

Adams State University Student Handbook

2025-2026

WELCOME!!

It's my privilege to welcome you to Adams State University. Research shows that the most successful and satisfied students are those individuals who immerse themselves into the university experience. Student involvement in campus events such as athletics, traditions, programs and studies are what make a high-quality experience at Adams State and ultimately, a university experience that is second to none. ASU's student body government, Associated Students & Faculty, Grizzly Activity Board (GAB), Resident Assistants, our Adventure Program, and any of our student clubs and organizations offer you a great opportunity to develop your leadership skills and connect with campus. I encourage you to take full advantage of our campus student services, student organizations and professionals in the Division of Student Affairs.

I have three challenges for you during your time here:

1. Try something new. You never know where you're going to meet your new best friend or find your next hobby.
2. Immerse yourself. Become part of the GrizzFam – take part in activities and events, go to class, take advantage of everything you can.
3. Have fun! This is your college experience; it will be exactly what you make it.

The Division of Student Affairs, in partnership with professors, department chairs and administration, are here to help you to reach your academic goals. Together, we can create your Adams Experience. If I can assist you in any way, please do not hesitate to let me know.

Good luck,

Savala DeVoge
Vice President for Student Affairs
719-587-7221

GREAT STORIES BEGIN HERE

INSTITUTIONAL OVERVIEW

Adams State University is located in Alamosa, Colorado, a city of 10,000 people. Situated in the San Luis Valley, an alpine valley the size of the state of Connecticut located in south central Colorado, the campus is surrounded by the breathtaking beauty of the Sangre de Cristo and San Juan mountain ranges. With towering peaks of over 14,300 feet, the mountains provide a variety of year-round recreation and account for the brisk winter nights and sun-filled days for which the Valley is known. A sense of history and adventure unique to the Southwest creates an environment conducive to both academic and social growth.

The University, founded in 1921 by the Colorado General Assembly, opened June 15, 1925. The name Adams State honors long-time San Luis Valley resident William “Billy” Adams, former state senator and governor of Colorado. Since 1925, the university has grown from a normal school that offered a Bachelor of Arts degree in education with a life certificate to teach in Colorado public schools, to an institution offering Bachelor of Science, Bachelor of Arts, Master of Arts, associate degrees, and selected pre-professional programs of study both in a traditional campus setting and as distance education through its Extended Studies programs. As a Regional Education Provider (“REP”), the University maintains its vital role as a leader in teacher education throughout southern and western Colorado and the primary deliverer of selected graduate teacher education programs.

Currently there are over 2,000 on-campus students and 13,000 off-campus students. The University has a faculty of 196 full- and part-time instructors not counting the adjunct faculty working in off-campus programs. ASU’s academic year consists of fall and spring semesters and summer sessions. The University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools, the National Association of Schools of Music, and the Council for Accreditation of Counseling and Related Educational Programs. The University is also an affiliate member of Teacher Education Accrediting Council (“TEAC”). Alamosa is serviced by University Express Airlines and bus service. Denver is 220 miles to the north, and Albuquerque, New Mexico is 200 miles to the south. Within a two-hour drive are five ski areas and such historic towns as Taos, Santa Fe, and Creede.

This Student Handbook applies to all students, including non-degree seeking students, graduate students, distance students, extended studies students, and students at remote locations. A separate Graduate Student Handbook, available online at <https://www.adams.edu/academics/graduate/office/>. All Student Handbook time limits and deadlines requiring action by an affected student are mandatory but may be extended by the President or designee for good cause. Time limits and deadlines for administrative action are directory. Deviations from these time limits and deadlines do not invalidate the administrative action or give rise to any right of the student to a particular result or to challenge or appeal the action in question. In describing time limits and deadlines, “day” and “calendar day” mean any day of the year. “School day” means a day on which the University holds regular class session or exams, and excludes Saturdays, Sundays, and University holidays. It includes summer session.

Unless a specific manner of giving notice is stated, any notice required by the Student Handbook may be given in any manner reasonably calculated to provide the recipient with actual notice. Our official form of communication is via Adams State University email address. When notice is given by the regular mail, it will be deemed given on the date of the postmark. When the notice is given by certified mail, it will be deemed given on the date of the mailing as evidenced by the postal certification form. When notice is by hand-delivery it will be deemed given on the date of hand-delivery as evidenced by a receipt signed by the recipient. If the recipient does not accept a hand-delivered notice, an affidavit signed by the person who attempted to deliver the notice shall be conclusive evidence of the date that notice was given.

ASU AFFIRMATIONS

As a student at ASU, you are joining a community of learners and scholars. These standards ensure that all members of our community have an optimal environment in which to teach, to learn and to benefit from the ASU experience. Incoming first year students will be asked to recite these affirmations during the annual convocation events.

- I will practice academic integrity.
- I will relate to others with civility and respect.
- I will learn from differences in people, ideas, and experiences and will value the contributions each member adds to this community.
- I will uphold citizenship as a responsible member of the ASU community.
- In the tradition of ASU, I will strive for excellence and encourage it in others.

DECLARATION OF TOLERANCE

Tolerance is a personal decision that comes from a belief that every person is unique. To help make the University a better place for all, I pledge to have respect for people whose abilities, beliefs, culture, race, sexual identity or other characteristics are different from my own. To fulfill this pledge, I will:

- Examine my own biases and work to overcome them,
- Set a positive example for my family and friends,
- Work for tolerance in my own community, and
- Speak out against hate and injustice.

LAND ACKNOWLEDGEMENT STATEMENT

We, the Adams State University community, gratefully acknowledge the Indigenous people on whose ancestral lands we gather. This beautiful San Luis Valley is sacred to many Indigenous nations, including the Nuchu (Utes), Abaachi (Jicarilla Apaches), Numunu (Comanches), Ka'igwu (Kiowas), Inunalna (Arapahoe), Tsistsistas (Cheyenne), Dine (Navajo Nation), Pueblos, and all other First peoples who once made this valley their home. We honor the diverse communities that historically dwelled here and those who currently reside in the San Luis Valley. We know that honoring these lands is a reflective process that demands continued engagement and action.

It is in this spirit that we commit to the following:

We accept our responsibility to be good stewards of this land, air, and water.

We affirm the knowledge and experience shared with us by Indigenous cultures.

We acknowledge the injustices of the past and vow to seek the path of equity and justice.

We recognize that Adams State's history is not without error and pledge to have the courage to do what is equitable and just.

We are grateful for the opportunity to learn, to work, to lead, to inspire, to reflect, to grow, and to support one another as we continue on our individual journeys together.

Adams State University is privileged to thrive in this magnificent place. Our shared understanding of the importance of community, of teaching, and of learning brings us all together. Respectfully, we shall continue the tradition of education while remembering the interconnectedness of all things, from the fourlegged, to the winged, and to the two-legged. May we always remember the journey of the past people who called this valley: "Home."

CODE OF CONDUCT

STUDENT RIGHTS AND RESPONSIBILITIES

GENERAL PHILOSOPHY

The university is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. ASU is neither required nor inclined to prescribe a code of conduct to cover each specific situation; however, the University expects all students, as well as faculty and staff, to observe national, state, and local laws and university policies and to respect the rights and privileges of other individuals. The University expects each individual within the academic and local community to refrain from behavior that would disrupt the University function of education, cause injury to persons, cause damage or loss of property on the campus, or interfere with the freedom of movement of students, school officials, employees, or guests at the facilities of the University. Interference in any manner with the public or private rights of other individuals or conduct which threatens or endangers the health and safety of any person will not be tolerated by the University. Students should also be aware that such misconduct on or off campus may subject them to any penalties which may be prescribed by municipal, state, or federal laws. The imposition of such additional penalties does not constitute double jeopardy, inasmuch as University punishment is not based on criminal laws.

JURISDICTION

All policies and processes in this Code of Conduct apply to Adams State University's education programs and activities (defined as including locations, events, or circumstances in which ASU exercises substantial control over both the student(s) involved and the context in which the conduct occurred), circumstances where the University has disciplinary authority, and to misconduct occurring within any building owned or controlled by a University-recognized student organization.

The Student Code of Conduct may also apply to the effect of off-campus misconduct in the following circumstances:

- Any action that constitutes a 3rd-degree misdemeanor or felony as defined by law. This includes, but is not limited to, single or repeat violations.
- Any situation in which it is determined that a student or employee poses an immediate threat to the physical health or safety of any student, employee, or other individual.
- Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
- Any situation that substantially interferes with the University's educational mission.

For disciplinary action to be issued under this Code of Conduct, the conduct must be that of a faculty member, student, or other employee (referred to as the "Respondent") at the time of the alleged incident. If the Respondent is unknown or is not a member of the ASU community, the Vice President for Student Affairs or designee will work to identify appropriate institutional and local resources and support options for impacted persons, and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). The University can also assist in contacting campus or local law enforcement.

All vendors serving the University through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Office of Student Affairs may contact the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Similarly, the Office of Student Affairs may be able to assist and support a student or employee who experiences misconduct in an externship, study abroad programs, or other environment external to the University. If there are effects of that external conduct that impact a student or employee's work or educational environment, those effects can often be addressed remedially by the Office of Student Affairs if brought to their attention.

CIVIL/CRIMINAL CHARGES

The University reserves the right to submit charges against students in civil and/or criminal court depending upon the severity of the incident. The incident may have taken place on or off campus. Furthermore, when a student is charged with a crime, the University has the right to initiate disciplinary action and may impose temporary suspension without a hearing. Any action undertaken by the University does not constitute double jeopardy.

CODE OF CONDUCT

All students share a common and heavy responsibility to maintain a climate suitable to a community of scholars. They have equivalent responsibility with the faculty for studying and learning and for conducting themselves with academic integrity in a manner compatible with the University's function as an educational institution. The University has a duty and the corollary disciplinary powers to protect its educational purposes through the regulations of the use of facilities and through the establishment of standards of scholarship and conduct for the students who attend the institution. Disciplinary proceedings should play a role substantially secondary to example, counseling, guidance, and admonition. When the preferred means fail to resolve problems regarding student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties for violation of the University policies.

A. General Terms as used in the Code of Conduct

1. The term **student** includes all persons: taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, professional, continuing education, distance education or online classes; students studying aboard or at other remote locations; students on an ASU-sponsored conference, workshop, event or activity; those students who withdraw after allegedly violating the Code of Conduct; those who are not officially enrolled for a particular term but who have a continuing relationship with the University; and those who have been notified of their acceptance for admission.
2. The term **University official** includes any person employed by the University performing assigned administrative, professional or instructional responsibilities. University officials may be full- or part-time, or may be student staff members. Some University officials may be volunteers, such as coaches.
3. The term **policy** means the written rules and regulations of the University as found in, but not limited to, the Student Handbook; Housing Contract and Standards of Residence Handbook; undergraduate, graduate, athletic and professional catalogs; Faculty Handbook, Professional Personnel Handbook, University facilities and University web pages. These include, but are not limited to, policies related to computer use, solicitation, anti-discrimination, athletic events, use of facilities, travel, and participation in student organizations.
4. The term **complaint** means a charge/report alleging that a student violated the Code of Conduct. *Complainant* means any person who submits such a charge/report.
5. The term **Respondent** means any person who is alleged to have violated the Code of Conduct.

A student may be subject to disciplinary action for any violation of the Code of Conduct, as well as any violation of University policies, or violation of federal, state, or municipal law, regardless of whether the violation was committed on or off campus or in connection with University activities. The violation of a local, state, or federal criminal statute shall be a violation of this code and subject to disciplinary action, whether or not such violation is prosecuted by public officials. The University may refer such violations to appropriate law enforcement agents.

The following constitutes prohibited conduct:

1. Academic dishonesty ([Academic Integrity Policy](#)) _ Any form of academic dishonesty or academic misconduct, including but not limited to cheating, plagiarism, unauthorized possession or disposition of academic materials, falsification, or facilitation of acts of dishonesty.
2. Forgery, alteration, misuse, mutilation, or unauthorized possession or use of University documents; removal of any University document, record, identification, educational material or property.
3. Unauthorized entry to, or use of, any University facility; unauthorized possession, use, duplication, or destruction of University keys or access devices. University facilities include buildings, grounds, equipment, materials, and vehicles.
4. Failure to observe rules, regulations, and safety guidelines for specific University facilities.
5. Failure to identify yourself or comply with directions of University officials and their authorized agents acting in the performance of official duties. No student shall willfully refuse or fail to leave the property of any building or other facility used by the University upon being requested to do so by the President or other authorized University official.
6. Knowingly furnishing false information to any University official or organization acting in the performance of their duties, or intentionally initiating any false report.
7. Possessing, using, providing, manufacturing, cultivating, distributing, or selling drugs, including marijuana. Use or possession of prescription drugs other than for the person prescribed, or for use other than the prescribed purpose or amount are prohibited. Use or possession of equipment, products, or materials that are used or intended for use in manufacturing, cultivating, using, or distributing any drug or controlled substance are also violations of the Code of Conduct.
 - a. The use or possession of marijuana, including medical marijuana, is strictly prohibited on campus. The Colorado constitutional amendment authorizing individuals over the age of 21 to recreationally use marijuana does not change this prohibition or authorize a student to use marijuana. Federal law continues to prohibit marijuana. Thus marijuana use, even if in compliance with Colorado Amendment 64, is prohibited on campus. Similarly, the possession of a valid and appropriately held Medical Marijuana Registry identification card does not authorize a resident (or his or her guests) to possess, use, or distribute marijuana in any residence hall or apartment, institutional-owned property or in any public area of the University. Residence halls are not considered the residents' private residence, and it is therefore not permissible for medical marijuana to be stored or used in the residence halls.
 - b. Possession of a valid and appropriately held Medical Marijuana Registry identification card does not authorize a Resident or his or her guests to possess, use, or distribute marijuana in any university residence hall or apartment, university -owned property or in any public area of the university. Students who request and receive a valid and appropriately held Medical Marijuana Registry identification card during the term of the Residence Halls Contract, may be granted an exception by the Director of Auxiliary Services & Housing or his/her designee to be released from the contract without financial penalty.
8. The use or possession of alcoholic beverages on university-owned or controlled property. Alcoholic beverages may not be used by, possessed by, or distributed to any person under 21 years of age.
9. Gambling in any form.

