



STUDENT HANDBOOK

COMMUNITY STANDARDS
AND CODE OF CONDUCT



WESTERN
COLORADO UNIVERSITY

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Introduction to the Student Handbook

Welcome to the official Student Handbook for the academic year 2024-2025 at Western Colorado University. While this Handbook offers essential guidance for students, it does not constitute a binding contract. Western reserves the right to update its contents as needed, with any changes communicated through official university channels. For additional assistance, students may contact the Office of Student Affairs in Taylor Hall 301.

This Student Handbook serves as a comprehensive guide to campus life, policies, and resources designed to enhance your academic experience. We are committed to fostering a vibrant and inclusive community that promotes learning, personal growth, and mutual respect among all members.

As a student of Western Colorado University, you are an integral part of a diverse and dynamic community dedicated to academic excellence and personal development. This handbook outlines the expectations, rights, and responsibilities that contribute to a positive and harmonious campus environment.

Please be aware that university policies and procedures are subject to periodic review and revision. As we strive to continually improve and adapt to the evolving needs of our community, updates to the Student Handbook may occur. Any changes will be communicated to students through written notices, ensuring transparency and awareness.

Your responsibilities include familiarizing yourself with the handbook's essential information on academic policies, campus services, student organizations, and more, contributing to a safe, respectful, and enriching community by understanding and adhering to these guidelines. Stay informed about any changes by regularly checking your university email, as important updates will be communicated through this channel, reflecting your commitment to being an informed and engaged member of our academic community.

Thank you for choosing Western Colorado University as your academic home. We wish you a successful and fulfilling journey during your time with us. If you have any questions or concerns, please don't hesitate to reach out to the appropriate university offices listed in this handbook.

Western Colorado University (Western) Board of Trustees Statement on Diversity, Equity and Inclusion

Drafted by: Western Colorado University Board of Trustees, commented and revised by DEI+ Committee and Student Leaders

On behalf of the Board of Trustees of Western Colorado University (Western), in partnership with Western's Diversity, Equity and Inclusivity (DEI) Committee and Campus Student Leaders

- Western recognizes that systemic, structural, institutional, and interpersonal forms of racism throughout the history of the United States of America have targeted and discriminated against People of Color, and continue to do so.
- Western condemns racially motivated violence.
- Western affirms that Black lives matter.
- Western actively rejects racism and discrimination in all forms; and affirms higher education leadership that prioritizes the elimination of racist and discriminatory practices across campus.
- Western recognizes that the current national events and violence targeted towards the Black Community have continued to emphasize the historic inequities and injustices suffered by People of Color in the United States of America.
- Western will actively work to condemn racism, improve the reporting transparency of hate crimes on campus, and build a culture that reinforces these stated values by holding student, faculty, and all staff accountable on every institutional level.
- Western will annually commit, allocate, and invest funds and resources to ensure DEI-related efforts, evolving practices, and successful outcomes that support the entire campus.
- Western, currently a Predominantly White Institution, commits to increasing the representation of nonwhite/minority individuals among faculty, staff, administrators, students, and guest speakers.
- Western recognizes that those privileged to work or study at Western bear special responsibilities to be consistently upheld as we move towards our goal of becoming a campus of Inclusive Excellence, as defined by the Association of American Colleges & Universities (AAC&U).
- Western affirms the principle of learning and educating, through listening.

Western pledges to actively engage our campus and the Gunnison community in dialogue, training, and programs which will enhance: our individual and collective understanding of how racism targets People of Color, as well as other marginalized communities; our understanding of our role in systems that enable discriminatory practices; and the ways in which we can actively work to correct systemic injustices committed against People of Color.

- Contact and background information on Western's DEI+ Committee may be found [here](#).
- Western's Faculty Senate authored and adopted a statement on diversity and inclusivity, endorsed by the President and Board of Trustees, that may be found [here](#).
- Information pertaining to AAC&U's Inclusive Excellence may be found [here](#), as well as [here](#).

University DEI+ Diversity Statement

Western Colorado University takes a firm and unyielding stance in support of diversity, inclusivity, scientific inquiry and creative expression. We believe these principles are necessary for the free and open inquiry that defines our role as a public institution in a democratic society. We believe that these principles are a moral imperative requiring constant vigilance and a firm stance against actions motivated by hate or intimidation. The University welcomes people of color, people with disabilities, people of all genders and orientations, people of all religious preferences, immigrants and refugees regardless of national origin or ethnicity and other underrepresented communities regardless of socioeconomic class. We actively seek to build a civil and respectful culture which affirms these principles in all that we do.

Ute Land Acknowledgement

Western Colorado University acknowledges that our campus is located on the traditional and ancestral lands of the Ute people. We honor the deep and enduring connection that the Ute Nation has to this land, as well as their contributions to the past, present, and future of this region. We express our gratitude for the stewardship and teachings of the Ute people, recognizing their sovereignty and resilience. As members of this academic community, we commit to fostering a respectful and inclusive environment that values the diverse perspectives and histories of indigenous peoples.

University Wide Policies

Student Records Policies

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) was passed in 1974 as part of the larger Educational Amendments of 1974. Under FERPA, education records are defined as “those records, files, documents and other materials which contain information directly related to a student; and are maintained by an educational agency or institution or by a person acting for such agency or institution.”

Buckley Amendment Privacy Rights

The law (Under the 1974 Buckley Amendment) provides that eligible students will have access to inspect and review educational records. The student has the right to request a change in an alleged inaccuracy in their educational record and a right to a conduct meeting if the request is denied. This law further provides and protects the student’s right to privacy by limiting access to the educational record without express written consent (a privacy rights form can be obtained at the Office of Student Affairs, 301 Taylor Hall). The student has the right to file a complaint with the Family Policy Compliance Office.

Access to and Release of Records

All eligible students will have access to their own records as provided by the Act except where access has been waived. Directory information may be released to anyone without a student’s consent. Students have the right to request that directory information not be released without their consent. A form for this is available at the Office of Student Affairs anytime during the semester.

Academic and personally identifiable information, which could include social security number and name of parent/family members, may not be released without the student’s consent except as provided by the Act. Students may give or deny consent for parents or other third parties to have access to their records. A form for this process is available at the Office of Student Affairs anytime during a term.

Release of Information Exceptions

Western has a practice of releasing educational records or information from educational records (non-directory information) to school officials (current faculty, staff and students employed by the University) with an educational interest without the student’s permission. Educational interest means that the school official has a need to access student education records for the purpose of performing an appropriate educational, research or administrative function for the institution. Non-directory information may also be released to schools which a student seeks or intends to enroll; to authorized representatives of Federal, State, and local educational authorities conducting an audit, evaluation, or enforcement of education programs; Agents acting on behalf of the institution; to State and local officials pursuant to a State statute in connection with serving the student under the juvenile justice system; to organizations conducting studies for specific purposes on behalf of schools; to accrediting organizations; to the parents of a dependent student (proof must be provided); or to comply with a conduct order or subpoena (reasonable effort to notify the parent or eligible student at last known address). Non-directory information may be released to anyone when it is determined necessary to protect the health, life and safety of the student or other individuals.

Selective Service Policy and Information

As a state-supported institution of higher education, Western must provide eligible males with information about selective service prior to course registration.

Selective Service Registration Requirement: As mandated by federal law, all males must register with the Selective Service System (SSS) within 30 days of their 18th birthday. The university will provide information about the Selective Service registration requirement during orientation sessions, on the university website, and through regular communication channels to ensure students are aware of their obligation.

Effective August 7, 2023, Colorado institutions of higher education are no longer required to prevent eligible students from enrolling in classes based on selective service registration status (Colorado House Bill 23-1261). However, it is our responsibility to inform eligible students (males ages 18-25) that they need to register with the U.S. Selective Service system prior to course registration. Eligible students will no longer need to complete the selective service verification form after registering with the U.S. Selective Service system. The selective service registration hold will no longer be applied to students' records in compliance with this change in the law.

For more information, see the Selective Service System's "Who Needs to Register" webpage. To register with the Selective Service System: (1) Go to the [Selective Service registration page](#); (2) Scroll down, then complete and submit the registration form.

Exceptions and Exemptions: Students with certain exemptions or exceptions to Selective Service registration requirements must provide appropriate documentation to the university. Exemptions may include non-U.S. citizens, active-duty military members, and those with specific medical conditions.

Annual Compliance Check: The university will conduct an annual compliance check to ensure all eligible male students are registered with the Selective Service System. Non-compliant students will be notified of the necessary steps to rectify the situation.

Solomon Amendment

The Solomon Amendment (U.S.C. § 983) allows military recruiters access to certain student information, including name, address, birthdate, academic details, and contact information for students aged 17 and older. This law supersedes certain aspects of FERPA. The University is obliged to release this "student recruiting information" unless a student has submitted a Request to Prevent or Allow Disclosure of Directory Information form through the Office of Student Affairs. Military recruiters may request this information once per term for each of the 12 eligible units across the five service branches. Requests must be in writing, specifying the needed information and the semester, and come from the unit's official letterhead.

Proof of identification will be required to obtain access to student records.

Parental, Guardian, and Emergency Contact Notification

In accordance with the Higher Education Act of 1998, Western Colorado University can inform parents and/or legal guardians of alcohol and drug violations occurring on or off campus. The responsibility for determining when and by what means of communication will occur lies under the jurisdiction of the Dean of Students and/or Vice President of Student Affairs and/or their appointed designee. Parent/guardian notification may be enacted when students under 21 have been found of repeated alcohol and drug offenses including consumption, use, possession, manufacturing, or distribution of prohibited substances. Repeated violations may include situations where medical intervention is required because of alcohol and drug use, when the violation may result in suspension or expulsion from the University, or

when the student has shown a pattern of repeated violations. Whenever possible, students will be notified that their parents and/or legal guardians have been contacted in accordance with this policy.

In extraordinary circumstances, Western Colorado University will notify parents and/or legal guardians when there is reasonable suspicion that the student is at risk of harming themselves or others. However, the full nature of the concern may not be fully described in accordance with FERPA. Examples of extraordinary circumstances may include but are not limited to suicide, suicide attempts, medical transport, or when a serious crime has been committed.

Request for Name or Address Change in Student Records

Students who would like to initiate a legal name change or address change should contact the Registrar's Office located in Taylor Hall Suite 300.

Trustee Policy Manual Policies

Policies applicable to students are contained throughout Western Colorado University's Trustee Policy Manual. Some important policies applicable to students are noted here. Students are encouraged to review the entire [Trustee Policy Manual](#), however, as other policies may apply.

Discrimination, Harassment, and Retaliation Policy

For the University's policy related to discrimination, harassment, and retaliation, as well as related procedures, please refer to Section 2.2 of the Trustee Policy Manual, available here: https://western.edu/wp-content/uploads/2024/08/24-08-01-Trustee-Policy-Manual_Accessible.pdf. For more information concerning this Policy, please contact Western's Equal Employment and Affirmative Action Office at civilrightseeoaa@western.edu.

Policy Prohibiting Violence and Weapons

For the University's policy prohibiting violence, as well as the identification of prohibited weapons, including firearms, and any applicable exemptions, please refer to Section 3.4 of the Trustee Policy Manual, available here: https://western.edu/wp-content/uploads/2024/08/24-08-01-Trustee-Policy-Manual_Accessible.pdf. For more information about this policy, please reach out to the Director of Campus Security at 970.943.3084.

Students living on campus who are found in violation of this policy may be evicted from the residence halls and face further University conduct proceedings, in addition to confiscation of the weapon(s). Weapons may be confiscated by the Director of Campus Security, professional Residence Life staff, or the Gunnison Police Department (GPD). A student who wishes to reclaim their weapon(s) must submit a written appeal to the Director of Campus Security, after which a decision shall be made in consultation with the Office of Student Affairs. The University reserves the right to contact the Gunnison Police Department concerning any weapons found on campus and to consult with the GPD before any weapon is approved for return. Confiscated weapons approved for return will not be returned until the end of the academic year or upon withdrawal of the student from the University.

Please note that this policy also contains the University's right to designate individuals as **Persona Non Grata**, or **PNG**. The University reserves the right to deny access, or treat as unwelcome, to the campus property and/or its facilities to anyone who does not comply with University policies and/or if there is a perceived threat to campus safety and security. Failure to comply with this status will be considered trespassing, and law enforcement will be notified.

