

## University Policies

### 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.

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. UCDHSC complies with all local, state, and federal laws and regulations related to education, employment, and contracting. For further information or assistance, call the EO/AA compliance officer at 303-315-2724 or e-mail [richard.webb@uchsc.edu](mailto:richard.webb@uchsc.edu).

### Ombuds Office

The Ombuds Office is a designated neutral and independent resource available to all members of the university community to provide informal and confidential assistance in resolving conflicts, complaints, and disputes. An ombudsperson does not advocate for any party but is an advocate for fair process.

The ombudsperson can provide information about policies, procedures, practices or decisions at UCDHSC and can assist individuals and groups in resolving their concerns by listening; probing for understanding; and helping to understand options. The ombudsperson will make referrals as necessary and can serve as an informal mediator or shuttle diplomat.

The Ombuds Office works toward positive change within the university, serving as a consultant in the preparation and review of policies and procedures and assisting in the solution of problems. While keeping names and cases confidential, the ombudsperson reports trends and pervasive problems to the appropriate resolution channels.

The Ombuds Office can also assist with large group issues by providing group facilitation, conflict management training, and personality profile assessments. In addition, the office has a lending library comprised of books and videos available for check-out.

Due to its informal, confidential, and independent role outside the administrative structure of the university, notice to the Ombuds about a problem does not result in the generation of records, nor does it constitute legal notice to the university about the existence of a problem. For those interested in making official complaints to the university about a problem, the Ombuds Office can assist by making appropriate referrals.

For further information, see the Ombuds Office Web site at [www.cudenver.edu/Resources/Ombuds+Office/default.htm](http://www.cudenver.edu/Resources/Ombuds+Office/default.htm), call 303-556-4493, 303-315-0563 or e-mail [Mary.ChavezRudolph@cudenver.edu](mailto:Mary.ChavezRudolph@cudenver.edu).

### 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](http://www.usdoj.gov/crt/ada/adahom1.htm).

If you are a student at the Downtown Denver campus 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 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/ucdhsc/hr/Discrimination%20Guideline%20-%20REVISED%20-%20READY%20FOR%20WEB.pdf](http://www.ucdhsc.edu/admin/policies/ucdhsc/hr/Discrimination%20Guideline%20-%20REVISED%20-%20READY%20FOR%20WEB.pdf).

### Anti-Violence Policy

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 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), Center for Human Resources (303-556-2868), 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 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.

## Nondiscrimination Policy (Article 10, Laws of the Regents)

The University of Colorado 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.

Qualification for the position and institutional need shall be the sole bases for hiring employees, and the criteria for retaining employees shall be related to performance evaluation, assessment of institutional need, fiscal constraints, and/or, in the case of exempt professionals, the rational exercise of administrative prerogative.

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](http://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](http://www.ucdhsc.edu/admin/policies/ucdhsc/hr/Discrimination%20Guideline%20-%20REVISED%20-%20READY%20FOR%20WEB.pdf).

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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](mailto:Richard.Webb@uchsc.edu). Or visit his office is at 1380 Lawrence St., Ste 1050. His mailing address is: EO/AA Compliance Office, UCDHSC, P.O. Box 173364, Campus Box 130, Denver CO 80217-3364.

## Sexual Harassment Policy

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](http://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 PO Box 173364, Campus Box 130, Denver, CO 80217-3364; or e-mail [Richard.Webb@uchsc.edu](mailto:Richard.Webb@uchsc.edu).

## CAMPUS RESOURCES

The *Ombuds Office* is a resource available to all members of the university community. The Ombuds Office has responsibility for confidential, neutral and informal conflict resolution of situations that involve the faculty, staff, students and their supervisors or alleged perpetrator(s). This expertise is extremely valuable in understanding and utilizing the Sexual Harassment Policy call (303) 556-4493 or see the "Ombuds Office" section of the catalog for details.

The UCDHSC *Department of Human Resources* is located on the downtown Denver campus, and may be reached at (303) 315-2700. The department provides services to faculty, exempt professional and classified staff.

*Auraria Police Department:* The police respond to reports of 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 during after hours or

weekends, or immediately to the sexual harassment officer during business hours. The police department makes appropriate referrals of noncriminal complaints. The emergency phone number for police serving all campuses is 911.

The *Student and Community Counseling Center* provides mental health counseling services to the student body as well as the metropolitan community. Visit the center in the North Classroom building, Room 4036, or call (303) 556-4372.

## Drugs and Alcohol Policy

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](http://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](http://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.

University employees may contact the Center for Human Resources at 303-556-2868 (Lawrence Street Center, Suite 1450) 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.

## 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,

## STUDENT RIGHT TO KNOW AND DISCLOSURE INFORMATION

This report was prepared with information provided by the Auraria Higher Education Center (AHEC) Campus Police Department in compliance with the federal *Student Right-to-Know and Campus Security Act*. Campus security can be reached at 303-556-3271.

