or using fighting words; (5) uttering ethnic, racial or sexual epithets; (6) using unseemly, profane, offensive or obscene language or making obscene gestures; (7) making bizarre comments about or references to violent events and/or behaviors; (8) waving fists, pushing, stalking, bullying, hazing; (9) engaging in the abusive exercise of legitimate authority; (10) destroying personal property in the workplace; (11) destroying university property; (12) throwing objects at persons or property; (13) physically assaulting or attacking persons or property; (14) engaging in vandalism, arson or sabotage.

Weapons

The possession, display or use of any weapon, including any firearm, or the display or use of any object as a weapon, by any person other than a law enforcement officer in the course of his/her duty, in any location where university business is conducted, is in violation of regental policy (14-I) and is strictly prohibited. Possession of a firearm or weapon on University of Colorado-owned property or the Auraria campus is cause for immediate termination of employees or expulsion of students.

Procedures

- A. Violent, Emergency or Life Threatening Situations
1. In case of a violent, emergency or life-threatening situation, immediately call 911. A call to 911 will go to the Auraria Campus Police Department or to an appropriate city or county law enforcement agency.
 2. A call to 911 from any Auraria campus telephone automatically registers the on-campus location of the telephone on which the 911 call was placed, even if no words are spoken.
 3. Anyone who calls 911 from any location and is able to speak to the 911 operator should follow the instructions given by the 911 operator.
- B. All Other Situations
1. In all other situations, immediately notify one or more of the following: supervisor, program director, department chair, dean, the ombuds office (303-556-4493), Office of Human Resources (303-315-2700), Auraria Campus Police Department (303-556-3271), Denver Police Department (303-640-2011) or other appropriate local law enforcement agency.
 2. Anyone receiving a report of threatened, potential or actual violent behavior or possession, display or use of any weapon shall immediately notify the Auraria Campus Police Department and the chancellor's office. Any supervisor who fails to make such a report shall be subject to disciplinary action.
 3. All reports of threatened, potential or actual violent behavior or possession, display or use of any weapon will be investigated, verified, documented and confronted.
 4. The chancellor will designate individuals to investigate reports regarding threatened, potential or actual violent behavior or possession, display or use of any weapon, and to work in conjunction with law enforcement authorities to coordinate the university's response to violent behavior.

COMPUTING

UCDHSC's downtown campus computing policies and procedures for the following items can be found online by going to www.UCDHSC.edu/admin/policies and scrolling down to Computing.

- antivirus
- computer security and Windows updates
- computing policy
- e-mail
- remote maintenance client software
- Web CMS procedures
- Web publishing
- Windows domain
- wireless

The IT Services Help Desk provides assistance to students, faculty and staff. Help Desk technicians maintain personal computers and are available to assist with hardware and software planning and installation, acquisitions, Internet connectivity, troubleshooting and general questions. For further information, call the IT Services Help Desk at 303-315-HELP.

DRUGS AND ALCOHOL

The downtown Denver campus of UCDHSC recognizes the health risks associated with the use of illicit drugs and the abuse of alcohol and is committed to providing a drug-free educational and drug-free workplace that supports the research, teaching and service mission of the university. This Denver campus policy statement on drugs and alcohol is designed to address the university's concerns about substance abuse and to ensure that the university community complies with the Federal Drug-Free Workplace Act of 1988 (the "Drug-Free Workplace Act") and the Drug-Free Schools and Communities Act Amendments of 1989 (the "Drug-Free Schools Act"). These acts require the university as a recipient

of federal funds to take measures to combat the abuse of drugs and alcohol. The continuation of federal financial support for our students, as well as our academic programs and academic support service programs is based upon compliance with these statutes and their regulations.

The UCDHSC policy on drugs and alcohol prohibits the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance (illicit drugs of any kind or amount) and the abuse of alcohol by students and employees on university property or as part of any of its activities. This prohibition covers any individual's actions that are part of any university activities, including those occurring while on university property or in the conduct of university business away from the campus.

It is a violation of university policy for any member of the faculty, staff or student body to jeopardize the operation or interest of the university through the use of alcohol or drugs. Those individuals found to be in violation are engaged in serious misconduct and are subject to legal sanctions under local, state or federal law and are also subject to disciplinary action consistent with the Code of Student Conduct, the Faculty Handbook, applicable rules of the State Personnel System and the university's Unclassified Staff Handbook. Sanctions that will be imposed by the university for employees who are found to be in violation of this policy may include requiring satisfactory participation in a substance abuse treatment, counseling or education program as a condition of continued employment, suspension or termination of employment and referral for prosecution.

To acquaint members of the downtown Denver campus community with applicable laws, the university counsel has prepared a description of local, state and federal laws concerning drugs and alcohol. This information is available for direct and immediate 24-hour per day access to all students, faculty and staff on the Web page at www.cudenver.edu/Resources/Human+Resources/Policies-Rules-Procedures/Policies/Legal+Sanctions.htm.