Policy Prohibiting Sex Discrimination and Sex-Based Harassment

For the University's Policy Prohibiting Sex Discrimination and Sex-Based Harassment please refer to Section 3.5 of the Trustee Policy Manual, available [here](#). This policy contains information concerning available supportive measures and processes. Some contacts and resources for students related to Sex Discrimination and Sex-Based Harassment are noted below.

The Title IX Coordinator is the primary resource for questions on the Sex Discrimination and Sex-Based Harassment Policy. For questions, please contact:

Title IX Office

Phone: (650) 383-4753 x137

Email: tixadministrator@western.edu

Location: Taylor Hall 301

Confidential Reporting. For confidential reporting of sex discrimination and sex-based harassment individuals may report to the following campus resources that provide support and guidance:

On-Campus Confidential Reporting Resources

University Counseling Center

Crystal Hall 104

P: (970) 648-7128 | M – F | 8:00 AM – 5:00 PM

After-hours Emergency P: (970) 252-6220

Campus Medical Clinic

Tomichi Hall 104

P: (970) 943-2707 | M – F | 9:30 AM – 3:30 PM

Timelycare- Telehealth support for Mountaineers

Download the TimeylCare app and register via your school email address or visit

<https://app.timelycare.com/auth/login>

Log in by using your Western credentials

Off-Campus Confidential Reporting Resources:

Center for Mental Health

710 N. Taylor Street

P: (970) 641-0229

<https://gunnisonhelp.com/item/center-for-mental-health/>

Project Hope-Victims Support Services

P: (970) 641-2712

(24/7 Helpline) P: (970) 275-1193

www.hope4gv.org

Gunnison Valley Health

711 North Taylor Street
P: (970) 641-1456

Note: Victims of Sexual Assault are encouraged to report to the Gunnison Valley Hospital (GVH) Sexual Assault Nurse Examiner (SANE) to have evidence collected and stored for future legal system actions. Funds are available through the Office of Student Affairs to assist students with transportation options/costs.

Non-Confidential Reporting. For non-confidential reporting of sex discrimination and sex-based harassment, individuals may report to the following campus resources that provide support and guidance:

On-Campus Non-Confidential Reporting:

Department of Safety and Security
University Center, First Floor
P: (970) 901-9857 | 24/7

Title IX Office
Taylor Hall 301
P: (650) 383-4753 x137

Off-Campus Non-Confidential Reporting:

Gunnison Police Department
910 W. Bidwell Ave
970.641.8200
Emergency 911

Gunnison Police Department Victim Advocate
970.641.8299

Amorous Relationships Policy

For the University's Amorous Relationships Policy, please refer to Section 3.13 of the Trustee Policy Manual, available [here](#).

Pregnancy and Parenting Policy

For the University's Pregnancy and Parenting Policy, please refer to section 3.14 of the Trustee Policy Manual available [here](#). For questions about this policy, students may contact Western's Title IX Coordinator:

Title IX Office
Phone: (650) 383-4753 x137
Email: tixadministrator@western.edu
Location: Taylor Hall 301

Campus Free Expression Policy

For the University's Policy on Free Expression, including use of campus grounds and facilities, campus postings, solicitation, activity registration, time, place and manner restrictions, and more information, please refer to the Board of Trustees' Free Expression Policy, available [here](#). Students with questions about the Free Expression Policy may contact the Office of Student Affairs, Taylor Hall Suite 301, 970.943.2232.

Campus Safety and Security Policies

Campus Security Department Jurisdiction

Western Campus Security Services is not a law enforcement agency. The primary jurisdiction of the Western campus lies under the authority of the Gunnison Police Department. As a public institution, Western is bound to uphold all Federal and State laws. University security guards do not have arrest powers, law enforcement efforts are performed in conjunction with municipal, county, state and federal agencies as appropriate.

Role of Campus Security

- Assist the Gunnison Police Department in providing a safe and secure campus environment.
- Co-manage the Western Emergency Operations Plan and operationalize when appropriate.
- Interpret, provide revision, communicate, and enforce University policies.
- Support all departments of the Western campus community.
- Support all local law enforcement and emergency management.
- Investigate, assess, and respond to campus incident scenes.
- Prepare detailed reports and submit work orders after incidents and, when possible, perform minor maintenance repairs and custodial duties.
- Provide security for the Western infrastructure.
- Provide on-campus safety escorts for students, faculty and staff.

Campus Security Services Contact Policy

All non-emergency campus crimes, other than low-level cooperative underage alcohol pour-outs, are reported to Western Campus Security Services. Contact the Campus Security office at 970.943.3084 or the Campus Security duty cell phone at 970.209.1020. In the case there is no guard on duty contact the Campus Security emergency cell phone at 970.901.9857. The Campus Security representative will contact the Gunnison Police Department if needed and document the incident.

Campus Parking

Parking at our university is open to both on-campus residents and commuter students. This policy aims to ensure fair and accessible parking for all members of our community. While there are no specified parking zones, it is crucial to adhere to the guidelines outlined below.

Vehicle Registration

All students who will park their personal vehicles on campus are strongly encouraged to register their vehicles with Campus Security. This process aims to help Campus Security to contact the student directly should an issue arise with parking. The steps of how to register a vehicle are outlined below:

1. Go to <https://western.starrezhousing.com/StarRezPortalX/FA1857A7/1/1/Home-Home?UrlToken=2335E566> and login using your Western credentials
2. Click on Forms at the bottom of the menu on the left-hand side of the screen

3. On the Select a Form Page, click on Vehicle Registration
4. Enter the license plate number and state for that vehicle and include the make, model, color, and year, then click on Save & Continue
 - a. To enter your plate, follow this example, if your plate number is 123 XYZ and it is registered in Colorado, enter it as 123XYZCO
 - b. You may enter a primary vehicle and a secondary vehicle if you will park more than one vehicle on campus.
5. On the confirmation page, click on Continue & Return Home
6. You will receive an email from Residence Life that confirms your vehicle registration with the University.
7. You will then go to Residence Life or Director of Campus Security to pick up your parking pass.
8. Place on your rearview mirror and you are all done.

Failure to register your vehicle(s) and placing a parking placard on your rearview mirror with the university may result in towing at the owner's expense if parked illegally.

General Parking Guidelines

1. **Accessible Parking:** Parking in designated accessible spots is strictly prohibited without a valid handicap placard or license plate decal. Violators may be subject to fines and towing.
2. **Fair Use of Spaces:** All students, whether residing on campus or commuting, are expected to park in a courteous and considerate manner, ensuring that vehicles do not obstruct traffic flow or impede others.
3. **Compliance with Signage:** Adhere to posted signs and markings, including fire lanes, no-parking zones, and any specific instructions.
4. **Prohibited Parking:** Drivers may not park on sidewalks, grassy areas, in driveways or right of way areas, fire lanes, designated loading zones or in hashed areas in designated parking lots.

Enforcement

1. **Violations:** Violations of the parking policy may result in fines, towing, or other disciplinary actions.
2. **Appeals Process:** Students have the right to appeal parking citations. Information on the appeals process is available through the Campus Security Office.
3. **Warning Stickers:** Campus security may issue warning stickers for parking violations by adhering the warning sticker to the vehicle's window. If a vehicle has been issued a warning sticker, it may be towed for future parking violations. See towing policy below for additional information.
4. **Towing:** Failure to adhere to campus policies and regulations regarding parking could result in towing at the owner's expense.

It is the responsibility of each student to familiarize themselves with and adhere to the campus parking policy. Ignorance of the policy will not be considered a valid excuse for violations.

Contact: For questions, permit inquiries, or assistance regarding campus parking, please contact Campus Safety and Security

Overnight Parking

The University Center lot overnight parking is permitted in the north four (4) rows only. NO OVERNIGHT PARKING is permitted in the South two (2) rows closest to the University Center (including the Handicap/Emissions row) at any time. Trip coordinators must notify Campus Security if vehicles on

authorized trips will be parked overnight in the UC or Quigley lots. Overnight parking is limited to no longer than 72 hours. Cars parked longer than 72 hours may be stickered and/or towed at the owner's expense.

Camping or living in a vehicle is not permitted at any time on Western property. The parking of any type of trailer must receive approval from the Director of Campus Security and must be parked in designated locations only. Trailers parked in lots without approval will be subject to towing.

No Overnight Parking Areas

The following lots have been designated as No Overnight Parking from 12:00 a.m. to 6:00 a.m.:

- i. Taylor Hall (including the south Borick Building lot)
- ii. Wright Gymnasium north lot (Except for May 15–August 1)
- iii. Northwest Mountaineer Field House lot
- iv. University Center north lot per guidelines listed above
- v. West Crystal/Ice Lab (by loading dock)
- vi. Hurst East Lot
- vii. Library parking lot (South Row by sidewalk)

If you have housing concerns or monetary issues that led to camping or living in a vehicle, please contact the Office of Student Affairs at 970.943.2011.

Vehicle Towing Policy

In order to best serve the entire campus community and ensure uninterrupted operations, the following vehicle towing policy has been set forth. Vehicles are subject to tow-away by a bonded towing company for the following reasons:

- i. Abandoned vehicles (Three days or longer in one spot not including vacations, sport events, or trips)
- ii. Parking in No Overnight Parking areas between 12 a.m. to 6 a.m.
- iii. Parking in areas that create a danger to the safety and welfare of persons and property (e.g., fire lanes, service areas, traffic lanes, walkways, lawns)
- iv. Parking in non-designated lots during vacation periods
- v. Parking in spaces reserved for the handicapped
- vi. Obstruction of snow removal operations, or
- vii. Trailers parked without approval of the Director of Campus Security in appropriate designated areas

Snow and Special Event Removal

As snow removal from the parking lots, campus roads, and sidewalks becomes necessary during the winter months, heavy snow removal equipment may be operating in these areas' day and night. The University reserves the right to issue notice to remove vehicles from any parking lot or roadway at any time during periods of heavy snowfall or before any special event taking place on campus. It is the vehicle operator's responsibility to look for email notices, notices posted in the University Center, or notices posted on affected vehicles and to remove their vehicles from the affected parking lot or roadway when directed to do so. Vehicles are liable to be towed at the owner's expense if failure to follow procedures.

Emergency Notifications and Alerts

Western Safe is the official safety app of Western Colorado University. It is the only app that integrates with Western Colorado University's safety and security systems. Western Security has worked to develop

a unique app that provides students, faculty, and staff with added safety on the Western Colorado University campus. The app will send you important safety alerts and provide instant access to campus safety resources. This app can be downloaded in the App or Google store.

Western Colorado University's Emergency Alert Notification System is provided by RAVE. All students are automatically enrolled to receive RAVE Alerts which is designed to deliver emergency messages to your Western and personal email addresses as well as personal cell phones.

All students should check their Western email for a message from RAVE and either provide requested information and/or check that your account is up to date as prompted in the email from RAVE.

Western strongly encourages students to provide their current cell phone number on RAVE to receive emergency alerts via text message notifications. Students may also add numbers for parents and significant others to also receive alerts. Western Colorado University will only use the RAVE alert broadcasting system service for emergencies. Additionally, Western also conducts regular testing of the RAVE Alert Messaging System to ensure the system is working properly. For additional information, please visit <https://western.edu/student-life/safety-security/emergency-notification-system/>.

Accessing RAVE

Visit getrave.com/login/western to access Rave and manage your emergency notification preferences. For questions or assistance with the emergency alert/notification system, contact Dashawn Wilson, Director of Campus Safety and Security at 970.943.3084 or by email dwilson@western.edu.

Students are strongly encouraged to download both the Western Safe app as well as sign up to receive RAVE alerts to ensure they are kept up to date on important university wide emergency notifications and announcements.

Reporting Emergencies and Crimes

Ensuring the safety and security of our university community is a top priority. This policy outlines the procedures for reporting crimes and emergencies on campus.

Reporting Crimes:

1. **Immediate Threats:** In the event of an immediate threat to life or property, contact local law enforcement by dialing 911.
2. **Non-Emergency Incidents:** For non-emergency incidents, contact the university's Campus Security at 970.209.1020 or Gunnison County Dispatch at 970.641.8200
3. **Confidential Reporting:** The university encourages the prompt reporting of all crimes. Individuals may report crimes confidentially through the Silent Witness program or other anonymous reporting mechanisms.