10. Violent conduct, including, but not limited to, domestic violence; fighting with another person; discharging or displaying a firearm; or spitting on, striking, shoving or kicking another person. Any student who observes a violation of this provision should report the violation to a University official.
11. Abusive conduct directed toward individuals or groups, including physical abuse, verbal abuse, threats, coercion, intimidation, bullying or cyber-bullying, which endangers the physical or psychological health, safety, or welfare of one's self, another individual, or group of individuals.
 - a. Although the university may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to the university, it will engage in a variety of means to address and mitigate the effects. These means may include use of the resolution/conduct process to address off-campus conduct whose effects contribute to limiting or denying a person access to the university's education program or activity. Nothing in this policy is intended to infringe upon or limit a person's rights to free speech. Any online posting or other electronic communication by students, including technology-facilitated bullying, stalking, harassment, etc., occurring completely outside of the university's control (e.g., not on the university's networks, websites, or between university email accounts) will only be subject to this policy when such online conduct can be shown to cause (or will likely cause) a substantial in-program disruption or infringement on/harm to the rights of others. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided.
12. Harassment and/or discrimination, which consists of verbal, visual, written, or physical conduct that is sufficiently severe, persistent or pervasive such that it adversely affects, or has the purpose or logical consequence of interfering with an individual's education or creates an intimidating, hostile or offensive environment.
 - a. Harassment covered by the Code of Conduct may be bias related, which includes harassment on the basis of gender, race, ethnicity, national origin, sexual orientation, age, religion, or disability, including but not limited to any violation of federal or state laws or University policy prohibiting harassment.
13. Any action which denies, deprives, unreasonably interferes with or limits the education or employment, residential and/or social access, benefits, and/or opportunities of any member of the ASU community, guest, or visitor on the basis of that person's actual or perceived protected characteristic(s).
14. Attempted or actual theft, damage, alteration, destruction, sale, unauthorized use, "borrowing," or possession of other persons' or University property or identity.
15. Possession or use of any weapons – including but not limited to firearms (to include handguns, shotguns, and rifles), ammunition, pellet guns, air guns, air soft guns, paintball guns, orbeez guns, stun guns/Tasers, smoke devices, bows and arrows, large or pocket knives, collapsible batons, explosives, and fireworks – is strictly prohibited anywhere on ASU campus and/or ASU property. The President may authorize limited exceptions for academic and educational purposes. In addition, verbal or written threats by individuals indicating they have a prohibited weapon or explosives will be addressed as an actual threat, whether or not weapons or explosives actually exist. Colorado State Law C.R.S. 18-12-105.5, prohibits the possession of firearms on university property with the exception of weapons that are unloaded and inside a motor vehicle or handguns held by a person with a concealed carry permit in the parking area of a university.
16. Sexual misconduct, including but not limited to: obscene, lewd or indecent conduct; acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose; observing

another individual's nudity or sexual activity; nonconsensual streaming or texting of images, photography, video or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved; prostituting another individual; exposing one's genitals in a non-consensual circumstances; engaging in physical, psychological or chemical (by use of drugs or alcohol) coercion or constraint of another; unwelcome advances or requests for sexual favors or other verbal or physical conduct that is severe or pervasive, engaging in sexual activity with a person who is incapacitated or otherwise unable to give consent.

- a. Instances of sexual misconduct, discriminatory conduct on the basis of a protected characteristic, and certain types of harassment will be adjudicated through the Title IX conduct process. See [ASU Equal Opportunity, Harassment, and Nondiscrimination Policy](#)).

17. Disorderly conduct which infringes upon the rights of any member of the community, which includes but is not limited to unreasonable noise on University premises or in any building.
18. Rioting including, but not limited to: aiding, abetting, encouraging, participating in or inciting a riot.
19. Impeding lawful freedom of expression or movement, use of University facilities, or entry or exit from the physical facilities of the University to any other student, school official, employee, or invited guest.
20. Impeding, through the use of threat or restraint, coercion, intimidation, or force any staff or faculty member or peace officer in the lawful performance of official duties or any student in the lawful pursuit of educational activities.
21. Interference, obstruction, or disruption of University activities, including, but not limited to, all normal university activities, teaching, research, Residence Life activity or operations, recreation, meetings, public events, and disciplinary proceedings. University activities include off-campus University programs or activities.
22. Violation of the ASU Computing Services Policies. See [IT Acceptable Use Policy](#).
23. Unauthorized soliciting or selling in violation of the University solicitation policy.
24. Abuse of the Student Conduct System including: failure to obey the notice to appear for a meeting or hearing; falsification, distortion, or misrepresentation of information; disruption or interference with the orderly conduct of a hearing; failure to comply with any requirements involving no contact with Complainants, Respondents, or witnesses or limitations related to access to specific facilities; harassment or intimidation of any person involved in a conduct proceeding; failure to comply with disciplinary sanctions or requirements.
25. Any violation of federal and state laws, local ordinances and University policies pertaining to illicit drugs and alcohol. The use and/or possession of alcoholic beverages on university-owned or controlled property.
26. Failure to promptly meet financial responsibilities to the university, including but not limited to, knowingly passing a worthless or money order in payment to the university or to a member of the institution community acting in an official capacity.
27. Violating any university policies outlined in this handbook while on an Adams State University funded conference, workshop, event or activity. Violations of rules and regulations as set forth in specific University Handbooks, by departments, or AS&F are subject to sanctions and/or restitution of funds granted for attendance.

28. Violation of federal, state, and municipal laws, or University policies on or off campus and any other conduct not included above which adversely affects the function of the University and the pursuit of its educational purposes and objectives.
29. Hazing. Hazing is defined as any action or situation which includes any mental or physical requirement, request or obligation placed upon any person (new member, associate member, member, affiliate, guest) which could cause discomfort, pain, fear, disgrace, injury, or which is personally degrading or which violates any federal, state, local statute or University policy. Any activity described in this definition upon which the initiation, or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be “forced” activity.
 - No person shall recklessly participate in the hazing of another.
 - No student or advisor shall knowingly permit the hazing of another.
 - No student or advisor shall fail to report hazing.
 - The negligence of consent of the student/participant or any assumption or risk by the student/participant is not a defense to any action brought pursuant to this policy.
30. Retaliation is prohibited against any individual who reports violations of our policy or participates in any manner in an investigation. Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against any person or group for exercising rights under this policy. This includes action against a bystander who intervened to stop or attempt to stop misconduct. An action is retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this code of conduct or participating in the processes outlined in this handbook.

OBLIGATIONS OF A STUDENT

The attendance of a student at the University is a voluntary entrance into the academic community. By such entrance, the student voluntarily assumes obligations of performance and behavior reasonable imposed by the institution of choice relevant to its lawful missions, processes, and functions. These obligations are generally much higher than those imposed on all citizens by the civil and criminal law. So long as there is no invidious discrimination, no deprivation of due process, no abridgement of a right protected in the circumstances, and no capricious, clearly unreasonable or unlawful action employed, the institution may discipline students to secure compliance with these higher obligations as a teaching method or may sever the student from the academic community.

The discipline of students in the educational community is, in all but the case of irrevocable expulsion for misconduct, a part of the teaching process. In the case of irrevocable expulsion for misconduct, the process is not punitive or deterrent in the criminal law sense, but the process is rather the determination that the student is unqualified to continue as a member of the educational community. Even then, the disciplinary process is not equivalent to the criminal law processes of federal and state criminal law.

AMNESTY

The ASU community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to give notice to ASU officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the ASU community that Complainants choose to give notice of misconduct to ASU officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, ASU maintains a policy of offering parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption related to the incident. Granting amnesty is a discretionary decision made by the Vice President for Student Affairs, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

Adams State University maintains an amnesty policy for students who offer help to others in need.

CONFIDENTIALITY/PRIVACY

Adams State University makes every effort to preserve the Parties' privacy. The university will not share the identity of any individual who has made a complaint of a violation of the Code of Conduct; any Complainant; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations, Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation, or resolution proceeding arising under these policies and procedures.

Unauthorized Disclosure of Information. Parties and advisors are prohibited from unauthorized disclosure of information obtained by the university through the resolution process, to the extent that information is the work product of Adams State University (meaning it has been produced, compiled, or written by employees of the university for purposes of investigation and resolution of a complaint). It is also a violation of the policies in this Handbook to publicly disclose work product or a party's personally identifiable information without authorization or consent. Violation of this policy is subject to significant sanctions.

UNIVERSITY OFFICIALS RESPONSIBLE FOR DISCIPLINE

The Vice President for Student Affairs, acting on behalf of the President, will administer or designate appropriate individuals or entities to administer the University student disciplinary system with respect to undergraduate students. The Assistant Vice President for Graduate Studies, in consultation with the graduate school, on behalf of the President, will administer or designate appropriate individuals or entities to administer the University student disciplinary system with respect to graduate students. When this Student Handbook refers to the Vice President for Student Affairs, that title shall be read as the individual or entity designated by the Vice President for Student Affairs, if such designation has been made. The Code of Conduct sets forth general requirements for student conduct and includes the requirement that students comply with all University policies and state, federal and local laws governing student conduct. Therefore, the Code of Conduct incorporates all specific University policies and laws governing student conduct and any reference to the "Code of Conduct" includes all such University policies and laws.

Instructors' authority in the classroom. Instructors shall establish reasonable standards of conduct for each class. The instructor has the authority to issue a disciplinary warning and/or require a student to leave the classroom for the remainder of the period for failure to comply with such reasonable standards of conduct. Any student who refuses to leave a classroom when instructed to do so by the instructor, or who persists in his/her failure to adhere to the instructor's reasonable standards of conduct may be subject to discipline for misconduct.

Other authority. Instructors and University officials have the authority to issue a disciplinary warning without a hearing when they observe a violation of the Code of Conduct. The University Magistrate has the authority to hear appeals of suspension and expulsions and any other matter referred to it by the President of the University or the Vice President for Student Affairs.

COMPLAINTS OF MISCONDUCT

Any member of the campus community who has a reasonable belief that a student has violated the Code of Conduct, may file a Complaint with the Vice President for Student Affairs. If the Vice President for Student Affairs determines that the Complaint alleges a violation of the University's Anti-discrimination Policy, the

matter will be referred to the Title IX Office. If the Vice President for Student Affairs determines that the Complaint states a violation of any other provision of the Code of Conduct and or University policies, the Vice President for Student Affairs will meet with the student to discuss the Complaint and may gather any additional information he/she deems relevant to the complaint.

The Vice President for Student Affairs may also initiate such a meeting upon credible information that comes to his/her attention other than by Complaint.

After meeting with the student, the Vice President for Student Affairs will prepare a written report of the matter. The Vice President for Student Affairs may dismiss the Complaint, impose a disciplinary warning, impose an appropriate sanction(s) which the student agrees to during the meeting, or refer the matter to a Magistrate for a misconduct hearing. Any alleged violation which would result in suspension, dismissal, or expulsion will be referred to a Magistrate; referrals of other violations will be at the discretion of the Vice President for Student Affairs. If the student chooses not to meet with the Vice President for Student Affairs, the Vice President may make a determination in their absence.

The Vice President for Student Affairs will give the student a written determination of any sanction imposed as a result of the meeting via the student's Adams State email or hand delivery. ASU email is the official form of communication for all misconduct matters. If the written determination affects the student's ability to register, the Vice President for Student Affairs shall provide a copy of the determination to the Registrar. The written Notice of Charges shall indicate the following:

- The provision(s) of the Code of Conduct and any specific University policy(ies) that the student is charged with violating.
- The factual basis for the charge(s).
- The date, time and location of the Magistrate hearing as scheduled by the Vice President for Student Affairs.
- Guidelines for rescheduling the meeting or if the student is incarcerated.
- That if the student is to be accompanied by an attorney advisor, the student shall provide written notice to the Vice President for Student Affairs at least 48 hours before the hearing that he/she will bring an attorney advisor to the hearing and the name and contact information for the attorney, if known. Without such timely notice, an attorney advisor may be barred from attending the hearing.
- That the student's advisor may not participate directly in the hearing or directly address any of the participants, but may confer quietly off the record with the student.
- The sanction(s) that may be imposed for the misconduct.
- That the student may testify or may remain silent, may present witnesses and may present evidence, including affidavits.
- The student shall provide written notice to the Vice President for Student Affairs at least 48 hours in before the hearing that he/she will bring witnesses and the name and contact information for each witness. Without such timely notice, witnesses may be barred from attending the hearing.
- That no inference will be drawn from the student's silence.
- That the Vice President for Student Affairs will present the charges, and may present witnesses and evidence, including affidavits.
- That the Vice President for Student Affairs will provide timely notice of at least 48 hours to the student of any witnesses he/she will bring, including names.
- That the hearing provides an opportunity for the student to be heard on the matter and to present his/her version of the facts, but that if the student fails to attend the hearing, the Magistrate will proceed to determine the matter in the student's absence.
- A student may exercise the right to withdraw from the University. In such a case, a notation shall be made in the student's academic and education records that disciplinary action was pending and the student is not eligible for readmission until the expiration of five (5) complete academic years. However, if the

alleged misconduct appears so serious as to warrant consideration of expulsion, the student will be advised that the withdrawal will not cause the charge(s) to be dropped and that normal proceedings will be continued. In such cases, the Magistrate shall determine the severity of the charges.

The Vice President for Student Affairs will determine the matter based on the meeting with the student and any other information gathered. The Vice President for Student Affairs will forward the written notice of the charges to the Magistrate. If the position of Magistrate is vacant, the Vice President for Student Affairs will request that the President appoint a Magistrate.

STANDARD OF PROOF

Adams State University uses the preponderance of the evidence standard of proof when determining with a policy violation occurred. This means that the VPSA or Magistrate will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged policy violation(s).

INTERIM MEASURES

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

The Interim Measures Evaluation Team is composed of the Vice President for Student Affairs, the Director of Counseling Services, and the ASU Chief of Police. The Interim Measures Evaluation Team may consult with other professionals as needed. The IMET may impose restrictions and/or separate a student from the community pending the completion of a campus hearing on the alleged violation(s) of the Code of Conduct when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University. The IMET will use its standard objective violence risk assessment procedures. Employees are subject to existing procedures for interim actions and leaves.

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

Student Account Hold. If the Vice President for Student Affairs refers the matter for a misconduct hearing, he/she shall provide the student and the Registrar a copy of the Notice of Charges. While charges are pending, a hold will be placed on the student's account which will impact the ability to register for any classes and the student will not be permitted to enroll in any further classes until the disciplinary matter is resolved in a manner that permits such enrollment.

Temporary Suspension. A student may be summarily suspended and/or banned from campus upon complaint or information provided to a University official of a violation of University policies, pending a hearing before a University Magistrate, when a student is charged with a crime or when it appears that reasonable cause exists to believe that the continued presence of the accused student on campus poses a threat to the safety of the student, other persons, property, or a threat to disrupt University functions or activities. This temporary suspension shall prevent classroom attendance and participation in all University activities until the time of the official hearing with the Magistrate.

The Magistrate shall give first priority to cases involving temporary suspension, deciding them as expeditiously as possible, consistent with the right of a student to a fair hearing. The hearing shall be held within seven (7) days (Saturdays, Sundays, and holiday excluded) after the student has been notified of the temporary suspension unless

the student agrees in writing to a longer period. A student will be notified in writing of any temporary suspension assessed. A temporary suspension will become a part of the student's education record.

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

Student Right to Withdraw. After a complaint of misconduct has been received, a student may exercise the right to withdraw from the University. In such a case, a notation shall be made in the student's academic and education records that disciplinary action was pending and the student is not eligible for readmission until the expiration of five (5) complete academic years. However, if the alleged misconduct appears so serious as to warrant consideration of expulsion, the student will be advised that the withdrawal will not cause the charge(s) to be dropped and that normal proceedings will be continued. In such cases, the Magistrate shall determine the severity of the charges.

SUPPORTIVE MEASURES

Adams State University will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the parties, to restore or preserve access to the university's education program or activity, including measures designed to protect the safety of all parties and/or the university's educational environment and/or to deter discrimination, harassment, and/or retaliation.

The university will maintain confidentiality of the supportive measures, provided that confidentiality does not impair the university's ability to provide those supportive measures.

The university will act to ensure as minimal an academic/occupational impact on the parties as possible. The university will implement measures in a way that does not unreasonably burden any party. These actions may include, but are not limited to:

- Referral to counseling or other support services
- Referral to community-based service providers
- Education to the institutional community or community subgroup(s)
- Referral to the Office of Residence Life to alter campus housing assignment(s)
- Altering work arrangements for student employees
- Safety planning
- Referral to ASU Police Department to provide campus safety escorts
- Implementing contact limitations (no contact orders) between the parties
- Referral to Accessibility Services for academic support as appropriate
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Timely warnings
- Excused absence from class or withdraws from the university through the Office of Student Affairs. Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing complaint under this policy.

The parties are provided with a timely opportunity to seek modification or reversal of the university's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the VPSA. The university will also provide the parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances change materially. The university typically renders decisions on supportive measures within seven (7) business days of receiving a request and provides a written determination to the impacted persons.