The Web address for the Colorado Department of Human Services' director of licensed treatments programs is www.cdhs.state.co.us/ohr/adad/Treatment/directory.asp.

Health risks associated with the use of illicit drugs and the abuse of alcohol include but are not limited to the following:

- Violence—Fights, vandalism, sexual assaults, homicide and suicide are far more likely to occur when drinking is involved.
- Unprotected Sex—Individuals are less likely to use safer sex practices when drinking, which can result in unplanned pregnancy and infection with a sexually transmitted disease.
- Serious Injury—More than 53 percent of all fatal automobile accidents in the U.S. involve alcohol use.
- Death from overdose.
- Addiction—Although anyone can become addicted, those with a family history of alcohol or other drug addiction are at least four times more likely to develop alcoholism.
- Lowered Resistance to Disease/Illness—Increased risk of ulcers, heart disease and cancers of the liver, mouth, throat and stomach.
- Fetal Alcohol Syndrome/Fetal Alcohol Effects (FAS/FAE)—Women who drink during pregnancy may give birth to infants with physical deformities, brain damage and/or mental retardation. If a woman is pregnant, trying to become pregnant or suspects she is pregnant, she should abstain from alcohol and other drug use.

All university faculty and staff members, as well as any students employed at the university, acknowledge that they will as a condition of their employment abide by the terms of this university policy. In addition, any employee who is convicted of a violation of any criminal drug law occurring in the workplace must report that conviction to his or her immediate supervisor within five days. The Drug-Free Workplace Act makes a strict compliance with this policy statement a condition of employment on all federal grants and contracts. Within 10 days of learning of a drug conviction resulting from workplace activities of any individual engaged in work under grants or contracts funded by a federal agency, the university is required to notify the relevant funding agency that a violation of this policy statement has occurred.

Who to call when you need help:

ADA COORDINATOR

Contact: Richard L. Webb
Office: Lawrence Street Center, 1050

Telephone: 303-315-2724

E-mail: Richard.Webb@uchsc.edu

Contact the ADA coordinator to report disability discrimination.

AURARIA POLICE DEPARTMENT

Office: 1201 5th Street, 110
Telephone: 303-556-5000
Emergency: 911

Contact the Auraria Police Department to report on-campus criminal conduct, including sexual assault or other serious allegations of sexual harassment in which the complainant believes that his or her safety is threatened. Allegations of serious sexual harassment should be reported to the Auraria Police Department if they occur after hours or on weekends.

DISABILITY RESOURCES AND SERVICES

Director: Lisa McGill
Office: Arts Building, 177
Telephone: 303-556-3450
TTY: 303-556-4766

The Office of Disability Resources and Services provides equal opportunities and fosters the personal growth and development of students with disabilities. Contact DRS for priority registration for classes, assistance in identifying volunteer notetakers, alternative testing, oral/sign language interpreters, real-time captioning and textbooks in alternative formats.

EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION

Compliance Officer: Richard L. Webb
Office: Lawrence Street Center, 1050
Telephone: 303-315-2724
E-mail: Richard.Webb@uchsc.edu

Contact the compliance officer to report discrimination on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status.

HUMAN RESOURCES

Office: Lawrence Street Center, 1050
Telephone: 303-315-2700

Contact the Office of Human Resources for a referral and to speak to someone immediately about your problem.

OMBUDS OFFICE

Associate Director:

Mary Chavez Rudolph
Office: CU Denver Building, 107P

Telephone: 303-556-4493

Web site: www.uchsc.edu/ombuds/

The Ombuds Office is a confidential and impartial resource for students, faculty and staff. Contact the Ombuds Office: as a first step if you don't know where to turn, as a last resort, or anywhere along the way; when you are confused about university policy or procedure and would like clarification; to explore your options, share your concerns, evaluate your situation, and plan your next step; when you feel as if you have been treated unfairly; and for information and identification of resources to resolve issues.

SEXUAL HARASSMENT

Sexual Harassment Officer: Richard L. Webb
Office: Lawrence Street Center, 1050
Telephone: 303-315-2724
E-mail: Richard.Webb@uchsc.edu

Contact the sexual harassment officer with questions about or to report sexual harassment.

STUDENT AND COMMUNITY COUNSELING CENTER

Contact: Patricia Larsen
Office: North Classroom, 4036
Telephone: 303-556-4372
Web site: www.cudenver.edu/Resources/Counseling+Center/

The Student and Community Counseling Center provides mental health counseling services to the student body as well as the metropolitan community. UCDHSC students receive 10 counseling sessions at no cost per fiscal year as part of their student fees.

University employees may contact the Office of Human Resources at 303-315-2700 (Lawrence Street Center, 1050) for more information regarding resources, programs and services available. Students may contact the Student and Community Counseling Center at 303-556-4372 (North Classroom, 4036) or the Student Health Center at 303-556-2525 (Plaza Building, 150) for confidential information and/or referrals. Information may also be obtained by calling the U.S. Department of Health and Human Services national drug and alcohol treatment referral service at 1-800-662-HELP.