Emergency Reporting:

1. **Fire, Medical, or Other Emergencies:** In case of fire, medical emergencies, or other life-threatening situations, dial 911 immediately.
2. **Campus Emergency Contacts:** Contact the designated university emergency number [insert contact information] for campus-related emergencies requiring immediate attention.

Responsibility: It is the responsibility of every member of the university community to promptly report any criminal or emergency incidents they witness or become aware of.

Protection Against Retaliation: The university prohibits retaliation against individuals who, in good faith, report crimes or emergencies. Any acts of retaliation should be reported immediately.

Prohibited Weapons

Please see the University's Policy Prohibiting Violence and Weapons in Section 3.4 of the Trustee Policy Manual, and linked above.

University Theft Policy

Theft is the unlawful taking of someone else's property and/or money. There will be no tolerance for theft towards people and/or property. Vandalism refers to the destruction, defacing, or damaging of public or private property. Colorado vandalism laws generally refer to vandalism as "criminal mischief," which is defined as the knowing damage of the real or personal property of another including but not limited to graffiti, tire slashing, broken windows, keying a car, and arson. This includes damage not only to personal property but Western's property as well. This will be held as a serious offense. Western property includes, but is not limited to buildings and lawns, University vehicles, the University Center and the Pinnacles fire pits, as well as dining and library materials, computers, and computer-related hardware and software, etc. Law enforcement may be called for any type of vandalism or theft.

Students engaged in acts of theft or vandalism in the community may also be subject to the student conduct process.

Campus Wide Tobacco Smoking Policy

In support of the health and wellbeing of all students at Western, tobacco use and/or the smoking of any substance is prohibited in the residence halls and University apartments. This prohibition includes, but is not limited to, cigarettes, cigars, smokeless chewing tobacco/dip, bidis, cloves, pipe tobacco, e-cigarettes, vaporizers, vape pens, vape wax, oils, hookahs, and marijuana. Students are allowed to store cigarettes and smokeless tobacco as long as it is stored out of view. Cigarette and tobacco use is prohibited within 30 feet of any University building. Please check with Residence Life staff for acceptable locations outside specific residence halls where cigarette/tobacco use is admissible.

Alcohol and Other Drugs Policy

The following conduct actions are in reference to policies concerning alcohol and other drugs (AOD). Based on the severity of the infraction, Western reserves the right to impose appropriate student conduct outcome sanctions. Violations of AOD Policy will be considered in a cumulative manner when assigning outcome sanctions by conduct administrators.

Residents and off-campus students are expected to adhere to the Code of Conduct established by Western. This compliance applies to students in off-campus housing as well as students residing in on-campus housing. Western reserves the right to investigate and subsequently apply disciplinary actions in on- and off-campus situations that may affect the Western community.

Alcohol Use and Possession

At Western, our policies on alcohol use aim to support positive decision-making while prioritizing the safety of our community. Here's a brief overview:

1. **Intoxication and Unacceptable Behavior:**
 - Intoxication is not an excuse for unacceptable behavior or conduct.
 - All alcohol, paraphernalia, and substances will be confiscated or given to local law enforcement officials.
2. **Alcohol Possession and Consumption in Residence Halls:**
 - Only individuals aged 21 or older can possess and consume alcohol in student rooms with closed doors and no minors present.
 - Empty alcohol containers are not allowed in rooms or on Western property for individuals under 21.
3. **Prohibited Alcohol Paraphernalia:**
 - Items promoting irresponsible drinking (e.g., beer bong, keg taps) are prohibited unless explicitly approved by the Office of Student Affairs.
4. **Knowing Presence:**
 - Students are responsible if they know or should know of illicit substance use in any Western area, including social media evidence.
5. **Intoxication and Bulk Alcohol:**
 - Visible intoxication is not allowed on Western property.
 - Bulk alcohol, exceeding individual consumption limits, is prohibited. All students involved will be held responsible.
6. **Transport and Costs:**
 - Medical Transport due to excessive alcohol consumption may result in parental notification. Students are responsible for associated costs.
7. **Alcohol in Non-Residential Areas:**
 - Possession, consumption, or distribution of alcohol is prohibited on University grounds and non-residential buildings, except in designated and approved locations.
8. **Fake Identification:**
 - Fraudulent identification cards may be confiscated by the University and turned over to law enforcement.

Any student under the age of 21 is prohibited from consuming and/or possessing alcohol, including empty alcohol containers. It is also prohibited for anyone of legal age to purchase or provide alcohol to anyone under age 21. Violations of this policy are subject to conduct and possible sanctions as outlined in the student handbook.

For detailed information or assistance, please contact the Office of Student Affairs.

Communicable Illnesses Policy

Western Colorado University is committed to maintaining a healthy and safe environment for all members of the university community. The purpose of this policy is to outline guidelines and procedures for managing communicable illnesses, with specific emphasis on addressing the challenges posed by COVID-19. It is essential that all students, faculty, and staff actively participate in preventing the spread of communicable diseases to ensure the well-being of the entire campus community. This policy applies to all students, faculty, and staff and visitors of Western Colorado University. This policy will be reviewed periodically and updated as necessary to align with current public health guidelines.

Prevention

1. **Vaccinations:** All eligible individuals are strongly encouraged to get vaccinated against COVID-19 and other preventable diseases as recommended by public health authorities. Please refer to the university vaccination policy below for additional guidance.
2. **Hygiene Practices:** Maintain good personal hygiene by regularly washing hands with soap and water, using hand sanitizer, and practicing respiratory etiquette, such as covering your mouth and nose with a tissue or your elbow when coughing or sneezing.
3. **Social distancing:** Follow the university's guidelines on social distancing in classrooms, common areas, and other spaces on campus. Individuals may wear a mask to prevent the spread of airborne illnesses.

Reporting and Monitoring

1. **Self-Reporting:** Students who experience symptoms of a communicable illness, including but not limited to fever, cough, shortness of breath, or loss of taste or smell, should promptly report their symptoms to Student Affairs. They will be provided with further guidance for health support.
2. **Monitoring and Contact Tracing:** The university will implement monitoring and contact tracing protocols to identify and notify individuals who may have been exposed to a communicable illness. Cooperation with these efforts is crucial for the health and safety of the community.

Isolation and Quarantine

1. **Isolation:** Students who test positive for COVID-19 or any other communicable illness must follow the university's isolation guidelines.
 - a. Students who experience symptoms of COVID-19 should quarantine for a period of five days or until symptoms subside. Students should be fever-free for a period of 24 hours without the use of medication to reduce fever before resuming normal activities.
 - b. After five days of isolation, students may resume normal activities but must wear a mask for a period of five days to prevent the inadvertent spread of COVID-19 to others.
2. **Quarantine:** Students who have been exposed to a communicable illness may be required to quarantine. The university will provide guidance on the duration and conditions for quarantine based on public health recommendations.

Academic Accommodations: Students who are unable to attend classes due to a communicable illness, including COVID-19, should contact Student Affairs as soon as possible to discuss accommodations and alternative arrangements for coursework.

Campus Access: Individuals who are experiencing symptoms of a communicable illness or have been directed to isolate or quarantine should refrain from coming to campus until they have received clearance from healthcare professionals.

Policy Compliance: Non-compliance with this communicable illness policy may result in disciplinary action, as outlined in the student handbook.

Immunization Requirements

1. **General Requirement:** All enrolled university students are obligated to furnish evidence of immunization. A university student, as defined by the State Board of Health, includes those enrolled for one or more classes physically present at the institution. Auditing students are included, while students exclusively taking correspondence or off-campus classes are exempt. Immunization records must be submitted through the housing portal on the western.edu site.

2. **Exemptions.** The following exemptions will be considered by Western if properly documented requests are made:
 - a. **Medical Exemption:** A Certificate of Immunization must accompany a signed statement from an advanced practice nurse or physician, stating that immunization would endanger the student's life or health.
 - b. **Religious Exemption:** Students seeking a religious exemption must submit a signed statement from parent(s) or emancipated student, declaring adherence to a sincerely held religious belief opposing immunizations.
 - c. **Age Exemption:** College students born before January 1, 1957, are exempt from the measles, mumps, rubella (MMR) vaccination. Contact the Office of Student Affairs if this exemption applies.
3. **Online Student Exemption:** Students exclusively taking online or off-campus courses are exempt. However, they must provide immunization records if attending on-campus classes in the future.
4. **Required Immunizations:**
 - a. Proof of 2 MMR vaccinations (usually at ages 1 and 5) from a doctor's clinic, on an immunization record signed by a doctor, or from a previous school or insurance provider.
 - b. Proof or waiver of the meningococcal vaccination, required every 5 years for on-campus students.
5. **Documentation Sources:** The following sources of documentation may be accepted as proof of immunization:
 - a. Immunization Form available on the university website.
 - b. MMR's records available through personal records, doctor, or insurance provider.
 - c. Other state databases that contain the individual student's immunization records.
6. **Re-immunization:** If you are unable to demonstrate proof of immunization and do not meet the eligibility for an exemption, you may need to get re-immunized and it is not harmful. MMR shots are available at Gunnison Public Health for \$14 without insurance. Immunizations are free under the Affordable Care Act.
7. **Semester Compliance:**
 - a. Each semester, students will receive an email reminder and will see a Workday checklist item if they need to update their immunization records with the University
 - b. Holds may be placed on accounts that are out of compliance with this policy. This hold will be lifted upon submission of required immunization records to the Office of Student Affairs.
 - c. To resolve holds for non-compliance with this policy, students should contact the Office of Student Affairs.
8. **Contact Information:** For inquiries into the University immunization policy students should contact the Office of Student Affairs:

Location: Taylor Hall Suite 301
Phone: 970.943.2232
Fax: 970.943.2254

Additionally, students may also contact the Gunnison Public Health Office via phone at 970.641.6244.

IT Services Policies

Our Mission

The Department of Information Technology Services partners with the Western Colorado University community to evaluate, implement and manage technology resources to enrich the learning and life experience of our students, augment academics and teaching, facilitate business operations, enhance the campus environment, and contribute to the overall mission of the University.

Acceptable Use Policy

Access to computing and networking resources is a privilege to which all Western Colorado University faculty, staff and students are entitled. Certain responsibilities accompany that privilege; understanding them is important for all computer users.

I. Institutional Purposes

The use of computing and networking resources is for purposes related to the University's mission of education, scholarship, and public service. Members of the Western Colorado University community may use computing and networking resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the University and their other university-sanctioned activities.

II. Security

Each user shares the responsibility for maintaining the security of stored information. A summary of the security procedures relevant to the end users of computing and networking resources are:

1. Do not share username and password with anyone else. Your username and password are your identity on campus; if you share your identity, you may end up being held responsible for something you did not do.
2. Multifactor Authentication (MFA) is required for authentication for some services. Like your password, you should not share your MFA information with anyone.
3. Physically secure your computer. Lock your computer by clicking the Windows Logo Key + L or by pressing Ctrl + Alt + Delete and selecting Lock Computer to log off if you are away from your desk. Computers left unattended with a user logged on pose a serious security problem.
4. Know your data. You are the person who knows what is on your computer. Do not keep sensitive data you do not need. If you need it, make sure it is encrypted.

III. Anti-Virus Software Protection

At Western Colorado University, the security of our digital environment is paramount to safeguarding our academic community's intellectual pursuits and personal information. As part of our commitment to maintaining a secure computing environment, all students are strongly recommended to adhere to the following Anti-Virus Software Protection Guidelines:

Installation and Activation

- All students should install anti-virus software on any personal devices used to access University networks, resources, or services.
- The anti-virus software should be activated and regularly updated to ensure the latest virus definitions and security patches are applied.

Compatibility

- Ensure that the anti-virus software is compatible with the operating system of your device and does not interfere with other essential software or applications.

Real-Time Scanning

- Enable real-time scanning features of the anti-virus software to automatically detect and quarantine any malicious files or programs attempting to infiltrate your device.

Regular Scans

- Perform regular full-system scans of your device using the anti-virus software to detect and remove any hidden threats or malware that may have bypassed real-time scanning.

Firewall Protection

- Activate and configure the firewall protection features provided by the anti-virus software to monitor incoming and outgoing network traffic, blocking unauthorized access and potential threats.