MISCONDUCT HEARING

The misconduct hearing shall provide the student with a fair opportunity to be heard. The nature of the hearing is not a highly formal procedure and the rules of the procedure and evidence applicable in civil and criminal proceedings do not apply. The following are guidelines for the conduct of the misconduct hearing.

The Vice President for Student Affairs, in consultation with the Magistrate, will provide the student with notice of the time and place of the hearing. The hearing shall be scheduled within seven (7) school days after written notice of the charges is emailed to the student at the student's Adams State University address.

The hearing will be closed to all except for the Vice President for Student Affairs, who may have an advisor, the student, who may have an advisor, the Magistrate, who may have an advisor, and a clerk to operate the recoding equipment. Witnesses may not remain in the room, except that in cases involving allegations of sexual misconduct, the alleged victim may have a non-witness support person present while the victim testifies.

Any advisor who oversteps their role as defined in this Handbook, who shared information or evidence in a manner inconsistent with the Handbook, or who refuses to comply with ASU's established rules of decorum, will be warned. If the advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the hearing may be ended, or other appropriate measures implement, including the Magistrate requiring the party to use a different advisor or providing a different Magistrate-appointed advisor. Subsequently, the Magistrate will determine how to address the advisor's non-compliance and future role.

At the hearing, the student and the Vice President for Student Affairs shall be referred to as "the parties." The parties will have the opportunity to present opening and closing statements, present evidence, witnesses and affidavits, and cross-examine witnesses presented by the other party. The Vice President for Student Affairs may testify as to his/her investigation of the matter and the student may testify on his/her own behalf. The Magistrate may ask questions of the student, the Vice President for Student Affairs and the witnesses. The Magistrate shall limit the evidence, witnesses and affidavits to matters that are relevant to the charges and not repetitious. The Magistrate may place reasonable limitations on the time available to the student and to the Vice President for Student Affairs during the hearing. The hearing will be electronically recorded.

At the discretion of the Magistrate, students charged with violations arising out of the same transaction or occurrence may be heard together, rather than separately. In such combined hearings, the Vice President for Student Affairs will present the charges and the investigation once against all of the students charged with violations. Movies, tapes, and other evidence will be played or presented once, and witnesses will be called to testify once to the transaction or occurrence. As each witness called by the Vice President for Student Affairs testifies, the witnesses may be questioned, in turn, by the student. Following the presentation of the evidence by the Vice President for Student Affairs, students may present, separately and in turn, their evidence in defense. The Magistrate may conduct separate hearings if, in the Magistrate's opinion, a combined hearing would result in unfairness to any party. In imposing sanction(s), the Magistrate will assess the conduct of each student separately and shall impose discipline individually on the students found responsible for violating the Code of Conduct.

The Magistrate, acting in the performance of duty, is authorized to require available student, faculty, and staff witnesses to appear at the hearing. Failure on the part of a witness who receives such notice to appear constitutes an act of misconduct. The student and the Vice President for Student Affairs may request in writing, at least 48 hours before a hearing, that the Magistrate require the appearance of specified student, faculty, or staff witnesses to appear at a specific time, date, and place. The Magistrate does not possess the power to subpoena witnesses nor to place students and witnesses under jeopardy of perjury for false testimony through the administration of a sworn oath. However, witnesses who do testify shall be cautioned concerning the serious nature of the hearing the obligation and responsibility to give truthful testimony.

The Magistrate will determine, in a written decision setting forth findings of relevant fact, whether the student committed the violations set forth in the Notice of Charges and what, if any, sanctions are appropriate. The Magistrate may seek recommendations from the Vice President for Student Affairs as to appropriate sanctions. The Vice President for Student Affairs will provide the student with a copy of the Magistrate's written decision by emailing it to the student's ASU email address or mail it to the student at the student's last known address or hand delivery.

The student and the Vice President for Student Affairs may at any time prior to close of the hearing, enter into a written agreement as to an appropriate sanction. Such an agreement is final, binding and not appealable. Upon submission of such an agreement to the Magistrate, the proceedings will be terminated.

The decision of the Magistrate with respect to all sanctions except for suspension or expulsion is final. Suspensions and expulsions may be appealed to the Student Appeals Board. A student appealing a disciplinary suspension, dismissal or expulsion may remain in classes in which the student is already enrolled until any appeals have been complete unless a temporary suspension has been imposed. Temporary suspension may be imposed at any time during the process. After charges are filed, a student may not enroll in any further classes until the disciplinary matter is concluded.

DISCIPLINARY SANCTIONS

Student outcomes and sanctions must be educational, developmental, and not solely punitive and follow ethical guidelines for the field of Student Conduct. Student outcomes and sanctions will be appropriately and equitably assigned and consider the potential disproportionate impact on students with marginalized identities. Adams State University will consider the overall safety needs of those involved in the process as well as the general campus community and address any impacts and harms of the behavior on those involved, including the campus and local community. Sanctions may be collaborative or administrative.

Collaborative Sanctions:

Conflict Coaching. Students seek counsel and guidance from administration and engage with resolving a conflict more effectively and independently. Students need not go through the conduct procedure to seek support from administration to resolve conflicts.

Facilitated Dialogue. Students seek counsel and guidance from administration to facilitate conversations aimed at gaining a better understanding of each other and managing conflicts. In a facilitated dialogue, parties maintain ownership of decisions concerning the conversation or any resolution of a conflict.

Mediation. Students seek counsel and guidance from administration to serve as a third party to coordinate a structured session aimed at resolving a conflict and/or constructing a go-forward or future story for the parties involved.

Restorative Justice. Involved parties collaborate with the conduct administrator to create a space and facilitation for students taking ownership for harmful conduct and those parties affected by the conduct to jointly construct an agreement to restore community.

Administrative Sanctions:

Disciplinary Sanctions and Temporary Suspension. The basic University sanctions for infractions of University policies, once assessed, are made a part of a student's educational record. The sanctions are embodied in a system of warning, probation (with or without conditions), restitution, disciplinary suspension, dismissal and expulsion that need not be administered progressively but which should bear a reasonable relationship to the severity of the misconduct. Temporary suspension may be imposed during the pendency of disciplinary or criminal actions, but it is an administrative action intended to protect the campus community, not a disciplinary sanction.

Disciplinary Warning. Officials of the University responsible for discipline may give warnings for minor infractions in student conduct. These warnings may be given verbally or in writing, with or without a hearing, and are a notice to the student or group of students that continuation or repetition of the misconduct shall be cause for more severe disciplinary action, up to and including expulsion from the University. A student shall be notified in writing of any verbal warning issued. Such warnings will become part of the student's educational record.

Disciplinary Probation. A student may be placed on disciplinary probation after having a hearing in which fundamental due process is afforded (except in cases of plagiarism and/or cheating). Disciplinary probation shall be a final period of trial. It may include, but is not limited to, requiring the student to satisfy any of the following probationary terms or such other terms as deemed appropriate; maintain a stated academic standard, avoid further policy violations, undertake specified training and/or counseling, refrain from contact with specified person(s), make written and/or verbal apology, or engage in specified campus or community service. Students on disciplinary probation who violate policies may be subject to such terms and conditions as the discipline authority imposing it shall designate. A student shall be notified in writing of any disciplinary probation penalty assessed. A disciplinary probation penalty will become a part of the student's education record. Disciplinary probation will be monitored by the discipline authority that imposed it. A student who fails to successfully complete all terms of disciplinary probation may be subject to additional sanctions, up to and including expulsion.

Educational/Service Projects. Students found responsible for misconduct must perform educational programs for Residence Halls, sports teams, classes, etc. and/or campus or community service projects aimed at establishing an understanding of the harm caused to the community.

Restitution. A student may be required to pay restitution or perform services as a form of restitution after the opportunity for a hearing in which fundamental due process is afforded. Such action is appropriate in any case in which the misconduct or violation has caused loss of or damage to property or injury to a person, or in which reparation for a particular act of misconduct may reasonably be made by payment of money or the performance of services. A student will be notified in writing of any restitution penalty assessed. A restitution penalty will become a part of the student's educational record.

Residence Life Probation. Students on probation who violate policies may be subject to eviction from the residence halls/apartments. Residence Life Probation shall be for a designated period and subject to such terms and conditions as the conduct authority imposing it shall designate.

Eviction from Residence Halls or Apartments. ASU reserves the right to move a student to another residence hall, apartment complex or room; or suspend, or evict or ban a student from the residence halls/apartments of a student is involved in a serious violation of the University rules/policies or repeatedly violated University rules/policies (this eviction may or may not follow a time of housing probation). Failure to comply with this status will be considered trespassing and treated as such.

Disciplinary Suspension. A student may be suspended and/or banned from campus after having a hearing in which fundamental due process is afforded. Disciplinary suspension is normally for a stated period of time, at the end of which a student may apply for reinstatement. Conditions for reinstatement may be stipulated. Disciplinary

suspension for an indefinite period may be stipulated, usually with the implication that a student must fulfill certain requirements before reinstatement will be considered. While under disciplinary suspension, the student is not entitled to attend classes, use University facilities, participate in University activities, or be employed by the University. A student will be notified in writing of any disciplinary suspension sanction assessed. A disciplinary suspension sanction will become part of the student's educational record. A student who has been charged with misconduct may exercise the right to withdraw from the University. In such a case, a notation shall be made in the student's academic and education records that disciplinary action was pending and the student is not eligible for readmission until the expiration of five (5) complete academic years.

Disciplinary Dismissal. A student may be dismissed from a program within the University after a hearing in which fundamental due process is afforded. Dismissal is an unconditional termination of enrollment. The student may not apply for readmission to the program for a period of five (5) years unless another period is specified in the order of dismissal. A dismissal sanction will become part of the student's education record.

Expulsion. A student may be expelled from the University after having a hearing in which fundamental due process is afforded. Expulsion is permanent dismissal from the University. A student will be notified in writing of any expulsion sanction assessed. An expulsion sanction will become a part of the student's education record. After a complaint of misconduct has been received, a student may exercise the right to withdraw from the University. In such a case, a notation shall be made in the student's academic and education records that disciplinary action was pending and the student is not eligible for readmission until the expiration of five (5) complete academic years. However, if the alleged misconduct appears so serious as to warrant consideration of expulsion, the student will be advised that the withdrawal will not cause the charge(s) to be dropped and that normal proceedings will be continued. In such cases, the Magistrate shall determine the severity of the charges.

Utilizing Past Conduct. A student's previous disciplinary record, including conduct sanctions and disciplinary status, may be considered for a current conduct violation. The conduct administrator may assign the violation to a higher violation level based on previous violations.

STUDENT APPEALS BOARD

Purpose. The purpose of this Board is to provide an appellate body to hear student appeals on suspension and/or expulsion decisions made by the University Magistrate. In addition, the Board shall hear any case referred to it by the Vice President for Student Affairs, or the President of the University.

Term of Membership. The Appeals Board will be comprised of:

- The members of the judicial branch (Chief Justice and two (2) justices) of the AS&F who are present and available on campus when a request for appeal is made.
- One (1) non-voting faculty/administrator.
- If there is an even number of members present and available, the President shall appoint an additional member to serve for the appeal. Any vacancies in the Appeals Board may be filled by appointment of the President of the University.
- Appeals submitted during the summer months may have membership appointed by the Vice President for Student Affairs as AS&F is not in session.

Removal or Disqualification. The President of the University may remove any member of the Appeals Board for just cause or disqualify a member from a particular case on the basis of real or apparent bias or prejudice. Members should disqualify themselves from cases where their relationship with any of the participants gives rise to an appearance of bias or prejudice.

Appeal Request. An Appeal Request must be made in writing and filed with the Vice President for Student Affairs within five (5) school days of the email, mailed or hand-delivery of the Magistrate's decision. The Appeal Request shall contain any objections to the factual findings of the Magistrate and the grounds for appeal.

Grounds for Appeal. An appeal may be based upon the following grounds:

1. A fair hearing has not been afforded the appellant. A fair hearing shall be determined to include notice of the alleged misconduct prior to the time of the hearing before the Magistrate, notice of the sanction(s) that may be imposed for the misconduct, the opportunity to have an advisor on the terms set forth in this policy, the right to present available witnesses, the right to testify in his/her behalf, the right to cross-examine available witnesses, the right to present evidence and to examine evidence presented, and the right to remain silent.
2. The sanction or action is unduly severe.
3. A policy violation(s) is not supported by substantial evidence.
4. The sanction imposed is beyond the jurisdiction or authority of the University official.

STUDENT APPEALS BOARD PROCEDURES

Procedural Guidelines. The following procedural guidelines apply to the Student Appeals Board review of the Magistrate's decision.

The appeal shall be conducted on the Hearing Record, which shall consist of the Notice of Charges, Request for Hearing, electronic recording of the hearing and any evidence considered by the Magistrate and the Appeal Request. Each member of the Student Appeals Board will be provided with a copy of the Hearing Record by the Vice President for Student Affairs. The members of the Student Appeals Board will review the Hearing Record and, within five (5) school days of receiving the Hearing Record, convene a meeting privately to discuss the matter and reach a determination. The Student Appeals Board will not take testimony or review any matters outside the Hearing Record, except that a party may, prior to the scheduled meeting, submit in writing to the Student Appeals Board and to the other party(ies), any newly discovered relevant information.

Decisions. The Student Appeals Board will make its determination based on a simple majority vote, taken privately. Individual voting positions will not be disclosed and no dissenting opinions will be written. The Appeals Board will designate a member to prepare the written decision. The decision shall include the Board's reasons for making its determination. Notice of the date of the meeting will be provided to the parties. The Board will forward its written decision to the Vice President for Student Affairs, who will provide a copy to the student and to the President.

REVIEW OF STUDENT APPEALS BOARD DECISION

The decision of the Student Appeals Board is subject to the approval of the President of the University or his/her designee. If the President or his/her designee takes no action on his/her own initiative within five (5) school days after submission of the Board's decision, the decision of the Board shall be final, and appropriate action shall be taken by the appropriate administrative office to implement the decision.

FALSE ALLEGATIONS AND EVIDENCE

Deliberately false and/or malicious accusations under this Code of Conduct are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a policy violation.

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under the Code of Conduct.

UNAUTHORIZED DISCLOSURE

- Distributing or otherwise publicizing materials created or produced during an investigation or resolution/conduct process except as required by law or as expressly permitted by the University; or
- Publicly disclosing a party's personally identifiable information without authorization or consent.

FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain institutional officials (those deemed Campus Security Authorities) have a duty to report the following for federal statistical reporting purposes (Clery Act):

1. All "primary crimes," which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson.
2. Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property.
3. Violence Against Women Act (VASA-based crimes), which include sexual assault, domestic violence, dating violence, and stalking.
4. Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations.

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on- or off-campus or in the surrounding area, but no addresses are given) must be shared with the ASU Clery Coordinator for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include student affairs/student conduct staff, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

PERSONA NON GRATA (PNG) - NON-STUDENT POLICY

Adams State University may prohibit persons who have exhibited, or are exhibiting, behavior considered detrimental to the University community from being present in any University locations and at any University functions. Behavior may be deemed detrimental to the University community if it appears to those with primary responsibility for issuing Persona Non Grata status to violate any University Policy, Federal Law, State Law, County Code, or Municipal law by a preponderance of the evidence.

This policy is in addition to, and does not supersede, student conduct procedures or employee disciplinary procedures properly enacted on campus regardless if those policies pre-date or post-date the enactment of this policy.

1. The Adams State University Board of Trustees delegated to the University President authority to adopt policies and procedures as are reasonable and necessary for the proper conduct of the operations and activities of the University. For the purpose of this Persona Non Grata (PNG) policy, the President delegates responsibility for the issuing of a PNG to the Vice President for Student Affairs. The CARE Team, by appointment of the President, shall serve as the Office of Appeals
2. This policy applies to non-students and non-employees only.
3. Student disciplinary action will be handled through the procedures described in the Student Code of Conduct outlined in the Student Handbook.
4. Employee disciplinary action will be handled through the procedures described in the Classified Employee Handbook, Professional Personnel Handbook, or Faculty Handbook.