This policy statement will be issued each year as part of the university's continuing effort to increase awareness about the dangers of substance abuse. This policy is based on the belief that well-informed members of the university community will choose wellness over illness and effectiveness over impairment. We ask your support in this important campus effort.

INCLUSIVENESS AND NONDISCRIMINATION

The University of Colorado at Denver and Health Sciences Center is committed to enhancing the inclusiveness of its work force and its student body. Inclusiveness among students, faculty, staff and administrators is essential to educational excellence and to accomplishing UCDHSC's urban mission. Inclusiveness among faculty, staff and administrators provides role models and mentors for students, who will become leaders in academe and in the larger society, and ensures that a broad array of experiences and world views informs and shapes teaching, research, service and decision making at UCDHSC.

Pursuant to Article 10, Laws of the University of Colorado Board of Regents, the university does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The university takes action to increase ethnic, cultural and gender diversity, to employ qualified disabled individuals and to provide equal opportunity to all students and employees.

All students shall have the same fundamental rights to equal respect, due process and judgment of them based solely on factors demonstrably related to performance and expectations as students. All students share equally the obligations to perform their duties and exercise judgments of others in accordance with the basic standards of fairness, equity and inquiry that should always guide education.

A statement of Article 10 may be found online at www.cu.edu/regents/Laws/Article10.html. UCDHSC procedures for investigating complaints of discrimination may be found online at www.ucdhsc.edu/admin/policies/ucdhsc/hr/Discrimination%20Guideline%20-%20REVISED%20-%20READY%20FOR%20WEB.pdf.

To report a violation of Article 10 or for additional information, contact the UCDHSC Equal Opportunity/Affirmative Action Compliance Officer, Richard L. Webb, 303-315-2724 or by e-mail at Richard.Webb@uchsc.edu. Or visit his office is at 1380 Lawrence St., 1050. His mailing address is: EO/AA Compliance Office, UCDHSC, P.O. Box 173364, Campus Box 130, Denver, CO 80217-3364.

Disability Accommodation

The Americans with Disabilities Act (ADA) provides that individuals who are otherwise qualified for jobs or educational programs will not be denied access simply because they have a disability. Its goal is to guarantee that individuals with disabilities are not discriminated against or denied equal access to the same programs, services and facilities available to others. The ADA prohibits employers, including UCDHSC, from discriminating against applicants and workers with disabilities in all aspects of employment. The act also prohibits the university from discriminating on the basis of disability in access to its programs and services.

The ADA requires that UCDHSC provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment, and for persons who participate in or apply for participation in the university's programs and activities. Exceptions to the

obligation for providing accommodation may be made if doing so would cause undue financial or administrative burdens, fundamental alteration to a program or activity, or significant risk to health or safety to self and/or others. Additional information regarding the ADA may be obtained online at www.usdoj.gov/crt/ada/adahom1.htm.

If you are a student at UCDHSC and need assistance with access to or participation in the academic curriculum, contact the Office of Disability Resources/Services at: 303-556-3450; TTY 303-556-4766; mailing address P.O. Box 173364, Campus Box 118, Denver, CO 80217-3364.

Reporting Disability Discrimination

Article 10 of the laws of the University of Colorado Board of Regents prohibits discrimination on the basis of disability (or on the basis of membership in other protected classes) in admission and access to, and treatment and employment in, University of Colorado educational programs and activities. To report discrimination or to obtain additional information, contact the UCDHSC ADA coordinator, 303-315-2724; mailing address P.O. Box 173364, Campus Box 130, Denver, CO 80217-3364. Complaints of discrimination based upon disability will be processed according to the provisions of the UCDHSC nondiscrimination procedures, which may be found online at: www.ucdhsc.edu/admin/policies/hr/Discrimination%20Guideline%20-%20REVISED%20-%20READY%20FOR%20WEB.pdf.

SEXUAL HARASSMENT

The University of Colorado is committed to maintaining a positive learning, working and living environment. In pursuit of these goals, the university will not tolerate acts of sexual harassment or related retaliation against or by any employee or student.

Sexual harassment: consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances,

requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

Hostile environment sexual harassment: (described in subpart (3) above) is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity and whether it is threatening or humiliating.

Retaliatory Acts: It is a violation of this policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual harassment or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual harassment.

The University of Colorado System Administrative Policy Statement (APS) on sexual harassment policy and procedures may be obtained from the UCDHSC sexual harassment officer (see "Reporting Sexual Harassment") or found online at: www.cu.edu/policies/Personnel/sexharass.html.

Reporting Sexual Harassment

If you need to report sexual harassment or if you have any questions regarding sexual harassment or policy above, please contact the UCDHSC sexual harassment officer at 303-315-2724; send correspondence to P.O. Box 173364, Campus Box 130, Denver, CO 80217-3364; or e-mail Richard.Webb@uchsc.edu.