Safe Browsing Practices

- Exercise caution when browsing the internet and downloading files from untrusted sources, even with anti-virus software installed.
- Do not click on suspicious links or download attachments from unknown senders, as they may contain malware.

Reporting Security Incidents

- Promptly report any security incidents, such as suspected malware infections or unusual system behavior, to the University's IT support team for investigation and resolution.

By adhering to these Anti-Virus Software Protection Requirements, students contribute to creating a secure digital environment that fosters academic excellence and protects the integrity of our University's information systems.

IV. Confidentiality

Information stored on resources maintained by Western (e.g., cloud storage, servers, and local computers) is considered confidential unless the owner intentionally makes that information available to other groups or individuals. IT Services will maintain the confidentiality of all information stored on their computing resources, subject to the conditions stated herein. Similarly, each user is expected to maintain the confidentiality of all information stored on computing resources in his or her charge. However, the system administrator may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, the system administrator may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged. Additionally, the system administrator may access user files without consent to preserve public health and safety. Requests for the disclosure of confidential information will be governed by the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Colorado Open Records Law. All such requests will be honored only when approved by university officials who are the legal custodians of the information requested, or when required by state or federal law, legal proceedings, or court order.

V. Academic Freedom

Free expression of ideas is central to the academic process. Western Colorado University computer system administrators will not remove any information from individual accounts, servers or electronic bulletin boards maintained in individual accounts unless it is determined that:

1. The presence of the information in the account or on the bulletin board involves illegality (e.g., copyrighted material, software used in violation of a license agreement).
2. The information in some way endangers computing, networking resources, or the information of other users (e.g., a computer worm, virus, or other destructive program).

3. The information is not properly accessible as required under state and federal accessibility laws and needs to be replaced or updated with information in an accessible format.
4. The information is inappropriate, because it is unrelated to or is inconsistent with the mission of the University or is otherwise not in compliance with the legal and ethical usage responsibilities outlined in Federal, State, System and University policies. The Western Colorado University computing center will remove from campus computers any information that is inappropriate as defined above. Users whose information is removed will be notified of the removal as soon as possible. Users may appeal against any such action by contacting IT Services.

VI. Inappropriate Usage

Computing and networking resources should be used only in accordance with the guidelines indicated herein. Examples of inappropriate and unacceptable use of computing and networking resources include:

1. Harassment of other users.
2. Destruction of or damage to equipment, software, or data belonging to Western Colorado University or other users.
3. Disruption or unauthorized monitoring of electronic communications.
4. Violations of computer system security.
5. Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
6. Use of computing facilities for personal or business purposes unrelated to the mission of the University.
7. Violation of copyrights and software license agreements.
8. Violation of the usage policies and regulations of the networks of which the University is a member or has authority to use.
9. Violation of another user's privacy.
10. Academic dishonesty (e.g., plagiarism or cheating).

VII. Sanctions

Violators of the Acceptable Use Policy are subject to disciplinary procedures of the University and may lose computing privileges. Illegal acts involving Western Colorado University computing and networking facilities may also be prosecuted by state and federal authorities and result in expulsion from the University.

Connecting to the Internet

IT Services provides access to the internet via a campus-wide wireless network. Wired connections are available on a limited basis. For details on how to connect to University provided internet services, please visit IT Services on www.western.edu or call 970.943.3333 or visit the Student Helpdesk at Taylor Hall 125.

Prohibited Network Activities

To maintain an optimal and freely accessible computing environment on campus, we kindly request that students refrain from engaging in certain activities. These restrictions are in place to prevent disruptions to network performance and accessibility. Should any of the situations outlined below, or any other activity causing harm or being obviously illegal, be detected, Western reserves the right to suspend network access.

- Do not operate or run a DHCP or DNS server on the campus network.

- Use of personal wireless routers and/or network extenders are prohibited.
- Do not utilize wireless printers on campus (refer to Wireless Router guidelines).
- Do not use the campus network for sharing or downloading copyrighted material without legal authorization.
- Do not use the campus network to access or download illegal content.

Prohibited Use of Technology

Misuse, theft or other abuse of technology includes but is not limited to the following:

- Unauthorized entry into a file to use, read, or change the contents or for any unauthorized transfer of a file.
- Unauthorized use of another individual's identification and password, including sharing of credentials to gain access.
- Use of computing facilities and resources to interfere with the work of another student or university employee.
- Use of computing facilities and resources to send messages that adversely affect the University community and/or the pursuit of its objectives, including obscene or abusive messages, including any sent on any social media platform that may be directed or targeted at another current or former student or university employee.
- Use of computing facilities and resources to interfere with normal operations of the University computing system.
- Use of computing facilities or resources in violation of copyright law, including illegal file-sharing and downloading. Please see the DMCA Policy for additional information.
- Use of computing facilities or resources to access or download illegal content.

University Policy on Cyber-Bullying, Online Harassment, and Online Stalking on Social Media

Western Colorado University is committed to providing a safe, inclusive, and respectful environment for all university community members. Although the University respects students' First Amendment rights, not all forms of speech are protected under the Constitution. Cyber-bullying, online harassment, and online stalking on social media platforms are prohibited and may be referred for resolution under the University's applicable discrimination, harassment, or retaliation policies. For the University's Policy prohibiting Discrimination, Harassment, and Retaliation, please refer to Section 2.2 of the Trustee Policy Manual, available [here](#). For the University's Policy Prohibiting Sex Discrimination and Sex-Based Harassment, please refer to Section 3.5 of the Trustee Policy Manual available [here](#).

Student Email

As a student at Western, you will be provided with a western.edu email address through Microsoft Office 365. All official correspondence from Western Colorado University will be directed to this email address.

Note: *Western Colorado University is not responsible for any forwarded messages that may not be received at another email address that is not part of the western.edu email domain.*

Academic Communications

1. **Faculty-Student Communication:** Faculty members and students should use university email, Zoom, and Canvas LMS for official communication regarding course-related matters, grades, and academic discussions.

Email Security

1. **Password Protection:** Protect your email account with a strong password that meets university security requirements. You must also change your password periodically in accordance with IT Services policy. You will be notified when you must change your password. You will lose access to university resources until your password is changed. Do not share your password with anyone.
2. **Beware of Phishing:** Be cautious of phishing attempts. Do not click on suspicious links or provide personal information in response to unsolicited emails. All external emails will include a warning at the top of the email to alert recipients to be cautious about the email.

Violations of this policy may result in disciplinary actions, ranging from warnings to suspension of email privileges or other appropriate measures.

Accessing Student Records

Western uses Workday to manage academic records, including registering for courses, paying bills, viewing your schedule, accessing unofficial transcripts, updating your address, handling official university business, and applying for employment, including work-study.

Our Services

Student Helpdesk

Located within IT Services, the Student Helpdesk is a comprehensive technical support hub for Western students. Students may bring any computing issues they encounter, extending to most personal devices, including game consoles. The IT Services team strives to resolve problems efficiently at no extra charge. This service embodies the personalized assistance characteristic of the Western experience.

Student Open Computer Labs

IT Services provides student computer labs at several locations throughout campus. The workstations are a mix of PC and Macs and are installed with the same software available in the academic labs. Printing is available in all the labs. In some locations there are meeting rooms equipped with large screen displays. These meeting rooms can be reserved to facilitate collaborative group projects.

Locations:

Windows PCs

- Borick Business Building, room 109
- Chipeta Hall, room 131
- Escalante Terrace 24 Hour Lab (behind the Coffee Lab)
- Gym Room 202
- Hurst Hall, rooms 024, 115, 137, 223
- Kelley Hall, room 202
- Mears Hall, off main lounge
- Pinnacles, 2nd floor lounge
- Quigley Hall, room 213
- Rady, Lambda Learning Center 227, 229 and 231
- Leslie J. Savage Library, room 126, main floor and west wing
- Taylor Hall, rooms 203, 204 (language lab)
- Ute Hall, lab room
- University Center, kiosks

Macs

- Leslie J. Savage Library, Main Floor Info Commons
- Quigley Hall, room 213

Student Printing Policy

IT Services oversees printing operations in open student computer labs and enforces a semester printing quota.

Details:

- Printing is accessible in every campus building in academic or open student computer labs.
- If using a personal printer, IT Services recommend connecting it to directly to a personal computer using a cable rather than a wireless connection. Wireless features on many printers can interfere with the campus wireless network, rendering the printer inaccessible.
- Personal wireless routers are prohibited as they interfere with university networks.
- At the start of each semester, students are allocated a 600-page limit. Unused pages at the semester's end do not carry over to the next semester. If you require additional pages beyond your limit, please contact the SGA at sga@western.edu.
- One page is defined as a single side of a printed sheet of paper. If you print on both sides of a sheet, it counts as two pages.
- Exceeding the 600-page limit will not halt printing, but students will incur a charge of 5 cents per page over the limit, reflected in their semester bill.

Personal Devices Support:

- Assistance with internet connection on computers, phones, tablets, etc.
- Virus and malware removal
- Help with game consoles (Xbox, PlayStation, Wii, etc.)
- Resolving computer hardware issues.
- Software installation, including full system restoration.

Note: When bringing a personal computer, include its power supply, cables, and any software you would like IT Services to install.

Western Resources Support:

- Username and password issues, including password reset (you must present your Western ID for verification purposes)
- Workday account assistance
- Support for online courses
- Assistance with student email
- Printing & Western ID Cards support
- Identification Cards

Limitations of Our Services

Compliance with the Law

IT Services strictly adhere to legal standards and cannot engage in any illegal activities. Please refrain from requesting assistance with anything illegal, such as software piracy or downloading copyrighted material without ownership rights. If students bring a personal computer to campus, they must have the original installation media and required installation codes for potential re-installation needs. IT Services will not

assist with installation or re-installation of software without the appropriate installation codes provided by the manufacturer.

Warranty Implications

IT Services may not be able to assist with certain components or open the system case (IE open your computer case), as it could void your system's warranty. While we are committed to providing hardware diagnosis and repair within the warranty guidelines, certain actions may invalidate the warranty. Please be mindful of these considerations.

Canvas or Other Course Software Related Issues

Please communicate with your instructor *before* contacting IT Services as they have limited information on the various software being used in each program and/or course.

Digital Millennium Copyright Act (DMCA) Policy

The Digital Millennium Copyright Act, signed into law on Oct. 28, 1998, amended the United States Copyright Act, Title 17 of the U.S. Code, to provide in part certain limitations on the liability of online service providers (OSPs) for copyright infringement. Subsection 512(c) of the Copyright Act provides limitations on service provider liability for storage, at the direction of a user, of copyrighted material residing on a system or network controlled or operated by or for the service provider, if, among other things, the service provider has designated an agent to receive notifications of claimed infringement by providing contact information to the Copyright Office and by posting such information on the service provider's website in a location accessible to the public. The provision of information to the Copyright Office about the service provider's designated agent is a condition for reliance on the limitations on liability for service providers.

The designated agent for Western Colorado University is:

Chad Robinson
Associate Vice President/CIO
970-943-3123

Directory of Service Provider Agents for Notification of Claims of Infringement

<http://www.copyright.gov/onlinesp/list/index.html>

DMCA Violations and Sanctions

Western Colorado University recognizes that downloading and sharing copyrighted material online without permission is both illegal and unethical. In compliance with the DMCA of 1998, Western Colorado University is obligated, based on federal regulations, to address and resolve cases of copyright infringement brought to the University's attention via the procedures listed below:

1. IT Services or University Counsel is made aware of copyright infringement through file sharing or peer-to-peer (P2P) software or a notice of Claimed Infringement, including the violation type, IP address, and IP Port number. The port is turned off immediately when notification is made to IT Services Personnel.
2. IT Services Personnel will link the IP port to a specific user.
3. In cases involving student users, IT Services will send the student's name and their WCU Student ID number, Residence Hall room location or alternate location of activity (if applicable), email address, "material in question" (Notice of Claimed Infringement), and date of activity to the Student Conduct Administrator.