5. A person may be issued a PNG by the Office of the President or the Vice President for Student Affairs that will be in effect for a period of time and University location(s) specified in the PNG Notification as a consequence of the following behaviors:
 1. Use of University facilities in a manner inconsistent with the University's mission;
 2. Disruption of University programs, services or activities;
 3. Interference with the educational mission of the University;
 4. Threats or other behaviors that pose a risk to the safety and security of the University community;
 5. Engaging in illegal activities;
 6. Violation of a specific University policy.

Consequences of Non-Compliance - The individual in violation of the terms of the PNG may be subject to arrest and charged with trespass under State or Municipal law.

This policy is designed to maintain a safe environment for the University community. Individuals who disregard University policy or law on the University campus may be barred from all, or part, of the University.

When considering the issuance of a PNG the President and/or Vice President for Student Affairs will review the available information supporting the PNG in accordance with this policy. When the President and/or VPSS determine(s) that a PNG Notification shall be served to an individual, the President and/or VPSS will issue the Notification. A PNG Notification will include the terms and duration of any restrictions. A PNG Notification shall be served upon the party against which it was issued, or any adult residing in the same household.

Any request to temporarily modify the PNG to permit the subject limited and temporary access to campus for a specified purpose shall be directed to the Office of the President. Whether the request is granted is at the sole discretion of the Office of the President or their designee.

The ASU CARE Team shall act as the Office of Appeals for any PNG. Should there be a conflict of interest with the use of any member of the CHS that member shall recuse themselves. The CARE Team shall be a valid Office of Appeals so long as 3 members of the CARE Team are able to hear the appeal. The CARE Team is made up of the following members:

Vice President for Student Affairs (standing conflict)
Assistant Vice President for Student Affairs
Program Assistant for Student Affairs
Director of Counseling Services
ASUPD Chief
Director of Human Resources
Director of Auxiliary Services
Director of Student Success

The burden of proof during any appeal shall rest with the appealing party and shall be Abuse of Discretion or Significant Change of Circumstances.

The recipient of the PNG Notification shall have 10 business days to Appeal the PNG Notification to the CARE Team. The recipient of the PNG must request, in writing, that the CARE Team issue a ruling of either "Abuse of Discretion" or "Significant Change of Circumstances" based upon the information provided in the appeal. Further, the burden of proof supporting that ruling must be provided by the recipient. The recipient of the PNG Notification must attach any documentation supporting the appeal to the appeal when the appeal is filed. The CARE Team will make a ruling regarding the request by reviewing the Appeal, and any attached documentation, and the initiating PNG file. The CARE Team will have 30 days to render a decision in writing.

After 10 business days have expired the recipient of the PNG Notification shall be prohibited from filing an appeal of the PNG until one calendar year from the date of service of the PNG has elapsed. A PNG cannot be appealed more than one time every calendar year.

Appeals should be submitted to:

Office of the Vice President for Student Affairs
Richardson Hall Suite 2-800
208 Edgemont Blvd, Suite 2080
Alamosa, CO 81101
719-587-7221
studentaffairs@adams.edu

ACADEMIC POLICIES

Faculty in the classroom and in conferences should encourage relevant discussion, inquiry, and expression. Further, faculty should share such information with the class as projected times for exams, nature of assignments, the basic resources to be used, etc. Specifically, faculty shall meet classes as scheduled, maintain office hours, present instruction, discharge advisement responsibilities, and keep appropriate records. Faculty shall provide students, in writing, with course requirements and grading criteria in all classes. Student performance should be evaluated on an academic basis, not on opinions or conduct unrelated to academic matters.

1. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they shall be responsible for learning the content of any course of study for which they are enrolled.
2. Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they shall be responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. Students have a right to expect a competent and conscientious effort from faculty, including a statement at the outset of the class of the purpose and scope of the course and expectations of student performance. Additionally, students have the right to expect professors to attend classes on time and to offer competent instruction. Correspondingly, faculty members have the right and responsibility to fail students who do not satisfy the obligations of the course.
4. Students have obligations, as well as rights, in the classroom. Students have no right to impinge on the faculty's freedom to teach or the right of other students to learn. Faculty shall establish reasonable standards of conduct for each class, which should be made known at the outset of the class.
5. Students are to be reminded that faculty members also have rights; that among these are the right to impose penalties for disruptive conduct which could contribute to the negation of the academic atmosphere of the class. These penalties might include dismissal from the class, and through the orderly procedure of consultation with the Department Head of the appropriate school, a recommendation that the student should take no more of the instructor's classes.
6. It is the responsibility of the student to assure that he/she is aware of appropriate courses for the majors, minors, and concentrations as stipulated in the general catalog. Further, it is the student's responsibility to clear with the academic advisor and with the Records Office periodically to assure that his/her program is being pursued acceptably.

ACADEMIC APPEALS PROCEDURE

It is the student's responsibility to appeal any grade prior to thirty (30) days after grades are posted and follow the procedures outlined in the [Grade Appeal](#) policy.

ATHLETIC SCHOLARSHIP APPEALS

Athlete appeals are reviewed through the Scholarship Coordinator in the Office of Financial Aid and are then reviewed by the Athletic Scholarship Appeals Committee.

SATISFACTORY ACADEMIC PROGRESS - (SAP)

[SAP Appeal Form](#) (due within 30 days after classes start)
[Academic Suspension Appeal Form](#)

Satisfactory Academic Progress (SAP) requires all officially admitted degree-seeking students, enrolled in courses applicable to an eligible program of study at Adams State University, to maintain progress to degree completion, including maintaining a 2.0 GPA (undergraduate), and completing 67% or more of the courses in which they are enrolled. Failure to maintain Satisfactory Academic Progress may result in Academic, Financial Aid and Athletic Eligibility repercussions.

POSTER POLICY:

KIOSKS, BULLETIN BOARDS AND RESIDENCE HALLS

The Kiosks, Bulletin Boards and Residence Halls on campus shall be used for the purposes of general posting by the general public and campus community. To prevent damage only masking tape, tacks and staples shall be used to affix an item for posting. An item posted cannot be duplicated on the space in which posted. To make sure room is available on the Kiosks, Bulletin Boards and in the Residence Halls all postings may be removed at the end of each semester to clear clutter off the boards. The university may remove any item that is in violation of the First Amendment limitations of Time, Place and Manner.

The above paragraph pertaining to the Bulletin Boards, however shall not apply to any bulletin board that is expressly "reserved" for the University departmental or administrative purposes. No item shall be posted or remain posted on any reserved board without the permission of the department head or administrative officer who has reserved the board. Department chairs, administrative officers or their staff, may remove any item posted on such reserved boards in violations of this paragraph.

THE ROCK

The Rock is reserved for the use by the campus community for postings concerning a campus-sponsored or community event. Posting may occur by way of painting on The Rock. A person or organization desiring to post on The Rock may reserve the right to do so at the Office of Student Affairs. Scheduling of the Rock shall be on a first come first serve basis.

BANNERS

Members of the campus community and community may hang banners outdoors immediately adjacent to the Student Union Building and may hang banners indoors, within the atrium area of the Student Union Building advertising an event provided that the banner(s) do not violate the First Amendment restrictions of time place and manner. The banner(s) may be hung during the period of 30 days prior to the event. The person(s) or entity (ies) that hung the banner(s) shall remove the banner(s) following the event. Any banner that obstructs pedestrian traffic or is hung in a manner that presents a risk of injury or damage to persons or property will be removed. To prevent damage to surfaces only masking tape, tacks or staples may be used to affix them.

SIDEWALKS (ONLY)

Members of the campus community and community may apply washable chalk to the campus sidewalks only. The posting again must comply with the first amendment rights and restrictions of Time Place and Manner. Chalk announcements are NOT allowed on any campus building.

POLES AND WALLS

Students are asked to refrain from taping flyers to light posts or other related poles on campus. They are also asked to refrain from posting on the walls and windows and only post on designated boards to prevent damage to the campus.

OTHER

There shall be no posting, painting, use of banners or chalking at Adams State University except as provided above. The office of Student Services, Student Union Building Staff, Custodians and Residence Life Staff shall enforce this poster policy.

TERMS OF ENROLLMENT OR WITHDRAWAL

Enrollment in the University or in any University program, organization, or activity is deemed to be the choice of any qualified student who assumes the responsibility for meeting the requirements involved for continued participation.

Termination or suspension of continued enrollment may take the following forms:

1. Academic suspension or dismissal for failure to maintain minimum academic standards (initiated by the appropriate University Officials).
2. Disciplinary suspension, dismissal or expulsion for violation of University policies (initiated by the Vice President for Student Affairs or designee).
3. Temporary suspension during the pendency of disciplinary or criminal actions (initiated by the Vice President for Student Affairs or designee).
4. Cancellation of registration when admission is found to have been based upon incomplete or false information provided by a student (initiated by the Office of the Vice President for Student Affairs in conjunction with the Admissions Office and the Records Office).
5. Cancellation of registration or denial of registration when a student fails to meet financial obligations to the University (initiated by the Office of Business Services in conjunction with the Records Office).
6. Denial of re-enrollment, diplomas, and transcripts to a student for failure to fulfill all University obligations (initiated by appropriate University official(s))
7. Medical withdrawal for being in such condition of physical or mental illness that, even with reasonable accommodation, the student cannot safely satisfy University programmatic requirements. (initiated by the Vice President for Student Affairs or designee).
8. Voluntary withdrawal or leave of absence (initiated by the student and approved by the Vice President for Student Affairs).

Continued enrollment may be subject to imposition of sanctions of lesser severity and/or satisfaction of specified requirements when determined to be appropriate and considered to be effective in implementing the goals and functions of the University (initiated by the University official(s) responsible for discipline). Required withdrawal or denial of registration may be imposed at any time during a semester or prior to registration for any semester. Denial of reinstatement following suspension, required withdrawal, or denial of registration may be enforced permanently or for a specific period of time. The Admissions and Re-admission Review Committee may make specific stipulations or conditions as part of re-admission.

STUDENT NON-ATTENDANCE VERIFICATION

All faculty will have a methodology in place to verify that a student who is officially registered in class(es) has attended at least one class session on or before census date. This policy ensures accurate accountability of students for reporting purposes and determination of head count and FTSE for full compliance with all federal and state regulations.

CLASS ABSENCES

Excused Absence Notification Policy. All excused absence verification (except for regularly scheduled athletics travel) shall be processed by the Office of Student Affairs. Upon verification of the excused absence, the Office of Student Affairs will notify each of the student's instructors via email. The student must make specific arrangements with each instructor to make up any missed assignments or examinations. The student has 30 days from the date of absence to submit documentation to the Office of Student Affairs. After the 30 days, the absence will be not be officially excused by the Office of Student Affairs.

Regularly Scheduled Athletics Travel. The Athletic Director or Head Coach for each sport shall provide each student-athlete with written copies of their travel schedule at the beginning of the semester. Enough copies should be provided to each student-athlete for each of their instructors. The written notifications should include the names of all student-athletes likely to travel, the date and approximate time of departure, and date and approximate time of return to campus. The student-athlete should provide each of their instructors with this written notification at the beginning of the semester. The student-athlete must make specific arrangements with each instructor to make up any missed assignments or examinations. Students should be reminded that an excused absence does not exempt them from the missed assignment or examination, but provides them with the opportunity to make up the assignment or examination without penalty.

INTERNATIONAL STUDENT SERVICES

Adams State defines an international student as a student in non-immigrant status who is not a U.S. citizen or does not have approved and finalized U.S. permanent residence, refugee status, or political asylum. Adams State is a Student and Exchange Visitor Program (SEVP) certified institution (school code: DEN214F00174000) with the ability to produce I-20s for international students to potentially receive F-1 student visas upon official acceptance to Adams State.

All international students who enter the university must comply with all provisions of the Immigration and Nationality Act. Complete International Admission Requirements can be found at <https://www.adams.edu/admissions/international/>

COMPLETE WITHDRAWAL FROM UNIVERSITY

If an undergraduate student plans to withdraw from enrollment at Adams State, the student must initiate the complete withdrawal through their Workday Student account.

Failure to complete the Complete Withdrawal from All Courses form will result in unapproved withdrawal from all courses, forfeiture of any refund of fees for which the student may be eligible and may result in failing grades for the semester. Students who fail to officially withdraw will still be registered, continue to incur charges, and will have failing grades posted at the end of the semester. All requests to withdraw must be in writing (i.e., signature on withdrawal form). Any reasons for complete withdrawal after the date to be identified by the registrar as the last day to completely withdraw from all classes will require verification by the Office of Student Affairs for the student to receive a non-punitive grade of W.

Students who are eligible for the COF stipend may have reduced their available COF hours upon withdrawal by the total number of eligible hours in which they were enrolled.

INVOLUNTARY LEAVE OF ABSENCE

Adams State University (ASU) is committed to partnering for student success. As part of this commitment, ASU provides support services to address student health and wellness needs within the context of our campus community. We are also committed to protecting our community members. Separation of a student from the university may be necessary if there is sufficient evidence that the student is engaging or is likely to engage in behavior that poses a danger to the health, safety, and well-being of the campus community or themselves.

In certain rare situations where a student is unable or unwilling to carry out substantial self-care obligations, including those that pertain to physical and mental health, where current medical knowledge or the best available objective evidence indicates that a student poses a significant risk to the health or safety of others, where a student poses a substantial risk of serious disruption to University activities or operations, or where a student poses an actual risk to their own safety and the student does not want to take a leave voluntarily, the Vice President of Student Affairs or designee has the authority to mandate the student's withdrawal from the University. In no instance will the University's assessment of a student's condition be based on speculation, stereotypes, or generalizations.

An involuntary leave of absence is not a punitive action or student conduct outcome and will not be used as such. The University reserves the right to proceed in a non-discriminatory manner with student conduct action pursuant to the Student Handbook Code of Conduct or other applicable policies, independent of or concurrent with any action taken pursuant to this policy.

An involuntary leave of absence does not revoke a student's admission to ASU unless the student remains unenrolled for more than three (3) consecutive semesters. During an involuntary leave of absence, a student is not enrolled in courses at Adams State University, including online courses, and may not participate in activities/services reserved for enrolled students including, but not limited to, housing, activities/events, counseling services, and the Rex gym.

This policy does not govern financial matters related to attendance. Tuition and fee requests are managed by Student Business Services.

GRADE-POINT AVERAGE COMPUTATION

The Adams State University grading system is based on a standard four-point scale and GPA is calculated by dividing total quality points by credit hours attempted.

GRADE REPORT

Students should meet with their instructors throughout the semester to discuss their academic progress. Prior to midterm, students will be notified of all regular session classes in which they are in jeopardy of receiving a failing grade. Final grade reports will be available online as early as the Tuesday evening following the final week of courses. Students who wish to have their grade reports mailed should log in to <http://www.adams.edu/onestop> and complete the information requested for having a grade report mailed each semester during the time frame indicated on the Web site.

INCOMPLETE GRADES

The grade of incomplete (IN) is a temporary mark assigned for course work of acceptable quality that students, through no fault of their own, are unable to complete by the end of the semester. An IN grade is not given for neglected or unsatisfactory work. Students enrolled in year-long correspondence courses will automatically be issued an IN grade at the end of the semester in which they enrolled unless they have completed all requirements within their term of enrollment.

Please review our Incomplete (IN) policies if you wish to issue such a grade and remember that an Incomplete Agreement Form must be signed and submitted to the Vice President for Academic Affairs.