### AURARIA CAMPUS CLERGY REPORT

Criminal Offenses	On Campus			Noncampus			Public Property		
	2002	2003	2004	2002	2003	2004	2002	2003	2004
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses (including forcible rape)	0	0	0	0	7	1	0	0	0
Nonforcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	1	1	0	0	0	0	7	5	1
Aggravated Assault	3	5	2	12	7	0	2	5	2
Burglary	3	7	46 <sup>1</sup>	3	1	3	2	8	4
Motor Vehicle Theft	15	9	12	0	1	0	9	4	6 <sup>1</sup>
Arson	0	1	0	0	0	0	0	2	0

  

Hate Offenses	On Campus			Noncampus			Public Property		
	2002	2003	2004	2002	2003	2004	2002	2003	2004
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
All Forcible Sex Offenses (inc. forcible rape)	0	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0

  

Arrests	On Campus			Noncampus			Public Property		
	2002	2003	2004	2002	2003	2004	2002	2003	2004
Liquor Law Violations	0	6	0	0	0	0	2	60	10 <sup>2</sup>
Drug Law Violations	13	16	9	1	1	0	6	26	13 <sup>2</sup>
Illegal Weapons Possessions	2	1	1	1	0	0	2	5	1 <sup>2</sup>

1. The marked increase is due to the definition provided in the *Handbook for Campus Crime Reporting* published by the U.S. Dept. of Education/2005 stating: "If lawful entry cannot be proven, classify as a burglary." Many of these crimes were previously classified as a theft, which is a nonreportable offense for clergy.
2. The marked decrease is due to the definition provided in the *Handbook for Campus Crime Reporting* published by the U.S. Dept. of Education/2005 stating: "If your institution sponsors classes for inmates at a prison facility, you are not required to disclose offenses from this location because your institution does not own or control that space," as is the case for one previously listed location.

### PERSISTENCE AND COMPLETION DATA

Section 103 of Title 1 of Public Law 101-542 as amended by Public Law 102-26 (the Federal "Student Right-to-Know" Act) requires that institutions produce and make available to current and prospective students the completion rate of first-time, full-time, degree-seeking undergraduate students entering the institution. Six years after entering, 41.8 percent of the fall 1999 cohort graduated, another 31.0 percent transferred to other public higher education institutions in Colorado and 7.9 percent were still enrolled at the downtown Denver campus for a total six-year combined persistence and completion rate of 80.8 percent.

Downtown Denver's one-year fall-to-fall retention rate is 71.2 percent for the fall 2004 cohort. That is, of the first-time, full-time, degree-seeking undergraduate students who entered the university in fall 2004, 71.2 percent were enrolled at the downtown Denver campus in fall 2005.

### RIOT LAW (STUDENT RIOT BILL)

Student enrollment-prohibition-public peace and order convictions: 1) No person who is convicted of a riot offense shall be enrolled in a state-supported institution of higher education for a period of twelve months following the date of conviction; 2) a student who is enrolled in a state-supported institution of higher education and who is convicted of a riot offense shall be immediately suspended from the institution upon the institution's notification of such conviction for a period of twelve months following the date of

conviction, except that if a student has been suspended prior to the date of conviction by the state-supported institution of higher education for the same riot activity, the twelve month suspension shall run from the start of the suspension imposed by the institution; 3) nothing in this section shall be construed to prohibit a state-supported institution of higher education from implementing its own policies and procedures or disciplinary actions in addition to the suspension under (2) of this section, regarding students involved in riot.

### SEX OFFENDER INFORMATION (CAMPUS SEX CRIMES PREVENTION ACT)

Sex offenders are required to list the locations of all institutions of post-secondary education where he or she volunteers or is enrolled or employed. The Colorado Bureau of Investigation maintains a database identifying all such persons and makes it available to all law enforcement agencies in which jurisdiction the institution of post-secondary education is located. The campus community can obtain this information by contacting the Auraria Campus Police Department at 303-556-3271.

### VOTER REGISTRATION (NATIONAL VOTER REGISTRATION ACT)

In compliance with the National Voter Registration Act, the state of Colorado voter registration application form and information is available in the Office of the Registrar, 1250 14th Street, Lower Level Annex. The application form and information are also available at [www.sos.state.co.us/pubs/elections/](http://www.sos.state.co.us/pubs/elections/) or [www.fec.gov/voteregis/vr.shtml](http://www.fec.gov/voteregis/vr.shtml).

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.

## Code of Student Conduct (Student Rights and Responsibilities and Procedures for Disciplinary Review and Action)

### 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 Director of Student Life during working hours. The Auraria Campus Police Department should be contacted during nonduty hours.

If a violation occurs on campus and it is not in a specific building, Auraria Campus Police Department and/or the 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 director of student life. Any person may refer a student or student group suspected of violating this code to the director of student life. Persons making such referrals will be asked to provide information pertinent to the case. The 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 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 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 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 the decision 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 and Fees section of this catalog or the *Web Schedule Planner* 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 director of student life should be contacted.

## COMPUTING POLICIES AND PROCEDURES

UCDHSC's downtown campus computing policies and procedures for the following items can be found online by going to [www.cudenver.edu](http://www.cudenver.edu) and clicking on "Resources and Policies."

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

## Information Technology Services

Information Technology Services (ITS) supports computer and network use for both the academic and administrative communities at UCDHSC. All centralized administrative systems are developed, maintained, and processed by University Management Systems in Boulder, with output processing and user support provided by ITS in downtown Denver.

The downtown Denver campus maintains a communications network with more than 2,500 connections. This network provides access to all campus minicomputers and connection to the Auraria Library Online Information System, the World Wide Web, and the Internet. There are more than 2,500 personal computers located on the campus in 21 teaching laboratories, two public labs, individual laboratories, and in offices.

ITS maintains the campus World Wide Web, where information is kept for reference by students, faculty, staff, and others interested in the downtown Denver campus.

The ITS 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.

The ITS staff operates and maintains campus minicomputers, telecommunications equipment, and two of the downtown Denver campus computing laboratories. These laboratories provide students with access to Macintosh and Intel-based personal computers and software as well as access to the campus network and minicomputers.

The goal of ITS is to assist all members of the downtown Denver campus community in using computing as an effective tool in their work. For further information, call the ITS Help Desk at 303-315-HELP.