4. A Student conduct case is created and assigned to a conduct hearing panel by the Student Conduct Administrator. The case is adjudicated in accordance with the student conduct policies and procedures outlined in the student handbook, during which the student acknowledges policies on copyright infringement and illegal downloading by signing a Notice of Illegal Downloading of Copyrighted Material form. Internet access provided by Western Colorado University is deactivated for that student until the student completes the conduct process.
5. If found responsible for violating the policy, the student may receive sanctions that may include, but not limited to the following:
 1. First offense: Loss of internet access from Western Colorado University for a minimum of 30 days, educational sanctions, and a \$75 fine
 2. Second offense: Loss of scholarship eligibility (if applicable), loss of student employment eligibility (if applicable), loss of internet access from Western Colorado University for the remainder of the current semester, student is placed on probation, and a \$150 fine.
 3. Third offense: University suspension for 1 (one) full semester, and a \$300 fine
6. The student, if found responsible, is required to remove and/or delete all illegally downloaded material. If Western Colorado University receives a notification of another violation, the student will be held accountable for the second offense, even if the same material from the original violation is detected due to the student's failure to remove the illegally downloaded material.
7. The Student Conduct Administrator will notify IT Services of the date when the student's internet access can be reactivated. Permission for reactivation will not be granted until the student signs the Notice of Illegal Downloading of Copyrighted Material form and completes all assigned sanctions.

Web Accessibility Statement

Western Colorado University is committed to providing equitable access to our digital and technology services.

Our ongoing accessibility effort works towards being in line with the Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria. Section 508 of the U.S. Rehabilitation Act of 1973 Chapters 3,4,6 and C.R.S. 24-85-101 to 24-85-104, ARTICLE 85.

These guidelines not only help make technology accessible to users with sensory, cognitive and mobility disabilities, but ultimately to all users, regardless of ability.

The efforts of Western Colorado University are a part of a meaningful effort to make all State of Colorado services inclusive and accessible. We welcome comments on how to improve our technology's accessibility for users with disabilities, and for requests for accommodation for any of our digital content or services.

Report a barrier, request accommodations or provide feedback

We welcome your requests for accommodation and feedback about the accessibility of Western's online services. Please let us know if you encounter accessibility barriers. Western is committed to responding to requests within two business days. Email digital-accessibility@western.edu to initiate this process.

University Academic Policies

Academic Integrity

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The University assumes, as a basic minimum standard of conduct in academic matters, that students will be honest and that they will submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for practices that are fair require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable conduct in the course of their academic work. Dishonest work may include, but is not limited to, the following infractions:

Plagiarism. Presenting another person's work as one's own, including paraphrasing or summarizing of the works of another person without acknowledgment and the submitting of another student's work as one's own is considered plagiarism. Plagiarism frequently involves a failure to acknowledge in the text, notes, or foot-notes the quotation of paragraphs, sentences, or even a few phrases written or spoken by someone else.

Cheating on Examinations. Giving or receiving unauthorized help before, during, or after an examination is considered cheating. Examples of unauthorized help include the use of notes, texts, or "crib sheets" during an examination (unless specifically approved by the instructor).

Unauthorized Collaboration. Submission for academic credit of a work product, or a part thereof, represented as being one's own, which has been developed in substantial collaboration with assistance from another person or source, is a violation of academic honesty. It is also a violation of academic honesty to knowingly provide such assistance. Collaborative work specifically authorized by an instructor is allowed.

Falsification. It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise or assignment (e.g., false or misleading citation of sources or the falsification of the results of experiments or of computer data).

Multiple Submissions. It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the instructor(s) to whom the material is submitted for additional credit.

Consequences of Violations

Violations of academic integrity may result in the following: a grade of "F" or a "zero" for the assignment, an "F" for the course, withdrawal from the course, or suspension or expulsion from the University. Serious violations of academic integrity are reported to the Office of Academic Affairs.

Academic Due Process for Students

US Department of Education Program Integrity Regulations Complaint Process

Pursuant to the United States Department of Education's Program Integrity Rule, Western is required to provide all prospective and current students with the contact information of the state agency or agencies that handle complaints against post-secondary education institutions offering distance learning or correspondence education within that state. Students are encouraged to utilize the institution's internal complaint or review policies and procedures through the Office of Student Affairs or Office of the Provost

prior to filing a complaint with the state agency or agencies. The link below provides a list of contacts from each state in which a student may file a complaint.

<http://www.nc-sara.org/content/state-portal-entity-contacts>

To file a complaint against a Colorado institution of higher education, forms can be found here:

<https://cdhe.colorado.gov/filing-student-complaint>

It is the objective of these procedures to provide for the prompt and fair resolution of the types of problems described herein which students may experience at Western.

Definitions

Complaint: An informal claim by an affected student that a faculty member or an academic administrator has violated, misinterpreted, or improperly exercised his/her professional duties.

Complainant: An affected student who makes a complaint.

Grievance: A written allegation by an affected student that a faculty member or an academic administrator has violated, misinterpreted, or improperly exercised his/her professional duties. The grievance should include the possibility of a remedy.

Grievant: An affected student who files a grievance.

Respondent(s): The faculty member(s) and/or academic administrator(s) identified by the affected student as causing or contributing to the complaint or grievance.

Grievance Committee: A committee composed of one faculty member selected by the grievant, one faculty member selected by the respondent, and three faculty members selected by the Vice President for Academic Affairs (or assignees).

Time Limits: When a number of days are specified herein, they shall be understood to exclude Saturdays, Sundays, holidays, University vacation days, and other days when the University is not in session and holding classes.

Academic Administrator: Professional personnel of the University, other than teaching faculty, who are in positions to make academic decisions affecting students, including but not limited to, department chairs, Associate Vice President for Academic Affairs, Vice President for Academic Affairs, and the President.

Informal Complaint Procedure

The complainant shall discuss the problem with the respondent(s). If the problem is not mutually resolved at this time, the complainant shall confer with the immediate supervisor(s) of the respondent(s). This usually will be the Chair(s) of the Department(s) to which the respondent(s) is assigned.

If satisfactory resolution is still not achieved, the complainant must confer with the Vice President for Academic Affairs or selected representative.

Formal Grievance Procedure

If the complaint is not suitably resolved, the student has the right to file a grievance with the Vice President for Academic Affairs within six months of the time that the grievant could or should have known of the action which is the basis of the problem.

This written allegation shall indicate what has already been done to resolve the complaint. Preservation of relevant documents and of precise records of actions taken is advantageous.

The grievance committee shall be formed under the supervision of the Vice President for Academic Affairs, and a hearing shall be scheduled within 15 days after that officer receives the written grievance from the grievant.

The grievance committee shall hear testimony from the grievant, the respondent, and whomever else it deems appropriate.

Within 15 days after completion of the hearing(s), the grievance committee shall submit its findings to the Vice President for Academic Affairs for implementation as deemed appropriate by that officer. A copy of the finding of the committee and of the implementing decision of the Vice President for Academic Affairs shall be given to the grievant and the respondent.

The grievant may withdraw the grievance at any point in the proceedings by doing so in writing to the Vice President for Academic Affairs.

The Vice President for Academic Affairs may grant an extension of the time limit for good cause.

If the grievance has not been resolved satisfactorily after the above procedures have been completed, the grievant is advised that he/she may appeal to the President of Western Colorado University, and ultimately, to the Board of Trustees.

Residence Life Policies

On-Campus Residency Requirements

Western's student development philosophy holds that in addition to the benefits of living on campus, roommate experience is integral to encouraging social-emotional growth in first-year students. In addition to hoping that a roommate will provide an immediate connection in a new environment, learning to live with someone also strengthens communication and conflict resolution skills. It allows students to broaden their perspectives and learn about people who are different than them, as well as helps to develop an appreciation for others. The policies outlined below are based on these philosophies.

Exemptions to the on-campus residency requirement include students who live within 30 miles driving distance to campus with a direct family member (mother, father, or legal guardian), married students, students with dependent minor children, or honorably discharged veterans. Students under 18 must sign a waiver and release of liability for a minor living on campus prior to being allowed to sign a housing contract and reside in university housing.

Western assigns student housing based on the number of credit hours completed and housing availability. Western has different occupancy policies for each subset of our student population.

First-year Residence Halls (Standard double-occupancy rooms with communal bathrooms)

- Escalante Complex (Colorado, Crystal, Dolores, Tomichi): 0-29 credit hours; standard double occupancy rooms with communal bathrooms
- Ute Hall: 0-29 credit hours; standard double occupancy rooms with communal bathrooms

Returning Student Halls

- Mears Complex: (Mears, Moffat, Rubidoux) standard double-occupancy rooms within shared suites and semi-private bathrooms in each unit
- Pinnacles Apartments: apartment-style housing with kitchens within each unit.
- Chipeta Apartments: apartment-style housing with kitchens within each unit.

Housing Accommodations because of a Disability

Residence Life strives to provide accessible housing for students with disabilities. If a student needs specific housing accommodations because of a disability, they should contact the Center for Disability and Accommodations by email at disabilityaccommodations@western.edu or by calling 970-943-2113 for assistance. Alternatively, they may initiate an online housing accommodation request by visiting www.western.edu/ds. Housing accommodations because of a disability will not be approved without supporting documentation and final approval is at the discretion of the Director for the Center for Dis/Ability and Accommodation.

Eligibility

To be eligible for residency in **university residential housing**, a person must be enrolled in a minimum of one (1) credit hour and must carry a meal plan (persons residing in university apartments, a meal plan is optional). The University reserves the right to not contract with anyone who are currently or have violated the student handbook or are currently or in the past have violated the terms of a university housing contract, or who have a past-due balance with the University. All students living in residence halls must pay a \$250.00 housing deposit that will be returned to the student upon graduation or departure from the university barring no damages have been assessed to the student's account.

To be eligible for residency in **university-operated apartments**, a student must be enrolled in at least one (1) credit hour and must have earned 60 credit hours or more. Preference will be given to those with a higher GPA (Grade Point Average). The University reserves the right to not contract with anyone who are currently or have violated the student handbook or are currently or in the past have violated the terms of a university housing contract, or who have a past-due balance with the University. All students living in residence halls must pay a \$250.00 housing deposit that will be returned to the student upon graduation or departure from the university barring no damages or additional fines have been assessed to the student's account.

Housing Contract

The University Residence Life housing contract is a legal document, and it is binding for the entire academic year. Please read the contract carefully before signing. Withdrawal from the University does not automatically terminate your housing contract, neither does removal for conduct policy violations, nor does loss of any scholarship and/or financial aid. Room and board charges will continue to accumulate until an official check-out has been completed. Check-out is complete when all personal belongings have been removed from the residence hall, the residence hall room is cleaned by the student, related keys are returned, and a staff member has completed the necessary check-out paperwork with the student's signature. Prior to check-out, the student must communicate with their Resident Director to file appropriate paperwork. If there is sufficient demand and available space, students needing scheduled break housing may be (at the discretion of the Director of Residence Life) accommodated in a designated housing facility.

Meal Plans/Board

Residents are required to purchase a meal plan unless they are living in University operated apartments with fully operational kitchens within the unit. Residents select their meal plan in the housing portal. Should a student fail to select a meal plan in the housing portal, the resident will automatically be placed on a meal plan. Residents have until the third day of class each semester to change their meal plans. Residents will not be able to change their meal plans after 5:00 pm on the third day of class at the beginning of each semester. Meal plans will begin on the official day of moving into the residential community (not including early arrival dates) and end on the last day of final exams. Meal plans are non-transferrable.

Check-in/Check-Out Procedures

Check-in and check-out procedures are crucial. The instructions posted at the beginning and end of each semester should be followed. If these instructions are not followed, disciplinary action and additional charges may be assessed for the individual student.

Move-In

For fall/spring move-in refer to the move-in guide for more information

Check-in

Please report to the designated residence hall where residence life staff will assist you through the check-in process. An Emergency Contact Form is required for check-in. During check-in, the Emergency Contact Form will be verified, and keys will be issued. For details about the check-in process, contact the Department of Residence Life.

Check-Out

Please follow the official steps designated by the Department of Residence Life for your specific check-out circumstances. For details about the check-out process, contact the Department of Residence Life.

Before their designated check-out time, residents must clear their room of personal items, thoroughly clean, including sweeping/mopping, and return the room to its original configuration. Housing staff will assess for damage, missing keys, or cleaning costs, with charges applied accordingly. Abandoned property left will be removed at the resident's expense, following the Abandoned Property Policy.

Standard check-out time for all residents is 24 hours after their last final exam. Exceptions are made for graduating seniors and those participating in commencement activities. Improper check-out, including room changes, key issues, paperwork neglect, and late departure, may result in a \$50 fine from Residence Life.