Complete policy can be found [here](#):

HONORS

Students with a cumulative Adams State University (ASU) grade-point average of 3.5 to 3.74 graduate cum laude (with honors). Students with a cumulative ASU grade-point average of 3.75 to 3.89 graduate magna cum laude (with high honors). Students with a cumulative ASU grade-point average of 3.9 or higher graduate summa cum laude (with highest honors).

ACADEMIC AMNESTY

Students must be advised that the academic amnesty provision pertains only to Adams State University and may not be honored by other institutions of higher learning. Students seeking academic amnesty should determine whether there are any negative implications on their federal financial aid eligibility, and/or academic and professional aspirations before seeking academic amnesty.

After three consecutive years of non-attendance at ASU, a student may request academic amnesty for a course or courses in one or more semesters. If a student requests amnesty for a course in a given semester, all courses within that semester with a grade of IF, F, TF or D must be included in the request. The request will be reviewed after the student has completed at least one semester since being readmitted to ASU. The student must complete nine credits and earn a GPA of 2.0 for the request to be approved.

When the student's request is approved, grades of IF, F, TF and D for the courses from the prior attendance period will be excluded from the student's grade point average. However, the courses will remain on the student's official transcripts designated with a special code for academic amnesty. The courses/grades that are included in the amnesty process will appear on student transcripts and may be used by professional programs in their admissions decisions. Undergraduate Students choosing to apply for academic amnesty should contact the Office of Academic Affairs.

CHILDREN IN THE CLASSROOM

In order to ensure a safe and effective teaching and learning environment ASU maintains that children should not be present in classes or in university academic buildings unless there is a specific learning purpose for their presence.

Professors and Department Chairs are expected to enforce these rules. Complaints about violations are to be taken seriously.

PETS IN THE CLASSROOM

In order to ensure a safe and effective teaching and learning environment ASU maintains that pets should not be present in classes or in university academic buildings unless there is a specific learning purpose for their presence. Service animals are allowed to be on campus with those they assist. Anyone with a Service animal should have their animal authorized in the Office of Accessibility located in the Grizzly Testing and Learning Center, Nielsen Library.

Therapy animals and emotional support animals are not allowed in the classroom.

Professors and Department Chairs are expected to enforce these rules. Complaints about violations are to be taken seriously.

OTHER UNIVERSITY POLICIES

OFFICIAL STUDENT COMMUNICATION

To meet the academic and administrative needs of the university, ASU has established email as the official and primary means of communication to all of its admitted students.

Students are expected to check their email and maintain their email accounts on a frequent and consistent basis in order to receive all college-related communications, which may be time-sensitive. University-related communications may come from Adams State University faculty and staff or from partners of Adams State, including but not limited to Higher One.

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This policy will ensure all students will be able to comply with the email-based course requirements specified by faculty. Faculty can therefore assume students' official @adams.edu accounts are being accessed, and faculty can use email for their classes accordingly.

PRE-ADMISSION NON-ACADEMIC CONDUCT

In compliance with Colorado Senate Bill 16-170, the governing board of Adams State University shall not inquire into, or require disclosure of an applicant's criminal history, or disciplinary history at another academic institution, on any form of application, including electronic applications, for admission to the institution. Adams State University may inquire into an applicant's prior disciplinary history at another academic institution for stalking, sexual assault, and domestic violence; and an applicant's educational records related to academic performance. Adams State University may consider criminal conviction history if information pertaining to such history is provided on an application that is designed by a national application service, tailored for admission to a specific degree program, and/or used by postsecondary education institutions in other states. Programs requiring licensure post-graduation may have additional requirements and disclosures.

Adams State University may inquire into an admitted applicant's criminal history when obtaining information pertaining to participation in campus life or student housing. For such inquiries, Adams State University shall consider the following: (a) the nature and gravity of any criminal conduct and whether it bears a direct relationship to a particular aspect of a student's participation in campus life, including but not limited to campus residency and campus activities; (b) the time that has passed since the occurrence of any criminal conduct; (c) the age of the student at the time of the conduct underlying a criminal conviction; (d) any evidence of rehabilitation or good conduct produced by the student; and (e) the benefit to the student of participating in campus life.

Pursuant to Colorado Senate Bill 19-170, this policy, including the student's right to appeal procedure, must be filed with the Colorado Commission for Higher Education. Any change to the policy must be filed at least thirty days prior to enactment.

1. For students who are admitted to the institution, housing applications (or participation in campus life activities) shall ask applicants to answer a criminal history question. Students who answer "YES" are required to supplement the application with criminal history information. This additional information will be submitted to the Campus Health and Safety Committee for approval to live in campus housing.
2. Students who, after admission but prior to matriculation, are convicted for stalking, sexual assault, domestic violence, assault, kidnapping, voluntary manslaughter, or murder; or who become charged with any pending criminal charges must notify the Office of Admissions immediately. This information will be added to the student's application file and forwarded to the CHS Committee for review. To determine if the student's admission to the institution poses a potential threat or adverse effect on the safety of the campus community, the CHS Committee may inquire into the following: (a) prior convictions for stalking, sexual assault, and domestic violence; (b) prior convictions, within five years before submitting the application, for assault, kidnapping, voluntary manslaughter, or murder; (c) prior disciplinary history at another academic institution for stalking, sexual assault, and domestic violence; (d) any criminal charges pending against the applicant; and/or (e) educational records related to academic performance. The Executive Director of Enrollment Management or designee will notify the student in writing of

- the CHS Committee's decision. A possible decision is rescinding of admissions acceptance in which the student is then denied admission to the institution.
3. Students who, after admission and matriculation, are convicted for stalking, sexual assault, domestic violence, assault, kidnapping, voluntary manslaughter, or murder; or who become charged with any pending criminal charges must notify the Office of Student Affairs Students immediately.

The Vice President for Student Affairs sends written notice to the student that notifies them that ASU has become aware of the charge or criminal history, addresses any other information known to the University about the matter, and that the student is temporarily suspended effective immediately. When applicable, the Vice President for Student Affairs' notice may also include a Prohibition Order. If such an order is included, it is the responsibility of the student to not have contact with the individual(s) named, directly, or through third parties, as specified in the notice. Failure to comply with the order may result in additional disciplinary action through the Student Code of Conduct procedures.

A conference between the student and the Vice President for Student Affairs or his or her designee, shall be scheduled as soon as possible (usually within 10 calendar days of the notice) for the limited purpose of the student and the Vice President for Student Affairs exchanging information regarding the charge and to allow the student to present any mitigating information regarding whether the temporary suspension should continue. This conference is not for the purposes of investigating the charge.

The Vice President for Student Affairs, or designee, shall refer the matter to the CARE Team for evaluation. The CARE Team shall be authorized to review and make a decision regarding the charges, including, but not limited to whether the student is eligible to continue to enroll, whether the student's prior admission shall be revoked, or whether the student will be suspended in abeyance. The temporary suspension may continue to be in effect until the committee has made such a determination.

PUBLIC INFORMATION/DIRECTORY INFORMATION (FERPA POLICY)

The Family Educational Rights and Privacy Act (FERPA) declares that an institution may release certain information from a student's educational record without written consent and defines Directory Information as the following: "Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." (1988 Final Regulations)

Designating certain information as directory information allows us to include information about students in certain publications, such as student directories, graduation programs, playbills for theatre productions, or sport programs. It also allows us to do pre-employment education verifications with potential employers.

The following is considered Directory Information at Adams State and may be released to a third party without written consent. Please note, although Directory info may be released, Adams State is under no obligation to release any information.

- Name
- Email Address
- Phone number(s)
- Address (It is recommended that parent addresses not be released without written consent of the student)
- Classification (e.g., freshman, junior)
- Major field of study
- Dates of attendance
- Degrees pursued
- Enrollment status (full-time, half-time, etc.), actual number of credit hours is not Directory Information
- Degrees received

- Weight and height of members of athletic teams
- Honors and awards received
- Date of birth
- Last school attended
- Past and present participation in officially recognized sports
- Academic standing (eligible to register)

If a student wishes for this information to be withheld, they may fill out [a Restriction of Release of Directory Information Form](#) which will put a restriction on the release of ANY and ALL information, including directory information. Please note that there are potentially negative consequences to filling out a confidentiality form. Future employers and schools will not be able to obtain ANY information, including dates of attendance, degrees received, verification of enrollment, etc. If we receive an inquiry we will respond with “I have no information on this person.” This restriction will remain in effect until rescinded in writing by the student.

Completed forms can be mailed to:

Adams State University
Office of the Registrar
208 Edgemont Blvd, Suite 2110
Alamosa, CO 81101

GENDER INCLUSIVE FACILITIES

Adams State University is strongly committed to creating and sustaining an inclusive campus environment that serves our diverse communities. This policy focuses on providing as safe environment consistent with Adams State University’s mission, vision, and values.

Gender inclusion requires providing access and equality by creating an environment that is safe, accessible, and respectful of all individuals. One aspect of creating an inclusive environment is the availability of safe, accessible, and convenient facilities for all individuals.

There is a lack of statewide or federal guidance on the implementation of gender inclusive facilities. As such, ASU policy must necessarily guide the implementation of such facilities.

Allowing students and employees to use the facility that corresponds with their gender identity not only dignifies transgender people, it also ensures that the employer is not in violation of Occupational Safety and Health Administration (OSHA) regulations or of local or state non- discrimination laws where they exist. Further, preventing a transgender person from using the restroom that corresponds with their gender identity and expression may be construed as discriminatory under Title VII of the Civil Rights Act. It may also be considered discrimination under Title IX of the Education Amendments of 1972.

In addition to the workplace discrimination protections provided to workers under federal law, such as Title VII of the Civil Rights Act, the Age Discrimination in Employment Act (ADEA) and the Americans with Disabilities Act, Colorado provides broad workplace discrimination protections to employees under the Colorado Anti-Discrimination Act (CADA).

The Colorado Anti-Discrimination Act (CADA) Protection against discrimination extend to a person’s “transgender status or another individual’s perception thereof.” See C.R.S. § 24-34- 301(7). A transgender person is someone whose gender is identity differs from the sex marked on their birth certificate. The CADA prohibits discrimination in places of public accommodation, employment, and housing (see C.R.S. 24-34-301 et seq.), including schools.

This policy is in alignment with changes for the International Building Code for 2018. The newly adopted code by the International Code Council calls for all new construction to have single-user, unisex bathrooms, where occupancy standards apply.

Specifically, the code outlines that for “assembly and mercantile facilities” where six or more water closets (toilets) are required, at least one of the toilet rooms provided with a single water closet and a single lavatory. These gender-neutral toilet rooms would be intended for family/assisted-use but would also be available for single users.

The 2018 plumbing code requires all single-user toilet facilities to be labeled for use by either sex or gender-neutral.

The new provision, however, is available immediately for adoption by any state or local government entity that wants to implement the code.

ANIMALS ON CAMPUS

Refer to the policies below regarding animals on campus.

[Emotional Support/Comfort Animals](#)

[Service Animal Policy](#)

MISSING PERSON POLICY

The ASU PD recognizes the importance of investigating all reports of missing children and other persons. Additionally, we hold that every child or other person reported as missing will be considered at risk until significant information to the contrary is confirmed.

Students residing in on-campus housing have the option to identify, confidentially, one or more individuals to be contacted by the University in the event the student is determined to be missing. Each fall, student residents will be given the option to update their missing person contact information, however, student residents may do so at any time by contacting the Housing & Residence Life Office at (719)587-7227, or in the Coronado / Girault Complex.

A student’s missing person contact information will be registered confidentially and will be accessible only by authorized campus officials and law enforcement in the course of a missing person investigation.

If a member of the ASU community has reason to believe that a student is missing, he or she should immediately notify the ASU PD at (719)587-7901 or the Colorado State Patrol Dispatch at (719)589-5807.

Missing Person Definitions:

Missing Person: A person whose whereabouts are unknown and whose safety or welfare is the subject of concern.

Missing Person with Developmental Disabilities: A person with a verified developmental disability domiciled in Colorado, whose whereabouts are unknown and whose disappearance poses a credible threat to the safety and health of the person.

Missing Senior Citizen: A person aged 60 or older with a verified developmental disability domiciled in Colorado, whose whereabouts are unknown and whose disappearance poses a credible threat to the safety and health of the person.

Missing Adult: A missing person who is 18 years or older.

Missing Child: A missing person younger than 18 years.

Emancipated Juvenile: A juvenile over fifteen years of age and under eighteen years of age who has, with real or apparent assent of the juvenile's parents, demonstrated independence from the juvenile's parents in matters of care, custody and earnings. The term may include, but shall not be limited to, any such juvenile who has the sole responsibility for the juvenile's own support, who is married, or who is in the military.

Abducted Child: A child whose whereabouts are unknown;

1. Whose domicile at the time he or she was reported missing was Colorado;
2. About whom credible information is received from a law enforcement agency located in another state that the abducted child is traveling to or in the state of Colorado;
3. Whose age at the time he or she was first reported missing was seventeen years of age or younger, including a newborn; and
4. Whose disappearance poses a credible threat as determined by local law enforcement to the safety and health of the child.

At Risk Missing Child or Adult: A missing person and one or more of the below circumstances are present:

1. Child is 13 years of age or younger.
2. Child or adult who is out of the zone of safety for his or her age and physical and mental condition.
3. Child or adult who is developmentally disabled or emotionally disturbed, or has difficulty communicating needs, identity or address to others.
4. Child or adult who is drug dependent. Drug dependence may include legally prescribed medicines necessary for physical or mental well-being, or illicit drugs.
5. Child or adult who is potential victim of foul play.
6. Child or adult in a potential life-threatening situation due to environmental factors (i.e. toddler near busy roadway, or extreme weather conditions exist.)
7. Child or adult absent from home for more than 24 hours before being reported to law enforcement as missing.
8. Child or adult believed to be with persons who could endanger his or her welfare.
9. Child or adult whose disappearance involves circumstances that would cause a reasonable person to conclude that the missing person should be considered at risk.

Response to a Report of a Missing Child or Missing Person:

A. Upon receiving a report of a missing person, the responding officer shall assess the information received from the reporting person and other available information. Initial investigation should include:

1. Interview the persons who made the initial report, and if the person is a child, the child's parent or guardian.
2. Obtain a detailed description of the missing person, abductor, vehicles and other pertinent information.
3. Verify that the person is in fact missing.
4. Identify the circumstances of the disappearance.
5. Determine when, where and by whom the missing child/person was last seen.
6. Interview the individual who last had contact with the person.
7. Confirm custody status in the case of a missing child.
8. Evaluate whether circumstances of the child/person's disappearance meet existing Amber Alert or Colorado Missing Senior Citizen and Person with developmental Disabilities Alert Program criteria.
9. Determine the correct NCIC Missing Person File category and ensure that a notification is promptly transmitted. There are 6 categories within the Missing Person File; Disability, Endangered, Involuntary, Juvenile, Catastrophe, & Other.
10. Provide detailed descriptive information to communications for broadcast to other law enforcement agencies, if deemed appropriate.
11. If necessary, secure and safeguard the area as a potential crime scene.

12. If it is determined that unusual circumstances are involved in the report of a missing adult or child, the person will be considered at-risk, the sworn officer will begin an expanded investigation. This may include calling out additional ASU PD officers, and/or other agencies for assistance.

13. Officers will cause the Chief of Police or designee to be notified immediately any time a missing person report is initiated. If the missing person is a child, senior citizen, person with developmental disabilities or an at-risk child or adult, the Chief of Police or designee will be notified immediately if a report initiated.

B. No waiting period/criteria is required for the ASU PD to document information and report an individual as missing.

C. ASU PD shall ensure all reasonable and necessary investigation, notification, dissemination or information, coordination of resources and searches are conducted to resolve missing person cases.