Campus Driving and Parking Regulations for Residential Students

Campus Parking for Residential Students

Due to limited campus parking, only residential students can park overnight in any residence hall parking lot. All residential students are strongly encouraged to register their vehicle with Campus Security upon move-in. Unregistered vehicles parked overnight in-residence hall parking lots may be towed at the owner's expense.

Reckless Driving

Students are not permitted to drive recklessly anywhere on campus including in any campus parking lots. Students caught driving recklessly including tailgating, running stop signs, donuts, speeding, overtaking in unsafe conditions, aggressive driving, distracted driving, reckless lane changes, joyriding, and/or street racing will face disciplinary action that may include fines and referral to Gunnison Police Department for serious violations that cause injury to others or cause property damage.

Roommates

Developing a positive relationship with roommates is crucial for a conducive campus living environment. Students are strongly encouraged to adhere to the roommate agreement, and policies are in place to ensure compliance. Western encourages students to use the housing portal's roommate matching software to find like-minded roommates. Upon arrival, it is recommended to use the online roommate agreement to discuss and set expectations regarding alarm settings, bedtime, sleeping habits, study patterns, and preferences on food and visitors. Other things to consider include the following:

- Divide all cleaning responsibilities, set a regular cleaning schedule, and post it in a shared area
- Find out how the roommate feels about lending things to other people
- Discuss how to handle visitors. If a student has a roommate that prefers to stay up late and socialize, this may be a situation where a compromise will need to be negotiated
- Respect the roommate as an individual and do not expect them to satisfy any emotional or social needs and be open to making other friends
- Address concerns directly with your roommate, emphasizing courtesy, thoughtfulness, and consideration for their basic rights such as:
 - The right to live in a clean building and room
 - The right to have respect for personal belongings
 - The right to read and study without undue interference
 - The right to sleep without undue disturbance from noise, guests, etc.

- The right to free access to one's assigned room and facilities
- The right to personal privacy
- The right to be free from fear or intimidation and physical or emotional harm
- The right to have reasonable cooperation of the use of amenities in the room.

If issues with a roommate persist after discussion, residents should contact their Resident Assistant for support. The Resident Assistant can offer guidance and professional assistance in resolving challenges. If needed, involving the Resident Director to facilitate discussions between roommates is the next step. Violations of the roommate agreement, in accordance with the student handbook policies, may lead to disciplinary action under the conduct process.

Roommate Conflict Resolution

Residents are placed together for an educational experience. If conflicts arise, a conflict resolution process is required prior to the approval of a room change. A resident experiencing conflict with a roommate should communicate with the Resident Advisor (RA) on that floor. All RAs at Western have been trained in conflict resolution. The RA and the resident are free to schedule an initial conflict resolution meeting for the resident and the roommate(s). During this meeting, new agreements will be put in place, as well as agreed upon methods for bringing up broken agreements in respectful ways. Two weeks after the first conflict resolution meeting, an informal assessment will be made by the RA and the Resident Director (RD) regarding the residents' relationship, and a decision will be made about the possible need for a second conflict resolution meeting with the RD. Unauthorized room changes, or failure to move out of a room when required, may result in sanctions as determined by the Department of Residence Life. If the conflict resolution process is unsuccessful, the University reserves the right to move all parties involved to another room and/or residence hall. Room change authorization will not be granted during the first two weeks of each semester. A \$50 fee will be assessed for room changes, per the signed Housing Contract.

Guest Policy

Residents must inform roommates and suitemates in advance about guests, whether on or off-campus. On-campus or off-campus guests are allowed for up to 48 hours within a two-week period, with prior roommate permission required for residence entry. Host students must accompany off-campus guests on campus and are prohibited from sharing keys or leaving guests unattended in their room/apartment.

Emergency Procedures

An emergency evacuation map is provided in every residence hall room and apartment and can be found on the wall near the entry door. This map is the property of the University and must remain in the assigned location in the room or apartment. Please use the QR Code on the evacuation map to access the Emergency Procedure Guide. Removal of or damage to the emergency evacuation map may result in disciplinary action and additional charges assessed to the student's account.

Fire

Should the fire alarm in your residence hall be activated, every resident is required to evacuate the building immediately using the nearest stairwell or exit. Do not use elevators. Please review all emergency evacuation plans posted throughout the building. In the event of a fire, keep the following in mind when evacuating a building:

- Feel the door from top to bottom
- If the door is cool, crouch low and open the door slowly

- visibility permits, exit by stairwells
- Remember to stay low as possible, crawling, if necessary, when smoky conditions exist
- If you encounter heavy smoke in a stairwell, go back and use another set of stairs
- If trapped in a room, take the following steps:
 - If possible, call 911 and report your situation
 - Wedge wet towels or clothing under the door jamb to keep smoke out
 - Keep a soaked towel over your head
 - Stay low, try to breathe fresh air near a window
 - Open window and signal firefighters with a sheet or blanket

Failure to evacuate the building during an emergency or while the alarm is sounding will result in fines and disciplinary action.

Fire Evacuation Locations

In case of an emergency, residence halls will evacuate to the following locations:

- **Mears Complex** evacuates to the skate park
- **Chipeta Hall** evacuates to the grass area north of Chipeta Hall
- **Escalante Complex**
 - Colorado and Dolores evacuate to the University Center Parking
 - Crystal and Tomichi evacuate to the Kelley Parking lot
- **Pinnacles Hall**
 - East-West wing evacuates to skate park
 - North-South wing evacuates to the RTA bus stop lawn
- **Ute Hall** evacuates to Taylor Lawn

Failure to evacuate a residence hall during a fire alarm or to comply with the reasonable request of a fire official or campus staff member will result in an automatic fine of \$300 for the first offense and \$600 for subsequent offenses.

Fire Policy Violations

- First Offense – Automatic \$300 fine and other conduct sanctions as necessary
- Second Offense – Automatic \$600 fine, conduct sanctions, and possible expulsion

Maintenance Request Procedures

If a student has a maintenance request or other concerns regarding the physical upkeep of their room (plumbing problem, broken heater, etc.) they can complete an online work request. If a serious maintenance concern arises after 5:00 pm or on weekends, the student should submit a work request and contact their on-call RA (Resident Assistant) via phone.

On-Duty Personnel

A Department of Residence Life staff member is always on duty. If you have a security, maintenance, or other concern from 8:00 am until 5:00 pm, Monday through Friday, please call the Department of Residence Life for assistance via phone at 970.943.2101. After 5:00 pm and on weekends, there is a Resident Assistant on-call in each residence hall.

Public Safety

The Western Colorado Department of Campus Safety and Security maintains order and enforces the university's rules and regulations. The office's responsibilities include patrolling the campus, enforcing the

parking and traffic regulations, investigating accidents, and reported incidents, and providing security for the University. The campus security office is located in University Center 104 and may be reached via phone at 970.943.1020. In the event of a health or safety emergency, call 911.

Insurance

Many homeowners' insurance policies cover students' belongings while they are away at university. It is strongly recommended that students check with their family and insurance agent to verify that coverage exists for personal belongings while living on campus. Western Colorado University is **NOT** responsible for personal property that is lost, stolen, or damaged in any Residence Life facility.

Quiet Hours

Designated quiet hours are Sunday through Thursday 10:00 pm – 8:00 am; Friday & Saturday 12:00 am (midnight) to 8:00 am. During quiet hours, students may not make excessive noise that disturbs others. Noise violations during quiet hours can lead to student conduct and sanctions. Serious and/or repeated violations may result in more severe disciplinary action. Students should be mindful to not create noise that is disruptive to the community at any time. Excessive noise complaints may result in reassignment to another housing residence hall

Residence Life Services

Health and Safety Inspections

The residence life hall staff will conduct a health and safety inspection once a month in all residence life facilities. These inspections are to ensure that room smoke detectors are in proper working order, University policies are being followed, window locks are working, and that there are no other hazards present. Advance notice will be given prior to conducting health and safety inspections.

Laundry Services

Washers and dryers are provided in every residence hall. If the machines fail to function properly, please contact your Resident Assistant or Resident Director. Do not overload the machines. High efficiency detergent is recommended.

Service or Assistance Animal Accommodations

Residents requiring aid by a service or assistance animal must be registered at the Center for Disability and Accommodations. Residents receiving this accommodation must comply with the terms and conditions of the University Service Animal and Emotional Support Animal Policy.

Living Learning Communities (LLCs)

Living Learning Communities are specialized living environments connected to co-curricular activities that enhance participant's overall academic experience. Participants are connected to their peers through shared common interest/major, same building, floor, and enroll in the same courses associated with their specific LLC. The LLCs are optional for those who wish to participate.

Paul M. Rady Partnership Program

- Who: Incoming first-year students
- What: Provides an interdisciplinary opportunity to build community through academic collaboration, high impact practices, and interactive living environments that promote higher learning.

- Where: TBD
- Major: Computer Science or Mechanical Engineering

University Honors Program

- Who: Only students admitted into the Honors Program
- What: The University Honors LLC will help students maintain a sense of community and enhance personal learning skills where they live while also engaging their minds in honors courses that are conscientiously designed to augment critical thinking skills
- Where: Robidoux Hall
- Courses: Any assigned by the University Honors Program
- Advisor: Dr. Zach Treisman

Gender Inclusive Housing Community

- Who: Any student who identifies as a member of the LGBTQIA+ community as well any student who identifies themselves as any ally of the LGBTQIA+ community.
- What: A gender inclusive floor where students can live and learn in a safe environment where they can express themselves.
- Where: Mears Second Floor

Rules and Regulations for all Residence Life Facilities

In addition to the rules and regulations listed below, residents are responsible for observing all other University policies, regulations, guidelines as well as regulations outlined in the student handbook, the University catalog, and local, state, and federal laws. Areas of campus are also under video surveillance.

Alcohol

Students under 21 are prohibited from possessing, consuming, or attending any social gathering where knowledge of alcohol is present and/or have passive participation. Public intoxication while on campus is also strictly prohibited. Students caught drinking or in possession of alcohol while underage may have their parents notified.

Students who are age 21 or over may have alcohol but may not be in possession of bulk alcohol. They must store alcohol in their own designated room out of sight.

Discovery of alcohol possession by underage minors will require immediate disposal of the beverage in the presence of the student by a Campus Security Officer and residence life staff member and will lead to disciplinary action under the student conduct process.

Students requiring staff assistance due to alcohol consumption without medical amnesty may be subject to disciplinary action. Please refer to the Good Samaritan / Medical Amnesty Policy for additional information.

O

Policy for Pocket Motorcycles, Scooters, and Motorized/Electric Conveyances

Purpose: This policy is established to ensure the safety and well-being of all members of the campus community while attempting to accommodate the use of pocket motorcycles, scooters, and motorized/electric conveyances. The goal is to manage the use of these vehicles in a way that maintains a safe and orderly campus environment.

This policy applies to all students, faculty, staff, and visitors using pocket motorcycles, scooters, and motorized/electric conveyances on the college campus due to safety hazards that these items could cause.

Definitions:

- **Pocket Motorcycles:** Small, gasoline-powered motorcycles designed for recreational use, typically with a top speed of 30-50 mph.
- **Scooters:** Two-wheeled motorized or electric vehicles designed for personal transportation, including electric scooters.
- **Motorized Conveyances:** Vehicles powered by an internal combustion engine, gas, or electric motor that are used for transportation.
- **Electric Conveyances:** Vehicles powered solely by electricity, including electric scooters.

All pocket motorcycles, motorized or electric vehicles, and motorized and electric conveyances are banned from Western Colorado University unless it could be licensed and registered by the states. All motorized and electric conveyances, pocket motorcycles, and scooters are prohibited from operating on pedestrian walkways, lawns, and other non-designated areas. They must use designated roads and pathways where available. **E-bikes and E-Skateboards are still allowed on campus as long as the battery can be taken out and placed in your vehicle. Batteries cannot be in Residence Halls due to fire hazards.** All motorized and electric conveyances must be parked in designated parking areas if it is licensed by the states. They should not block pedestrian pathways, ramps, bike racks, or building entrances. All motorized and electric conveyances must be registered with campus security. Owners must provide proof of insurance and a valid driver's license if applicable. Helmets are required for all operators and passengers on pocket motorcycles and scooters, in compliance with state and local regulations. Vehicles must be equipped with front and rear lights if used after dark. Operators are responsible for ensuring their vehicles are in safe working condition. Malfunctioning vehicles should be reported to campus security immediately. **Failure to comply with this policy may result in the impoundment of the vehicle and or other disciplinary actions as deemed appropriate by campus authorities.**

Bicycles/Motorcycles/Mopeds/Snowmachines

Students are permitted to bring only one (1) bicycle to campus and must be stored outdoors at any of the designated bike racks available on campus. The bike must be operable and locked when stored and not in use. Bicycles are not permitted to be propped up next to buildings. Bicycles attached to meters, signs, trees, light poles, stairwells, posts, or any area other than a bike rack will be impounded and fees assessed. Riding bicycles, skateboards, and roller skates indoors is prohibited.

Motorcycles, scooters, and mopeds may not be stored in any residential facility and will not be allowed on campus.

Snowmachines, including snow mobiles and similar vehicles, are not permitted on campus except for when approved for use for an official university function. Snowmachines must be stored off campus. In cases where special events or circumstances require the use of snow machines for university-sanctioned activities, approval must be obtained from the university administration in advance.

Building Entry/Room Entry and Building Security

For the safety and security of all residence halls, they are locked 24 hours a day, 7 days a week. It is expected that all residents will lock their room doors when they leave their room at any time and should always carry their keys and ID cards with them to ensure they have access. All doors and windows must remain locked when the resident is not present, including individual residence hall doors. Additionally, residents are strongly encouraged to lock windows and doors at night while sleeping to mitigate against unauthorized entry during overnight hours. Do not remove window screens from any windows. Residents should never open the doors for strangers or leave any exterior door propped open. Students found propping open doors or breaching the hall security will face disciplinary action (including sharing keys, access cards, tampering with door closing or locking mechanisms is prohibited, etc.). Failure to lock and secure your room door will lead to disciplinary action. Entering or exiting through windows is prohibited. Residents and guests are to enter and exit through designated entrances and exits only.

Common Areas/Public Areas

Personal belongings are not to be left in shared bathrooms, kitchens, studies, lounges, hallways, stairwells, or any other public areas due to health and safety concerns. Any personal items found in these areas will be removed. The university is not responsible for items left in public or shared areas.

Rowdy activity, wrestling, running, excessive noise, outdoor games and use of mobile recreational devices are not permitted in hallways or public areas due to disturbance and safety of other residents. Any items used during horseplay may be confiscated.

Wireless Internet

Wireless internet is provided in each residence hall room and apartment. Cable splitters, hubs, routers, or other devices that are not provided by the university and alter wireless service or the campus network are prohibited. In addition, residents are required to use surge protectors when operating personal computers in their room. Residents must abide by the University Technology Usage Policies as governed by IT services.

Damage Costs

Residents are financially responsible for any damage to public or private areas of residence life facilities. Residents should complete a Room Condition Contract (RCC) when they check into their room. This contract records in detail the room's condition at check-in. Rooms are checked against this record at the time of check-out. Students will be held liable for any damages, lost property, or cleaning beyond a standard cleaning caused by accident, neglect, or intent. When two residents occupy the same room and the University cannot ascertain responsibility for damage or loss in the room, the cost will be divided equally between the residents of the room. Charges will be posted to the student's account within 30 days of the checkout.

When damage occurs in public areas of a building, all residents of that building can be held liable for the repair cost or fines. If the damage occurs on a specific floor or wing, the cost will be divided equally by the number of residents on that floor or wing and billed to their accounts. Should the Department of Residence Life deem that the damage cannot be attributed to a specific wing or floor, the damage will be divided equally amongst all the residents of the building and billed directly to their student accounts as a community charge.

Students may appeal damage charges in writing to Residence Life within 30 days of notification. Appeals should include the full name of the student, their Western student ID number, date of charge, amount of

charge, and what is being appealed along with any rationale or evidence. Residence Life will review the appeal and make a determination. Nonpayment of debts incurred from lost keys and service fees may result in withholding academic records and/or academic awards.

Residents who intentionally cause damage or commit vandalism to their assigned residence hall assignment will be charged and face additional conduct sanctions that may include fines and possible expulsion from the University at the discretion of the Dean of Students.

Cleanliness and Personal Hygiene

All students residing in University housing should be considerate of their own personal hygiene and how it affects campus facilities and others who share assigned living spaces including residence hall rooms, suites, apartments, and floors, by following the recommended guidelines listed below:

- Shower, brush teeth, and attend to personal hygiene and grooming practices daily and clean up after personal grooming activities
- Launder dirty clothes weekly; wash and change bed sheets and linens monthly
- Wear clean clothes and avoid reusing dirty and/or sweaty clothes
- Wash hands thoroughly multiple times a day, especially after using the restroom and before meals; use hand sanitizer when soap and water are not readily available
- Use deodorant and antiperspirant daily to manage body odor
- Be mindful of fragrances and cologne to avoid overwhelming scents in shared spaces
- For female identifying residents, practice proper feminine hygiene practices with regular changing of products and dispose of feminine hygiene products in the trash.
- Keep personal hygiene products organized within personal designated space and not in shared areas, including communal bathrooms
- Dispose of used personal hygiene products, including tampons or pads, in the trash
- Avoid clutter and maintain a tidy and organized personal space
- Remove trash weekly by disposing it in a dumpster
- Sweep and/or vacuum your room weekly
- Wash and put away dishes daily and avoid leaving them overnight to mitigate against clutter and odors
- Wipe countertops, desks, and other surfaces with a disinfectant wipe daily
- Promptly clean spills to prevent stains, keep an emergency cleanup kit for quick and easy handling of unexpected spills
- Clean your refrigerator monthly and dispose of any expired food
- Maintain a functional and tidy space by adopting a "clean as you go" approach. Immediately address shared areas after use and promptly store items to prevent clutter accumulation.
- Schedule regular deep cleans monthly to clean hard to reach areas.
- Bring the following cleaning items with you and plan to restock them regularly while you are here:
 - All-purpose cleaner, dish towels and disinfectant wipes
 - Trash bags and trash cans
 - Laundry detergent and dryer sheets
 - Broom, vacuum, and mop with mop bucket

Adhering to these personal hygiene and cleanliness requirements ensures a clean and comfortable living environment for all students in university housing. All rooms are inspected by residence life each month to ensure compliance with this policy. Failure to keep a clean and organized room may result in conduct

sanctions. Severe and repeated offenses may result in additional fines and charges applied to the student's account. Vacant spaces must be kept move-in ready.

Room Condition Contract

All residents must complete and sign the electronic Room Condition Contract (RCC) before receiving a room key and confirm any existing damage prior to moving in. If the resident fails to complete the RCC, it is assumed that they accept the room's condition as per Residence Life staff inspection. Upon checkout, damage charges are based on the initial RCC, with additional charges for extra cleaning or improper checkout as determined by a Residence Life staff member.

Room Change

No room changes will be considered until two weeks after the start of the semester. Residents will be charged a \$50 processing fee for approved room changes. Unauthorized room changes or bed swaps are not permitted. Students who have an unauthorized room change or bed swap will have a \$50 fine and will be required to return to their original housing assignments.

Prohibited Items

Students may not bring any prohibited items into any residence hall. Prohibited items will be confiscated and any student found in possession of such items will be subject to student conduct and fines. The confiscated items may be destroyed or may be returned to the student when the student graduates or otherwise fully departs from Western Colorado University at the discretion of the Director of Campus Safety and Security. The list of prohibited items includes, but not limited to:

- Firearms including but not limited to pellet guns, airsoft guns, BB guns, gel guns and any toy guns that bear resemblance to a real gun, including prop guns. Please also see Section 3.4 of the Trustee Policy Manual, Policy Prohibiting Violence and Weapons.
- Other weapons including brass knuckles, machetes, swords, and other martial arts equipment, knives exceeding 3.5 inches, except for kitchen knives used for the purpose of food preparation in residential areas with access to cooking facilities
- Illegal drugs and drug paraphernalia, including medical marijuana
- Alcohol for any student under the age of 21
- Candles, incense, grills, hot plates, space heaters, air conditioners, halogen lamps and other devices with open heating coils and/or produces an open flame
- Hoverboards, motorized or electric conveyances, motorized or other electrified personal transportation devices
- Extension cords and outlet multipliers without surge protectors
- Fireworks, incendiary devices, combustible materials, and other explosives
- Any items suspended or hung from the ceiling

Students are expected to adhere to these guidelines to ensure a safe and conducive living environment in university residence halls. For a complete list of prohibited items, please refer to the glossary in the student handbook.

Animal Preparation

Students may not clean or process any wild game or livestock carcasses anywhere on campus for human consumption or mounting. Doing so poses health and sanitation risks for the campus community. Residents caught processing wild game or livestock anywhere on campus, including their assigned room,

will be subject to a \$100 fine and additional sanctions under the student conduct process. Animal carcasses will be confiscated and destroyed. Fines will double on subsequent violations.

Room Entry

Western's Residence Life staff will not enter any student's room unless accompanied by the student. However, authorized personnel may enter a student's room without the student's consent or prior notification in order to:

- Address a concern for life, safety, or health
- Address a violation of state law and/or University policy, in the event of which University staff may perform a search of the resident's room and/or possessions
- Perform requested or preventative maintenance
- Respond to a cry for help, the smell of smoke, or when visible water is coming from an apartment or residence hall room
- Silence a disruptive noise
- Perform routine health and safety inspections, with 24-hour notice from Residence Life staff
- Perform requested or otherwise necessary maintenance
- Perform building evacuations during a fire alarm or drill

Solicitation

Solicitation is prohibited including any multi-level marketing, direct sales, work from home schemes, and door-to-door religious solicitation.

Pets and Animals

Students are not permitted to have pets on campus and adjacent grounds. The only exception is nonpoisonous underwater fish confined within a 10-gallon tank or less in the student's assigned room. Students found to have an unauthorized animal will be subject to student conduct and a \$300 fine. Emotional Support Animals (ESAs) and Service Animals are permitted only with approval from the Center for Dis/Ability and Accommodation. Failure to comply with the ESA (Emotional Support Animal) and Service Animal policy will result in the animal's removal and additional fines and charges. Please refer to the Emotional Support Animal and Service Animal Policy for additional information.

Abandoned Property Policy

Residence Life, without liability, reserves the right to dispose of any personal property left on the premises five (5) days after the student checks out of University housing and all reasonable efforts have been made to contact the student for pickup. Students will be charged an additional removal fee of \$200 for the removal and disposal of abandoned property.

Personal property left in communal areas will be removed and placed in the lost and found bin located in the Resident Director's office. Items not claimed by the end of any given term will be disposed of.

Good Samaritan / Medical Amnesty Policy

In accordance with the City of Gunnison Municipal Code 5.10.187, immunity may be provided from criminal prosecution for persons who suffer or report an emergency drug or alcohol overdose event, including underage minors. Likewise, students who report alcohol or drug overdoses on campus may be provided with amnesty from student conduct. However, the students involved are required to meet with the Associate Director of Community Development and Standards and provide a written account of

events. Amnesty will be provided at the discretion of the Associate Director of Community Standards and Development.

Epinephrine Auto-injectors on Campus

Colorado law, C.R.S. § 23-5-149, requires Western to acquire and stock a supply of epinephrine auto-injectors for emergency treatment of anaphylaxis. Under the law, any person is allowed to retrieve and use an epinephrine auto-injector located on Western's campus. Further, a person who acts reasonably and in good faith to furnish or administer an epinephrine auto-injector, including an expired epinephrine auto-injector, to an individual the person reasonably believes to be experiencing anaphylaxis may assert immunity as set forth in C.R.S. § 24-47-107. For more information on recognizing and responding to anaphylaxis, please visit <https://www.cdc.gov/vaccines/covid-19/downloads/recognizing-responding-to-anaphylaxis-508.pdf>

When an epinephrine auto-injector is used to treat anaphylaxis, individuals are also encouraged to make a 911 emergency call. If a campus epinephrine auto-injector is used, please notify Student Affairs so that a replacement can be stocked.

The epinephrine auto-injectors will be generally stored near the Automatic External Defibrillators (AEDs) and will be publicly accessible in the following locations on campus.