D. ASU PD shall, within twenty-four hours after receiving the report of a missing child, senior citizen or person with developmental disabilities, notify the Colorado Bureau of Investigation pursuant to section § C.R.S. 24-33.5-415.1 (3) or § C.R.S. 24-33.5-415.8 (II). Additionally, if the missing child is an ASU student living on campus, and is not an emancipated individual pursuant to § C.R.S. 19-1-103(45) the ASU PD shall notify the custodial parent or legal guardian of the missing child report. Ideally this notification will be immediate but must be made within 24 hours of the receipt of the report.

E. In compliance with the Higher Education Opportunity Act (HEOA) of 2008, the emergency contact name, as indicated by the student, shall be contacted in the event the missing party is an ASU employee. The ASU PD should consider contacting the law enforcement agency with jurisdiction at the missing student's previous home address and provide all known information in an effort to coordinate investigative and reporting requirements. The HEOA also provides that for each non-emancipated student under 18 that a custodial parent or guardian must be notified within 24 hours after the student is determined to be missing.

F. The Office of Student Affairs shall be contacted immediately whenever a student is reported missing.

G. All notifications will be documented to include time of contact, person informed and nature of information passed on.

H. Jurisdictional conflicts are to be avoided when a child or other person is reported missing. If a missing child or other person either resides on, or was last seen on campus, the ASU PD will immediately initiate the required reporting process. If a child or other person resides on campus and was last seen in another jurisdiction, but the law enforcement agency covering that jurisdiction chooses not to take a missing child or missing person report, the ASU PD will assume reporting and investigative responsibility.

I. Questions concerning parental custody occasionally arise in relation to missing child reports. It shall be the policy of this agency to accept the report of a missing child even if custody has not been formally established. Reporting parties shall be encouraged to obtain legal custody as soon as possible; however, since the safety of the missing child or children is paramount, members of this agency will open a case when it can be shown that the child is missing, without explanation, from his or her usual place of residence.

Amber Alert Program

A. Once ASU PD verifies that a child abduction has occurred, staff may notify the Colorado Bureau of Investigation and provide CBI with the pertinent information regarding the child abduction. Upon receipt of the notice of a child abduction, CBI shall confirm the accuracy of the information and then issue an alert via the state emergency alert system.

B. The ASU PD will update CBI of any new information relevant to the alert.

C. If ASU PD locates the child who is the subject of an Amber Alert (whether or not it was initially reported by ASU PD), staff shall notify CBI as soon as possible advising the child has been located.

Missing Senior Citizen and Persons with Developmental Disabilities Alert Program

A. When ASU PD receives notice that a senior citizen is missing and has a verified impaired mental condition, or a person with developmental disabilities is missing, the responding officer shall require the family, legal guardian or service provider of the missing person to provide documentation of the person's mental impairment or

developmental disability. Once it has been verified that the person with developmental disabilities is missing, the local law enforcement agency may notify CBI. CBI shall confirm the accuracy of the information and then issue an alert.

B. ASU PD will update CBI of any new information relevant to the alert.

C. If ASU PD locates a person who is the subject of a Missing Senior Citizen or Person with Disability Alert (whether or not it was initially reported by the ASU PD), staff shall notify CBI as soon as possible that the person has been located.

Recovery and/or Return of a Missing Child/Person

In the event a missing child or other person has been located and ASU PD is involved in the recovery or return of the missing child or person, the sworn officer should:

1. Verify that the located person is, in fact, the reported missing person.
2. Inform, in the case of a missing adult who has been located, the located person that he or she is the subject of a missing-person investigation.
3. Notify the initial reporting person(s) of the well-being and, if permissible, the whereabouts and contact information of the person who has been located.
4. In the case of a runaway or missing child from on campus, arrange for the return of the child to his or her legal guardian or to an appropriate children's shelter, as long as the child is not wanted on a warrant or other law violation.
5. In the case of a runaway reported by another local agency, the warrant or NCIC hit should be verified and the child should be taken into protective custody. The reporting agency should be notified as soon as possible and advised the runaway has been located.
6. In the case of a runaway from another jurisdiction, or out-of-state, the child should be taken into protective custody and the Department of Human Services (DHS) should be contacted. Custody should be transferred to DHS as soon as practical after taking the child into custody.
7. Cancel all outstanding notifications including any alerts made by CBI and the NCIC Missing Person File entry, if applicable.

DISABILITY SERVICES

Adams State University is committed to providing equal education opportunity for persons with both permanent and temporary disabilities in accordance with the Affirmative Action Policy of the University and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The mission of the Office of Accessibility Services is to assist Adams State University in creating an accessible community where individuals with disabilities have an equal opportunity to participate in or benefit from all university programs, activities, and services.

Objectives

- To provide direct, reasonable accommodations and support services for individuals with disabilities.
- To encourage self-determination, independence, and personal responsibility for students with disabilities.
- To provide resources, advocacy, collaborative services, and outreach throughout the College community.
- To promote an open and welcoming environment around campus for individuals with disabilities.
- To inform and educate the Adams State University community about the ADA/Section 504, and an appropriate institutional response.

In support of its commitment to provide equal educational opportunity, Adams State provides a variety of reasonable services and accommodations to students with disabilities. Reasonable accommodations include but are not limited

to, extended testing time, testing in a reduced distraction environment, testing with the assistance of reader and/or scribe, priority seating, and interpretation services.

ASU MENTAL HEALTH AND SUICIDE PREVENTION POLICY

Adams State University is committed to the success of all students, including those with depression and/or other mental health conditions. As part of this policy, Adams State University will:

- Acknowledge but not stigmatize mental health problems;
- Make suicide prevention a priority;
- Encourage students to seek help or treatment that they may need;
- Ensure that personal information is kept confidential;
- Allow students to continue their education as normally as possible by making reasonable accommodations; and
- Refrain from discrimination against students with mental illnesses, including punitive actions toward those in crisis.

Counseling services and mental health treatment are available to members of the campus community affected by a student's depression or other mental health condition as well as to the student. Additionally, emergency psychiatric services are available to students at all times through the San Luis Valley Community Mental Health Center.

All services are provided on a voluntary basis and it remains the student's decision whether or not to seek services. In some circumstances, and as the law permits, Adams State University may seek involuntary treatment of the student.

Counseling and mental health services are confidential. The counseling center will not share information about a student with faculty, staff, administrators, or others unless the student consents, except as required or permitted by law. As permitted by law, the counseling center may disclose information about a student to the extent needed to protect the student or others from a serious and imminent threat to safety, for example, by making disclosures to crisis intervention or emergency personnel.

Adams State University will reasonably accommodate students with depression and/or other mental health conditions. Reasonable accommodations will be designed to enable the student to remain in school, meet academic standards, and maintain normal social relationships.

In some situations, students may take voluntary leaves of absence for documented mental health reasons. If a student so requests, the counseling center will help the student decide whether to take a leave of absence and, as appropriate, help the student secure a leave.

In the circumstance that a student cannot safely remain at Adams State University or meet academic standards even with accommodations and other supports, Adams State University may require the student to take a leave of absence.

The Students of Concern Committee may recommend an involuntary leave for safety reasons if it finds, after an individualized evaluation of the available information, that there is a significant risk that the student will harm him/herself or another, and that the risk cannot be eliminated or reduced to an acceptable level through accommodations. The decision whether to impose an involuntary leave will be made by the Vice President for Student Affairs. In making the decision, whenever possible, the Vice President will consider any recommendations made by the committee.⁵

A student on leave, whether voluntary or involuntary, may request at any time to return to Adams State University as a student. Adams State University may require the student to provide documentation from a mental health

professional that the student is fit to return to the academic environment. When indicated, Adams State University may seek a second opinion.

A student who desires to return to school after taking a leave of absence for mental health reasons will not be subject to more rigorous standards or procedures than a student who desires to return to school after taking a leave for physical health reasons.

In the circumstance that a student does not meet the standard for imposition of involuntary leave but cannot safely remain in Adams State University housing even with accommodations, Adams State University may require the student to live in housing other than Adams State University housing while enrolled.

SB06-067 Colorado Higher Education Student Suicide Prevention Act

In accordance with FERPA and Colorado Senate Bill 06-067 (“Colorado Higher Education Student Suicide Prevention Act”), when a student enrolls, and when a student becomes a client of the counseling center, the student will be asked to sign or to formally decline to sign a FERPA waiver as related to Colorado’s SB 06-067 Suicide Prevention Act. This waiver allows an official from Adams State University to contact the student’s designee if officials from Adams State University become concerned about the student’s mental health or potential or actual suicidal impulses. This information will be on file in Student Affairs. Students will be encouraged to update this information regularly. Consent forms will be disseminated and collected from all incoming transfer and first year students. Students who do not complete the form may have a hold placed on their registration until the student reports to Student Affairs and completes the form.

It is expected that anyone in the University community with serious concerns about the health and safety of a student brings such information to the attention of the Vice President for Student Affairs. For more information, or to review the entire ASU Mental Health and Suicide Prevention Policy, please contact the Director of the Counseling and Career Center, located at Richardson Hall Room 220, or by telephone at 719-587-7746.

OFF-CAMPUS EVENTS

All off-campus social events sponsored under the name of the University (clubs, organizations, teams, groups, etc.) must receive approval from the Vice President for Student Affairs prior to the final planning for such event. The promotion of activities which permit the consumption of alcohol, use or abuse of illegal drugs, or violation of any local, state, or federal law, will not be approved. Sponsors, as noted in the Vice President for Student Affairs files, must coordinate and participate in the scheduled event.

IT USERS RESPONSIBILITY & TRAINING

Computing Services maintains the security and reliability of campus Information Technology (IT) infrastructure. Every IT user of these resources also maintains a responsibility to protect the security and integrity of IT resources and information. See [IT Acceptable Use Policy](#)

HOVERBOARDS

Segway Hoverboards (aka “Hoverboards) and other lithium-powered, self-balancing personal transportation devices are prohibited on campus and in all Residence Halls due to fire safety concerns. This includes storage, charging, and riding these devices. As a result, all such devices will be confiscated.

CLERY CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (Clery Act) requires all colleges and universities that participate in federal financial aid programs to collect, retain and disclose information about crime on or near their campuses and other university-owned/controlled property. The goal of

the Clery Act is to ensure students, prospective students, parents and employees have access to accurate information regarding crimes committed on campus as well as campus security procedures and programs.

As required by the Higher Education Opportunity Act, Adams State publishes an Annual Fire Safety Report, which contains information about the University's fire prevention practices and systems, as well as fire-related statistics. The Fire Safety Report is included in ASU's Annual Security Report, which also documents crime statistics for the past three calendar years and provides information about campus security policies and crime prevention efforts. The ASFSR may be found on our police website.

Another requirement of the Clery Act is that Adams State maintain a Daily Crime Log, recording all criminal and non-criminal incidents reported to the Adams State Police Department. This log may be found on the Adams State University Police Department webpage.

Notice to the Adams State community is given in the event of any Clery crime that presents an ongoing threat to the safety of students or employees via emergency alert texts, emails, website notifications and published postings/flyers.

Federal law also requires Adams State to establish a policy and procedures for how to report a student missing from on-campus student housing, how the university will respond to a missing student report and how students can designate a confidential missing person emergency contact. Information regarding these procedures may also be found in the ASFSR.

TIMELY WARNING AT ADAMS STATE UNIVERSITY

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. In circumstances where the student population may be at risk from a dangerous person or situation, notification is made using all of the following means: emergency alert texts (e2campus), emails, web site notifications, and published postings of flyers.

e2campus EMERGENCY ALERT SYSTEM

ASU has a voluntary sign up system for emergency notifications. Students may enroll via two separate ways to receive text alerts involving any emergency on or within proximity of the campus. Not every criminal event will create a campus warning. Only those events where a suspect may still be at large and is believed to be dangerous and still in the area or a physical threat to students, such as a gas leak or bear on campus will necessitate a campus-wide warning. Other circumstances including severe weather or public safety emergencies may generate a campus alert. Students, faculty and staff may opt in via a text message system or online version. Specific campus administrators have access to the various alert systems and have unilateral discretion in commencing an alert.

Adams State University only uses the e2campus Emergency and vital notifications.

EMAILS

In the event of a campus emergency an Attribute Based Message (ABM) is sent out in which every member of the campus community with a current email address will receive the warning via email. Some who have selected the option to also have the text alert be sent to their emails will receive two separate emails regarding the warning. When the threat is over, an additional ABM and text alert will be sent out notifying the campus community that the threat has passed.

WEBSITE NOTIFICATIONS

ASU's Emergency Alert System automatically sends the alert to the ASU Facebook and Twitter pages. The Director of Communications will post accurate information to the ASU website.

PUBLISHED FLYERS

In the case of an intimate threat on campus or the need to warn the campus community of a crime that poses a potential and immediate threat, the campus will publish and post flyers across campus warning of the possible threat. These flyers will be posted on every single entrance door across campus by members of the ASU Police Department.

The ASU community is also part of a San Luis Valley-wide community served by the Colorado State Patrol dispatch system with the capacity for mass reverse-911 calls and the ability to make alerts via text, voice, phone, and e-mail.

Timely warnings are primarily the responsibility of the Director of Campus Police services (the Chief of ASU PD), Director of Clery Compliance and the Vice President for Student Affairs. The ASU PD gathers annual statistical data for crime reporting by standards developed by the US Department of Education as proscribed by the CLERY Act. The university has identified individuals who serve as Campus Security Authority's (CSAs) from across campus to also serve on a campus wide Clery Compliance Committee to assure data is accurately accounted for.

Although the University has means by which anonymous reports of crimes may be made; there is no formal policy regarding confidential reporting for purposes of annual reporting of crime statistics.

PARKING AND PARKING DECALS

Any student having a motor vehicle or motor-driven cycle, and wishing to make use of the ASU parking facilities, must get a parking decal from the ASU Police Department. Such decal will allow the student to park a motor vehicle in designated lots on campus. Parking of vehicles in any space designated for certain persons, departments, visitors, or handicapped people without authorization is not permitted. Parking decals may be picked up at the ASU PD Office.. Copies of traffic regulations and regulations pertaining to motor vehicles are available at the time of registration and also may be obtained from the ASU PD Office. Students who own or operate a motor vehicle on the ASU campus are responsible for obtaining and abiding by University motor vehicle and parking regulations. This also pertains to vehicles owned or operated by spouses of students. Parking decals may be picked up at any time throughout the semester. Faculty, staff, and students are not considered visitors and may not park in spaces reserved for visitors.

Any student having a motor vehicle or motorcycle, and wishing to make use of the ASU parking facilities, must obtain a parking decal/permit from the ASU Police Department. To obtain a parking decal/permit the student must bring a valid ID and vehicle registration to the ASU PD where the information will be documented and the decal will be issued. Such decal will allow the student to park a motor vehicle in designated parking lots on campus. Each parking lot is designated for particular parking decal/permits (C, E, R, Visitor) and signs are posted at each parking lot entrance indicating the permit required for the parking lot. The student is responsible for knowing which parking lots they are allowed to park in based on the parking decal/permit they were issued. Parking of vehicles in any space designated for certain persons, departments, visitors, or handicapped people without authorization is not permitted. Any/all parking violations are subject to being issued parking citations. Parking decals/permits may only be picked up at the ASU PD office. Copies of traffic regulations and regulations pertaining to motor vehicles are available at the ASU PD Office. Students who own or operate a motor vehicle on the ASU campus are responsible for obtaining and abiding by University motor vehicle and parking regulations. This also pertains to vehicles owned or operated by spouses of students. Parking decals may be picked up at any time throughout the semester. Faculty, staff, and students are not considered visitors and may not park in spaces reserved for visitors.

CAMPUS TRAFFIC ENFORCEMENT

Vehicles found in violation of the ASU Traffic Regulations will be issued violation notices, with the amount of fines issued as listed in the "Traffic Rules and Regulations." If the noted fine is not paid or an appeal filed within a ten (10) calendar day period from the date of issue, there will be a delinquent fee added to the total. If these amounts are not paid within thirty (30) calendar days from the date of issue, these outstanding fees plus an additional administrative fee will be assessed to the student's account at the Business Office. If the student has

graduated, the student's transcript may be held until the penalty is paid. Individual citations may be reviewed for validity by the Chief of the ASU Police Department and voided upon reasonable grounds.

Vehicles found in violation of the ASU Traffic Regulations will be issued citations, with the amount of fines issued as listed in the "Traffic Rules and Regulations." If the noted fine is not paid or an appeal filed within a ten (10) calendar day period from the date of issue, there will be a delinquent fee of \$10 added to the total. If these amounts are not paid within thirty (30) calendar days from the date of issue, these outstanding fees plus an additional administrative fee will be assessed to the student's account at the Business Office. If the student has graduated, the student's transcript may be held until the penalty is paid. Individual citations may be reviewed for validity by the Chief of the ASU Police Department and voided upon reasonable grounds.

PEACEFUL ASSEMBLY AND EXPRESSIVE ACTIVITY

ASU acknowledges the rights and privileges of individual students or groups of students to gather on the University campus for the purpose of peaceful assembly and expressive activity, including marches, vigils, sit-ins, literature distribution, protest, and similar gatherings. The University expects the rights and privileges of all persons to be respected while students are engaging in assembly or expressive activity. The University expects that students engaged in assembly or expressive activity on campus will conduct themselves in a manner that will not impair the health, safety, or welfare of any individual, disrupt normal University services, or damage or destroy property.

Students planning an assembly that is expected to involve more than five persons, a literature distribution event, or an event involving any structure (for example, a table), are required by the University to give at least 48 hours advance notice and register the event in the Office of the Vice President for Student Affairs. Events will be registered on a first come, first serve basis. If more than one event seeks to be registered at the same time and place, staff in the Office of the Vice President for Student Affairs may assist in arranging a suitable alternative place for the assembly or expressive activity, if the preferred location cannot accommodate more than one activity. Registration of the event may be denied if an appropriate space is not available, adequate security cannot be provided for the event, or the event does not comply with other University policies, including those outlined in this Handbook.

Students may engage in assembly or expressive activity in publicly-accessible outdoor areas, provided that the activity does not disrupt previously scheduled activities, including University classes or other events, and provided that students have registered the event if it meets the criteria in the prior paragraph. Similarly, students may engage in assembly or expressive activity in the atrium area of the student union building provided that the activity does not disrupt previously scheduled activities and provided that students have registered the event if it meets the criteria in the prior paragraph. Students engaging in assembly or expressive activity that disrupts previously scheduled activities will be asked to move their activity. Expressive activity shall not be conducted in academic, athletic, or administrative facilities, areas of the student union other than the atrium, or residence halls except by prior permission from appropriate University officials.

The peaceful assembly and expressive activity policy applies only to students. Non-students or outside groups should consult with the Vice President of Student Affairs regarding obtaining permission for any assembly or expressive activity.

POLITICAL CAMPAIGN POLICY

The university is subject to restrictions concerning activities of a political nature. In particular, the Internal Revenue Code imposes on tax exempt organizations limitations relating to attempts to influence legislation and participation or intervention in political campaigns on behalf of initiatives or candidates for public office.

The American Council on Education has taken the initiative in preparing a statement of guidelines for use by universities in their efforts to comply with applicable provisions of the Internal Revenue Code. These guidelines apply to students and student organizations:

Educational institutions traditionally have recognized and provided facilities on an impartial basis to various activities on college campuses, even those activities that have a partisan political bent, such as, for example, the Republican, Democratic, and other political clubs. This presents no problem. However, to the extent that such organizations extend their activities beyond the campus and intervene or participate in campaigns on behalf of the candidates for public office, or permit nonmembers of the university community to avail themselves of university facilities or services, an institution should, in good faith make certain that proper and appropriate charges are made and collected for all facilities and services provided.

Extraordinary or prolonged use of facilities, particularly by nonmembers of the university community, even with reimbursement, might raise questions. Such organizations should be prohibited from soliciting, in the name of the university, funds to be used in such off-campus intervention or participation.

Every member of the academic community has a right to participate or not, as a member sees fit, in the political decision process. On the other hand, no member of that community should speak or act in the name of the institution in a political campaign.

In planning and engaging in political activities, no member of the university community should directly or indirectly involve the university. Questions concerning the application of these points should be addressed to the Office of Student Affairs.

FINANCIAL TERMS AND CONDITIONS

The act of registering for courses signifies that you incur a financial obligation to the university: [Financial Terms and Conditions](#)

RELEASE/PUBLICITY ASU INFORMATION

All publicity and release of information to the public regarding the University, its students and personnel, and activities will be given to the Assistant to the President for Communications or designee for approval and release.

SOCIAL MEDIA POLICY

The purpose of this policy is set forth the procedures that must be followed to establish an Official Adams State Social Media Site or page, or use Social Media for Official Adams State University Communications.

PROCEDURES

A. Official Adams State University Communications on Social Media Sites

1. Because of the emerging nature of Social Media, this policy does not attempt to name every current and emerging platform. Rather, it applies to those social media platforms cited and any other online platform available and emerging including social networking sites and sites with user-generated content. Examples of Social Media include but are not limited to the following:

- a. You Tube
- b. Facebook
- c. Instagram
- d. LinkedIn
- e. Twitter

- f. Pinterest
 - g. Blogs
2. Official Adams State University Social Media Sites should be initiated and authorized through the Adams State University Office of Creative Relations. There cannot be an Official Adams State University Social Media Site or page unless it is authorized by the Adams State University Office of Creative Relations. Any Official Social Media Sites or pages, which have not received prior authorization, will be subject to review when discovered and may be amended or removed.
 3. Official Adams State University Social Media Sites may have pages or content areas that are assigned to departments, divisions, organizations or programs at Adams State University.
 4. University departments, programs, or others who create an Official Adams State University Social Media Site, are responsible for naming a Content Owner who is responsible for monitoring and maintaining the site. The Content Owner's responsibilities include the following:
 - a. Monitoring content for correctness and accuracy.
 - b. Monitoring communications for acceptability in the Adams State University workplace and campus community.
 - c. Protecting confidential information and intellectual property rights of others and the university. Proprietary or confidential financial, intellectual property, confidential student information or other sensitive or private content may not be posted.
 - d. Monitoring and removing content that is illegal, obscene, defamatory, harassing, discriminatory, threatening, infringing on the intellectual property rights of others, or an invasion of privacy.
 - e. Obtaining the expressed consent of all involved parties prior to distribution or publication of recordings, photos, images, videos, text, slideshow presentations, artwork and advertisements whether those rights are purchased or obtained without compensation.
 - f. Monitoring content for compliance with all federal and state laws, regulations and university policies and removing content that does not comply.
 5. Content Owners are required to sign a Content Owner Terms and Conditions Form prior to creating an Official Adams State University Social Media Site or using Social Media for Official Adams State University Communication. This form will be maintained by the Adams State University Office of Creative Relations.
 6. Social Media may be used by faculty and staff for teaching and educational purposes. However, the use of Social Media may not be a required component of any course or educational program. All use of Social Media by students, faculty, and staff must be completely voluntary.

B. Guidelines for Online Professional or Personal Activity

Social Media allows Adams State University faculty, staff, and students to engage in professional and personal conversations. The attached guidelines include recommendations for faculty, staff and students who identify themselves with Adams State University and/or use their Adams State University email address when using Social Media. These guidelines are advisory in nature only.

C. Applicable University Policies

Social Media usage at Adams State University is governed by the same policies that govern all other communications and behavior. The following policies should be reviewed prior to engaging in Official Adams State University Social Media use or Official Adams State University Social Media Communications:

EVENTS RESERVATION POLICY

Visit [Events Management](#) for reservations, rental rates, and events policies.

SALES AND SOLICITATIONS

Policies concerning solicitation on the University campus are as follows:

1. All sales, solicitations, or canvassing within the campus must be approved in advance by the Office of Student Affairs (except the Student Union Building and Housing, which approve their own). This written permission must be carried at all times by salesperson while on campus.
2. Solicitors, salespersons, peddlers, and canvassers are not permitted to operate on a door-to-door basis within the housing units. Visitations to the apartments or rooms of students must be by specific invitation of the student. NOTE: Food may be delivered to a student in the residence halls only if the specific food items have been ordered by the student, and from a licensed purveyor.
3. Solicitation of students or groups for the purpose of selling merchandise or services, or obtaining contributions on campus or off campus by recognized University organizations is subject to authorization. Proceeds from sales must be used toward fulfilling the purposes of the soliciting organization.
4. Requests by student organizations to solicit contributions off campus must be approved by the Office of Student Affairs.
5. Solicitation by individuals or non-University groups is prohibited except through established University sales outlets.

TOBACCO/VAPE-FREE CAMPUS

For the purpose of this policy, smoking is defined as the use of smoke-producing tobacco products, such as cigarettes, cigars, cigarillos, mini-cigars, bidis, hookah, pipes, kreteks (also called clove cigarettes), as well as marijuana cigarettes, and bongs. Tobacco use is defined as the use of any tobacco product including any lighted tobacco product, or the use of any type of smokeless tobacco including electronic cigarettes and chewing tobacco, such as spit tobacco, snuff, and other smokeless products. E-Cigarette use or Vaping is defined by the use of electronic smoking devices or electronic nicotine delivery systems. FDA-approved cessation aids, such as nicotine patches and gum, are not included in this category.

The use of smoke-producing tobacco products, smokeless tobacco products, E-cigarettes, or vaping products by students, faculty, staff, guests, and contractors is prohibited on all properties owned or leased by Adams State University.

The campus is defined as the entirety of the land, buildings, and other structures owned or leased by Adams State University and includes, but is not limited to, all outside properties or grounds, on campus, including open air athletic facilities, walkways, sidewalks, breezeways, roof tops, parking lots, University motor vehicles, residence halls, classrooms, offices, and performance halls. All members of the University community are responsible for compliance with this policy.

There are certain permissible exceptions to this policy:

1. The use of smoke-producing tobacco products, smokeless tobacco products, E-cigarettes, or vaping products in Theater productions, laboratory and classroom instruction/experiments. All research and educational purposes that involve the use of tobacco on campus must be approved in advance by the appropriate Vice President or their designee. Such use may require reasonable advance notice to the public.
2. The use of smoke or tobacco in connection with the practice of cultural, spiritual, or religious ceremony. All ceremonial use exceptions must be approved in advance by the Vice President for Student Services. In the case of use within residential facilities, students should follow Residential Life processes.

All ASU students, faculty, staff, contractors and visitors must comply with this policy. Individuals observed smoking, vaping, or using smokeless tobacco products or e-cigarettes on the campus will be informed of the policy and asked to stop. Organizers of public events, such as athletic events, conferences, meetings, public lectures, social events and cultural events using campus facilities must advise participants in such events of this policy and require compliance.

Violators may be provided education, offered a referral for smoking cessations and, if a student or employee of ASU, may be subject to disciplinary action as indicated below.

Persons using smoke-producing tobacco products, smokeless tobacco products, e-cigarettes, or vaping products in violation of this policy may be subject to the following:

- Students will be referred to the appropriate student conduct office. Violation of this policy is a violation of the Student Code of Conduct.
- Employees will be referred to their supervisor and/or appointing authority for appropriate action.
- Independent Contractors will be referred to their respective employers for appropriate action.
- Visitors will be required to leave the campus if they fail to conform to the policy when advised.

If an infraction occurs: students will be referred to the appropriate student conduct office as non-compliance with this policy is a violation of the Student Code of Conduct; faculty, staff and independent contractors failing to abide by the expectations of this policy will be referred to their immediate supervisors or managers for appropriate action; guests will be required to leave campus if they refuse to comply with the expectations of this policy once advised. The policy is intended to promote a healthy environment, i.e. not to be punitive in nature.

STUDENT COMPLAINTS

Academic Complaints

Students with complaints about classes, instruction, faculty members, faculty advisors or other academically related matters should try to address their concerns with the instructor or faculty member first. If matters cannot be resolved the student should address their concerns with the department chair that oversees the faculty member and academic discipline. Efforts to resolve complaints in this manner are considered 'Informal Complaints'. Formal Complaints may be filed with the Vice President for Student Affairs as a final effort to resolve an issue.

Grade Appeals must follow the procedures outlined in Academic Policy 100-11-04.

Non-Academic Complaints

Non-Academic complaints include any issues outside of the Academic Complaints described above. Just as with Academic Complaints, students should make every effort to resolve the complaint informally with the person involved. If those efforts are unsuccessful the student should address their concerns with the supervisor or person responsible for oversight of the office most directly related to the issue. Issues not resolved at this level should be addressed with the Vice President for Student Affairs.

Formal Complaints

Student Complaint Procedure

Adams State University strives to assist students in the resolution of their problems with the institution. Students have the right to resolve issues arising during their interaction with students or employees of Adams State University. These may include violations of the university's Code of Ethics or policies, complaints about institutional practices and procedures, or failure to comply with statute, regulations or accreditation requirements. The Student Complaint Process is outlined in the Student Handbook.

Title IX Complaints

Discrimination or Retaliation

The Office of Equal Opportunity investigates complaints about discrimination or retaliation. For more information, please also see the Student Handbook.

Sexual Misconduct/Harassment Complaints

A complaint of sexual misconduct may be brought to the University for action by any member of the campus community. When a report of alleged sexual misconduct is received by the Title IX Director, the Director will evaluate the information and decide what further actions should be taken. If it appears that there may have been a

violation of this policy and the Responded is a student, the Title IX Director will proceed through the steps of the Title IX Process. Additional information is available in the Student Handbook.

Title IX Informal Resolution Process

After receiving a report of sexual misconduct and meeting with Complainant, the Title IX Director may determine in consultation with Complainant that the most prompt and effective way to address some complaints under this policy is via an informal resolution process. Not all complaints of sexual misconduct are appropriate for informal resolution. The Student Handbook describes the informal resolution process in detail.

Misconduct Complaints

Any member of the campus community who has a reasonable belief that a student has violated the Code of Conduct, may file a Complaint with the Vice President for Student Affairs. If the Vice President for Student Affairs determines that the Complaint alleges a violation of the University's Anti-discrimination Policy, the matter will be referred to the Affirmative Action Officer. If the Vice President for Student Affairs determines that the Complaint states a violation of any other provision of the Code of Conduct and or University policies, the Vice President for Student Affairs will meet with the student to discuss the Complaint and may gather any additional information he/she deems relevant to the complaint.

The Vice President for Student Affairs also may initiate such a meeting upon credible information that comes to his/her attention other than by Complaint. Details about this can be found in the Student Handbook

State Level Student Complaints

If a student complaint cannot be resolved internally through Adams State University policies and processes, the student may file a complaint with the state in which they reside. The student must exhaust all opportunities for resolution at the institutional level before filing a complaint with their state of residency.

Colorado Students

34 CFR §668.43(b) requires Adams State University to provide students and prospective students with contact information for filing complaints with the state's approval or licensing entity. In Colorado, this entity is the Colorado Commission on Higher Education, a regulatory body operated by the Colorado Department of Higher Education. The instructions for filing complaints with the Colorado Department of Higher Education.

Colorado Department of Higher Education staff can also be reached at the following phone numbers: 303-866-2723 and 303-866-4266.

Note: The first requirement under Colorado Department of Higher Education guidelines is that the complainant exhausts all opportunities for resolution at the institution in question before filing a complaint with CDHE.

Out-of-State Students, Distance Education Programs

Students who are residents in other states, and who are pursuing degrees through distance education (online or correspondence programs) may choose to register a complaint with the higher education authority in their state. The student is expected to exhaust all opportunities for resolution at the institutional level before filing a complaint with their state of residency.

HLC Complaints

Students, faculty, staff and members of the public may submit a complaint about an HLC accredited or candidate institution. HLC accredits degree-granting postsecondary educational institutions in a 19-state region. Since the complaint process is intended to pursue only those matters that suggest substantive noncompliance with the Criteria, HLC expects individuals who have a dispute to use the internal grievance procedures of the institution. HLC does not review the outcomes of institutional grievance processes to either uphold or overturn those decisions. In no case

will HLC use the complaint process to provide a remedy with an institution on behalf of a complainant. Full HLC complaint process.

STUDENT FEES POLICY

The Board of Trustees for Adams State University, the governing board, reserves the right without notice to alter tuition and fee charges prior to the first day of any semester.

See adams.edu/administration/business for current tuition and fees information. See Housing and Food Services, www.adams.edu/students/housing/ for room and board costs.

GENERAL INFORMATION

Adams State University, in compliance with Colorado Commission of Higher Education (CCHE) Student Fee Policy, Section 3.0, has established this institution plan for student fees. The plan and any modifications to it are subject to the modification and approval of the Trustees of Adams State University. Adams State University reserves the right at any time to make changes in the policies and procedures included in this plan, subject to applicable requirements regarding the approval or involvement of the students and institutional student government representatives and the Trustees of Adams State University. Students, faculty and staff of Adams State University are encouraged to review the contents of this plan. Suggestions for additions, deletions, and changes should be made in writing to the Vice President of Student Affairs and the Office of the President.

ANY POLICY OR PROCEDURE IN THIS PLAN FOUND TO BE IN CONFLICT WITH POLICIES ESTABLISHED BY THE TRUSTEES OF ADAMS STATE UNIVERSITY IN COLORADO, CCHE, STATE OR FEDERAL STATUTES IS SUPERSEDED BY THOSE POLICIES, PROCEDURES OR STATUTES.

When establishing tuition and fee rates, Adams State University will consider the proposed tuition and fee rates to total cost per student and the financial aid available for needy students. All student fees will be specifically itemized on the student billing statement with the exception of course specific fees that are specifically listed in the course catalog.

STUDENT FEE PROPOSAL AND APPROVAL PROCESS

All new administrative, course specific, instructional, bond, and permanent and nonpermanent student fees and changes to existing fees, will be reviewed by Cabinet. Cabinet will make a recommendation on the fee or fee change to the President and Trustees of Adams State University. Associated Students and Faculty (AS&F) will be notified of all new administrative, course specific, instructional, bond, and permanent and nonpermanent student fees and changes to existing fees in accordance with the NOTIFICATION PROCESS outlined below, except as otherwise provided herein. If the fee requires a student vote, the REFERENDUM PROCEDURES outlined below must be followed. All mandatory fees and fee increases must be annually approved by the Trustees (CCHE Policy 3.03 & 3.03.01). Trustee review and approval is required prior to assessment of any mandatory fee or fee increase. Students and student government representatives shall have an opportunity to address the trustees during board discussions and action of the student fee proposal. The specific steps required for a new fee or increase in existing fee are outlined below.

ADMINISTRATIVE COST FEES RELATED TO A SPECIFIC ACADEMIC COURSE [COURSE SPECIFIC FEES]

These fees should only be used to cover costs for a course offering. Any revenue must be used for costs directly related to the course for which they are charged. Student approval is not required for existing fees, new fees, or fee increases relating to actual administrative costs for a specific academic course.

1. New or increased course specific fees may be forwarded by a Department Chair after discussion with the unit members.
2. The proposed recommendation is forwarded by the Department Chair to the Vice President for Academic Affairs.

3. Upon consultation with the Department Chair and the unit, the Vice President for Academic Affairs will determine whether to forward the proposal to the University's Cabinet for consideration.
4. Cabinet will review the merits of the proposal and forward a recommendation to the President for consideration.
5. If the proposal is accepted by the President, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F. AS&F will follow the STUDENT FEE PROPOSAL AND REVIEW PROCESS excluding a student referendum.
6. Student response, if any, to the proposed new or increased fees will be communicated to Cabinet by the Vice President of Student Affairs who will then make a recommendation to the President for approval or disapproval.
7. If the President approves the proposed fee or increase, he/she will recommend it to the Trustees for approval. The trustees will be the final authority in approving any proposed or increased course-specific fee.

INSTRUCTIONAL OR PROGRAM FEES

Student approval is not required for existing fees, new fees, or fee increases relating to academic instruction or program fees.

1. New or increased instructional or program fee proposals may be forwarded by a Department Chair after discussion with the unit members.
2. The proposed recommendation is forwarded by the Department Chair to the Vice President for Academic Affairs.
3. Upon consultation with the Department Chair and the unit, the Vice President for Academic Affairs will determine whether to forward the proposal to the University's Cabinet for consideration.
4. Cabinet will review the merits of the proposal and forward a recommendation to the President for consideration.
5. If the proposal is accepted by the President, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F. AS&F will follow the STUDENT FEE PROPOSAL AND REVIEW PROCESS excluding a student referendum.
6. Student response, if any, to the proposed new or increased fees will be communicated to Cabinet by the Vice President of Student Affairs who will then make a recommendation to the President for approval or disapproval.
7. If the President approves the proposed fee or increase, he/she will recommend it to the Trustees for approval. The trustees will be the final authority in approving any proposed or increased instructional or program fees.

PERMANENT STUDENT PURPOSE FEES

Student approval is not required for existing permanent student purpose fees, new fees or fee increases.

1. New or increased permanent student purpose fee proposals may be forwarded by a unit head after discussion with the unit members.
2. The proposed recommendation is forwarded to the Cabinet administrator responsible for the unit.
3. Upon consultation with the proposing unit, the Cabinet administrator will determine whether to forward the proposal to the University's Cabinet for consideration.
4. Cabinet will review the merits of the proposal and forward a recommendation to the President for consideration.
5. If the proposal is accepted by the President, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F. AS&F will follow the STUDENT FEE PROPOSAL AND REVIEW PROCESS excluding a student referendum.
6. Student response, if any, to the proposed new or increased fees will be communicated to Cabinet by the Vice President of Student Affairs who will then make a recommendation to the President for approval or disapproval.
7. If the President approves the proposed fee or increase, he/she will recommend it to the Trustees for approval. The trustees will be the final authority in approving any proposed or increased permanent student purpose fee.

NONPERMANENT STUDENT PURPOSE FEES

No new fee or fee increase (in excess of inflation) assessed for nonpermanent student activities shall be collected unless approved by a student referendum and such new fee or increase contains an expiration date.

1. New or increased nonpermanent student purpose fee proposals may be forwarded by a unit head after discussion with the unit members.
2. The proposed recommendation is forwarded to the Cabinet administrator responsible for the unit.
3. Upon consultation with the proposing unit, the Cabinet administrator will determine whether to forward the proposal to the University's Cabinet for consideration.
4. Cabinet will review the merits of the proposal and forward a recommendation to the President for consideration.
5. If the proposal is accepted by the President, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F (student/faculty government) for student input including a student referendum. AS&F will follow the STUDENT FEE PROPOSAL AND REVIEW PROCESS and REFERENDUM PROCEDURES.
6. The outcome of the referendum will be communicated by AS&F to the President.
7. If the student referendum disapproved the proposed fee or increase, no further action to assess or collect the fee or increase will be taken in the current year. If the student referendum approved the proposed fee or increase, the President shall recommend the proposed fee or increase to the Trustees. The Trustees will be the final authority in approving any proposed or increased nonpermanent student purpose fee.

CAPITAL FEES

No new fee or fee increase (in excess of inflation) assessed to build and/or maintain capital assets not related to an academic course shall be collected unless approved by a student referendum. All students who will be potentially assessed this fee will be eligible to vote in the student referendum.

1. New or increased capital fee proposals may be forwarded by a unit head after discussion with the unit members.
2. The proposed recommendation is forwarded to the Cabinet administrator responsible for the unit.
3. Upon consultation with the proposing unit, the Cabinet administrator will determine whether to forward the proposal to the University's Cabinet for consideration.
4. Cabinet will review the merits of the proposal and forward a recommendation to the President for consideration.
5. If the proposal is accepted by the President, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F (student/faculty government) for student input including a student referendum. AS&F will follow the STUDENT FEE PROPOSAL AND REVIEW PROCESS and REFERENDUM PROCEDURES.
6. The outcome of the referendum will be communicated by AS&F to the President.
7. If the student referendum disapproved the proposed fee or increase, no further action to assess or collect the fee or increase will be taken in the current year. If the student referendum approved the proposed fee or increase, the President shall recommend the proposed fee or increase to the Trustees. The Trustees will be the final authority in approving any proposed or increased capital fee.

BOND FEES

Bond fees will fall under Administrative Fees, Permanent Student Purpose Fees, or Nonpermanent Student Purpose Fees, depending on the fee details. In addition to these procedures, if the fee is issued for the purpose of repayment of bonds or other debt obligations, additional procedures outlined in SB97-028 will also be followed.

OPTIONAL STUDENT FEES

New optional fees or fee increases are exempt from the procedures outlined in this policy. Any optional fees that are automatically assessed unless the student chooses not to pay, except health care fees, will be refunded, upon request, to any student who paid the fee. The refund will be available during the entire semester in which the fee was assessed.

USER FEES AND CHARGES FOR SERVICE

These are excluded from the Tuition and Fee Policy as they are assessed for the purpose of delivering a specific service which is incidental to the instructional activities.

STUDENT FEE PROPOSAL AND REVIEW PROCESS

NOTIFICATION PROCESS

Any new or increased student fee should provide adequate time for input and at minimum 30 days notice shall be given prior to any new or increased assessment. The 30 days notice will be posted during the academic year. The Cabinet, at the direction of the President, will notify campus media through a news release of any proposed fee assessment or increase. In addition, the Vice President of Student Affairs will post a notice of the proposed fee assessment or increase at the Student Union Building. The notification period will continue for at least thirty (30) calendar days during which time any student or student group may appeal the proposed assessment or increase to AS&F.

CONTENTS OF NOTICE

At a minimum, any notice or news release pertaining to a proposed fee assessment or increase must contain the following information:

1. The amount of the new fee or fee increase
2. The reason for the fee assessment or increase
3. The purpose for which the institution will use revenues received from the fee assessment or increase
4. Whether the fee assessment or increase is permanent or nonpermanent and, if nonpermanent, the expiration date for the fee assessment or increase; and
5. A student's right to present his/her concerns to the AS&F.

The amount of the new or increased fee will be submitted to the University newspaper and radio station and shall include:

1. The reason for the new or increased fees
2. The purpose(s) for which the institution will use the new or increased revenues
3. Whether the new or increased fee assessment is temporary or permanent; if temporary, the expiration date for the fee will be published.

Once a proposal is forwarded to AS&F, they will:

1. Schedule public input and appeals by students-at-large at the next scheduled meeting following notification of the proposal. Appeals shall be received in accordance with the COMPLAINT RESOLUTION section of this policy.
2. If the proposed fee or fee increase is subject to a mandatory student referendum, the AS&F shall initiate the referendum process in accordance with the REFERENDUM PROCEDURES section of this policy. If no appeal is received and if the proposed fee or increase is not subject to a mandatory student referendum, the AS&F will debate and reach majority agreement on a recommendation which will be forwarded to the Cabinet through the Vice President of Student Affairs.

REFERENDUM PROCEDURES

Student fee issues requiring a referendum shall follow these guidelines:

1. The AS&F is responsible for the conduct of the referendum, including full disclosure of the information relating to the referendum.
2. Information distributed by the AS&F concerning the referendum shall be factual and unbiased. That does not preclude individual members of the AS&F from expressing their opinions or supporting a position. A member of the AS&F may not, however, represent that opinion or position as the opinion or position of the AS&F.
3. Campaigning by the University or members of the student body is subject to the provisions of the AS&F election code.
4. The text of a student fee referendum is subject to administrative legal review through the Office of the President.

5. A student fee referendum shall be voted on over a period of a minimum of (2) class days. This vote will take place during the regular academic year.
6. At least twenty percent (20%) of the current student headcount enrollment must vote in order for a student fee related referendum to be effective. The outcome shall be decided by a simple majority of the votes cast in the referendum.
7. No new fee, fee increase, or fee extension that is defeated by a vote of the student body may be resubmitted for a student vote until the following regularly scheduled election.

REVIEW OF FUND BALANCES

The fund balances of all funds, including those funded by student fees are annually reviewed by the Board of Trustees. Any large balances in student fee funds will be examined to ensure appropriateness of the balance and of the fee.

STUDENT PUBLICATIONS AND COMMUNICATIONS

Student publications at the college serve a valuable and necessary function. One of the primary reasons for the existence rests in the educational value for editors, staff and the student body at large. They should be used as a tool for the establishment and maintenance of free and responsible discussion and intellectual exploration on campus.

In the tradition of liberty of the press, students should be free, individually and collectively, to express their views on issues concerning institutional policy and on other matters of general interest to the student body. The institution must guarantee sufficient editorial freedom for the student publications to maintain their integrity of purposes as vehicles for free expression in an academic community. Student publications should be free of censorship, and their editors and managers should be protected from arbitrary suspension and removal due to student, faculty, administration or public disapproval of editorial policy or content.

At the same time, since the entire academic community is represented in part by student publications, the editors of such publications must recognize their commitment to responsible journalism in the avoidance of libel, indecency and undocumented allegations or personal attacks, and in fair representation of the student body and the university. In an attempt to insure this responsibility, all publication copy must be previewed by the advisor and one or more members of the respective editorial board prior to publication.

The university is committed to protecting students' rights to a free press. The university will not restrict the editorial freedom of student publications and the student press.

Public Broadcasting. Radio, television, and other forms of public broadcasting shall be in accordance with written policies and regulations of governing state and federal agencies and in accordance with policy as set forth by the ASU Communications Board.

CAMPUS MEDIA

Campus media at Adams State University operate under the sponsorship of AS&F and the Communications Board. Media on campus are the *The Paw Print*, the official student newspaper; *Sandhill Review*, the university literary magazine; and *KASF-FM*, the university radio station. Each is maintained by a student staff in consultation with a faculty advisor.

ASSOCIATED STUDENTS & FACULTY

Each student who pays university service fees is a member of AS&F upon registration. Faculty members also participate. The organization was founded to promote cooperation between the students and faculty. The general social life, social programs, and other student activities of the university are directed through various arms of the AS&F Senate. The AS&F Senate is also a policy-recommending body to the University President. The AS&F Senate serves as a student-lobbying organization for positive changes for the students of Adams State University. Elected officers of the student body and elected faculty members make up the AS&F Senate and are the point of contact for recommending matters pertaining to student life.

CLUBS AND ORGANIZATIONS

The university encourages the formation of clubs and organizations that further the interests and opportunities of students in a specified field of endeavor or recreation. For any organization or club to be chartered on campus, it must present a constitution to be approved by the AS&F Senate and the Vice President for Student Affairs. Club funding is contingent on AS&F recognition and AS&F Senate approval. Organizations or clubs will not be recognized on campus if they (1) discriminate according to race, creed, sex, age, or ethnic background or (2) advocate the overthrow of the government of the United States, the State of Colorado, or any of its subsidiaries. The diversity within the student body allows for a wide range of interests, knowledge, occupations, and backgrounds, which contributes to a unique learning experience. All students are encouraged to participate in the activities on campus. Opportunities are offered through athletic, educational, religious, and service organizations. More information relative to specific clubs and organizations may be obtained from the AS&F Office or the Office of the Director of CoRE/Student Life.