- i. **Residence Halls.**
 - a. Mears Complex (1 Western Way): near the main lobby or the elevator/vending machines inside the main south building entry.
 - b. Escalante Complex (1 Western Way): inside Escalante Terrace (central building), next to the Resident Director's Office.
 - c. Ute (1 Western Way): inside the main entry near the Resident Assistant's Office, up the small staircase and immediately to the right.
 - d. Chipeta (1 Western Way): inside the east entrance near the fire system panel.
 - e. Pinnacles (1 Western Way): inside the north entrance near the Resident Assistant/Resident Director's office.
- ii. **University Center** (1 Western Way): to the right of the main desk.
- iii. **Athletic facilities.**
 - a. Mountaineer Bowl (Escalante Drive): currently under construction, so the location is to be determined.
 - b. Paul Wright Gym (1 Western Way): outside of the middle entrance to the administrative offices on the second floor.
 - c. Mountaineer Field House (500 E. Ruby Avenue): indoor track, on the west wall in the center of the field house.
 - d. Fitness Center (1 Western Way): behind the receptionist desk.
- iv. **Auditoriums.**
 - a. Taylor Hall (1 Western Way): near room 216/218.
 - b. Paul M. Rady School of Engineering & Computer Science (1 Western Way): on the second floor, near the northwest office entrance by the "administration" sign."

Improper Use Policy for AEDs, Narcan, and Epinephrine Auto-injectors

Purpose and Scope:

This policy outlines guidelines for the proper use and handling of Automated External Defibrillators (AEDs), Narcan, and Epinephrine Auto-injectors on campus at [University Name], aiming to ensure the safety and effective utilization of these medical devices. This policy applies to all faculty, staff, students, and visitors who may come into contact with AEDs, Narcan, and Epinephrine Auto-injectors on campus.

Prohibited Actions:

The following actions are strictly prohibited:

- **Unauthorized Use:** Only trained individuals should use AEDs, Narcan, and Epinephrine Auto-injectors during emergencies. Unauthorized use by untrained individuals is strictly prohibited.
- **Malicious Use:** Any deliberate misuse, tampering, or damage to AEDs, Narcan, or Epinephrine Auto-injectors is strictly prohibited and may result in disciplinary action.
- **Unauthorized Removal:** AEDs, Narcan, and Epinephrine Auto-injectors are installed at designated locations for emergency use only. Unauthorized removal or relocation of these devices is prohibited.
- **Non-Emergency Use:** AEDs, Narcan, and Epinephrine Auto-injectors should only be used in genuine emergency situations as intended. Using these devices for non-emergency purposes is prohibited.
- **Improper Disposal:** Proper disposal procedures must be followed for used or expired Narcan and Epinephrine Auto-injectors. Discarding these items inappropriately poses safety and environmental risks.

Responsibilities:

- **Device Maintenance:** AEDs, Narcan, and Epinephrine Auto-injectors will be regularly inspected, tested, and maintained by authorized personnel to ensure operational readiness.
- **Emergency Reporting:** Any misuse, damage, or malfunction of AEDs, Narcan, or Epinephrine Auto-injectors must be reported immediately to [Campus Safety/Security Department].
- **Awareness Campaigns:** [University Name] will conduct awareness campaigns to educate the campus community about the proper use and importance of AEDs, Narcan, and Epinephrine Auto-injectors.

Consequences for Violations

Violations of this policy may result in disciplinary action, including but not limited to:

- Formal warnings
- Loss of privileges
- Fines or restitution for damages
- Referral to appropriate authorities for further action if deemed necessary

Compliance

All members of Western Colorado University are expected to comply with this policy and assist in maintaining a safe and secure environment for emergency medical interventions.

This policy will be periodically reviewed and updated by the Campus Safety & Security Department to ensure relevance and effectiveness.

Policies and Procedures related to Campus Accessibility and Support for Students with a Disability

Western Colorado University values diversity and inclusion. Our goal is to create a learning environment that is equitable and welcoming and we strive to facilitate the full participation of all students.

Compliance Responsibility

The Americans with Disabilities Act of 1990 (ADA) was enacted to protect individuals with disabilities against discrimination in critical areas such as employment, housing, public accommodations, education, transportation, communication, health services and access to public services. The purpose of the ADA is to provide a clear mandate for the elimination of discrimination against people with disabilities, thus bringing them into the social and economic mainstream.

Section 504 of the Rehabilitation Act of 1973 is Civil Rights legislation that prohibits discrimination on the basis of disability in the programs and activities of public and private colleges/universities that receive federal financial assistance. Eliminating barriers to education programs and services, increasing building accessibility and establishing equitable employment practices are addressed in Section 504 regulations. The U.S. Office for Civil Rights (OCR) of the U.S. Department of Education is responsible for the enforcement and investigation of compliance with Section 504.

Requesting Accommodations

Students who would like to request accommodations should contact the Center for Dis/Ability & Accommodations at disabilityaccommodations@western.edu, located in Leslie J. Savage Library Room 121, 970.943.2113.

For the university's policy concerning academic-related complaints and grievances, please refer to the "Academic Due Process for Students" section, above.

Filing a Grievance Concerning Non-Academic Accommodations

For non-academic accommodations (such as accommodations related to emotional support animals, service animals, or other accommodations related to housing or dining), if a student is denied a reasonable accommodation or receives an accommodation that they consider ineffective, the student may file a grievance of the decision under the process discussed below. The scope of a grievance review is limited to determining whether an accommodation decision was reasonable under the circumstances.

Grievance process for non-academic accommodations

A student who wishes to file a grievance concerning non-academic accommodations must submit a written request to the Director of Dis/Ability & Accommodations at disabilityaccommodations@western.edu within seven (7) days of receiving the accommodation decision. The student's written grievance should indicate the specific basis for the grievance and supporting information. Students may provide names of individuals who have relevant information and supporting documentation. The student should be aware that the grievance review is limited to consideration of the

information that was made available to the Center for Dis/Ability & Accommodations during the prior interactive process. Should a student have new or updated information they would like the university to consider, the student will need to re-engage in the interactive process by submitting an updated request for accommodations.

Basis for non-academic accommodation grievances

If a requested non-academic accommodation was denied in whole or in part, a student should identify:

- any procedural errors that materially impacted the interactive process and/or the determination to deny the requested accommodation(s); or
- any information made available during the interactive process that was not adequately considered; or
- any factual or analytical errors in the accommodations letter which materially impacted the denial of accommodation(s).

Notice of grievance decision for non-academic accommodations

The grievance of non-academic accommodation decisions will be reviewed by the Dean of Students or their designee. In making the decision, the grievance decision-maker will consider the materials obtained during the interactive process, the information submitted by the Center of Dis/Ability & Accommodations, and the student's grievance submission.

The grievance decision-maker will provide a final decision letter to the student within twenty-one (21) days following submission of the written grievance and all supporting documentation. This 21-day time limit may be extended at the discretion of the university, upon written notice to the student.

Filing a Report or Complaint of Discrimination Based on a Disability

The Director of the Center for Dis/ability & Accommodation serves as the ADA Coordinator and is responsible for facilitating the University's efforts to comply with the ADA and Section 504 of the Rehabilitation Act of 1973 for students. The Director of the Center for Dis/ability and Accommodations will work with University personnel and students to resolve reports regarding ADA compliance issues.

Students may submit a report or complaint of discrimination based on disability to the Center for Dis/Ability & Accommodations. If the matter cannot be resolved informally, or the student does not wish to engage in informal resolution of the complaint, the student may choose to submit a complaint, or complaints may be referred, for resolution under the University's Discrimination, Harassment and Retaliation Policy, Section 2.2 of the Trustee Policy Manual, available [here](#). Additional information is available in the Center for Dis/ability and Accommodation located in Leslie J. Savage Library Room 121 (970.943.2113).

A student may also choose to file a complaint of disability discrimination with an external agency instead of, or in addition to, filing an internal report or complaint. Most external complaints should be filed with the United States Department of Education, Office of Civil Rights, which has a local office in Denver. Complaints alleging disability-based employment discrimination may also be filed with the Colorado Civil Rights Division or the federal Equal Employment Opportunity Commission. Additional information on internal and external complaint procedures is available from the Center for Disability and Accommodations, located in Leslie J. Savage Library Room 121.

Office for Civil Rights, Denver Office

U.S. Department of Education

Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

U.S. Department of Justice (DOJ)

U.S. Department of Justice
950 Pennsylvania Avenue, NW
Civil Rights Division
Disability Rights Section – 1425 NYAV
Washington, D.C. 20530

Equal Employment Opportunity Commission (EEOC)

Denver Field Office EEOC
303 E. 17th Avenue, Suite 410
Denver, Colorado 80203

U.S. Department of Housing and Urban Development (HUD)

Office of Compliance and Disability Rights Division
Office of Fair Housing and Equal Opportunity
U.S. Department of Housing and Urban Development
451 7th Street, S.W., Room 5242
Washington, D.C. 20410

Emotional Support Animal (ESA) and Service Animal Policy

Western Colorado University is committed to allowing people with disabilities the use of a Service or Emotional Support Animal, as necessary, on campus to facilitate their full participation in University programs and activities. Set forth below are specific requirements and guidelines concerning the appropriate use of and protocols associated with Service Animals and Emotional Support Animals. Western Colorado University reserves the right to amend this policy as circumstances require.

Section I. Definitions

Service Animal

A Service Animal is “any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered a service animal for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the Handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low-vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, providing physical support and assistance with balance and stability to individuals with mobility disabilities, reminding a person with mental illness to take prescribed medications, calming a person with Post-Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Dogs whose sole function is to provide comfort, emotional support, well-being, or companionship do not constitute work or tasks for purposes of this definition.” Service Animals may travel freely with their Handler throughout University housing (and other areas of the University, see Section VII part G. of this document).

Service Animal in Training

A dog being trained to perform as a service dog will be treated as a Service Animal when accompanied by a trainer and identified as such. A service dog in training must meet the same requirements as a Service Animal.

Emotional Support Animal

Emotional Support Animals are a category of trained or untrained animals that provide therapeutic emotional support to an individual with a disability but are not considered Service Animals under the ADAAA and Western's Service Animal Policy. Some Emotional Support Animals are professionally trained, but in other cases Emotional Support Animals provide necessary support to individuals with disabilities without any formal training or certification. An Emotional Support Animal may be a dog (most common), cat, small bird, rabbit, hamster, gerbil, fish, turtle, or other small domesticated animal that is traditionally kept in the home. All Emotional Support Animals be fully vaccinated and reliably housebroken. Emotional Support Animals must be contained within their privately assigned residential area (room, suite, apartment) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash and harness. All areas except for privately assigned living space in housing are off limits to approved Emotional Support Animals without prior authorization from Disability Services, which includes all academic buildings, the University Center, all athletic facilities, and maintenance buildings. The term Emotional Support Animal will be referred to any animal not considered a Service Animal under the ADA.

Partner/Handler/Owner

A Partner/Handler/Owner is a person with a Service or Emotional Support Animal. (The term Handler will be used in this document to reflect any of these terms.)

Pet

A pet is a domestic animal kept for pleasure or companionship. A pet is not considered a Service Animal or an Emotional Support Animal. Pets are not permitted on campus.

Approved Animal

An approved animal is a Service Animal or Emotional Support Animal that has been granted as a reasonable accommodation by Western Colorado University under this policy.

Section II. Procedures for Requesting to Have Emotional Support Animals in University Housing as a Reasonable Accommodation

Emotional Support Animals cannot be brought into University housing without approval of University officials. Western will approve only one Emotional Support Animal per student due to space limitations of residence halls and to ensure the safety and well-being of animals and students in residence. Failure to comply with this policy can result in a denial for a request for an Emotional Support Animal. Students are encouraged to ensure their proposed Emotional Support Animal meets policy before initiating a request to have an Emotional Support Animal in university housing to avoid the unnecessary costs and burden of boarding their proposed animal off-campus until the animal is approved. If the proposed support animal does not meet policy, it will not be approved. No exceptions will be granted to this policy.

The procedure for requesting Emotional Support Animals in University Housing are outlined below:

1. A student requesting permission to keep an Emotional Support Animal in University Housing must make a formal request to the University's Disability Services offices at least 63 days before housing for the animal is needed (no later than June 1st for the fall term and no later than Nov. 1st for the spring term). To do so, the student must submit the

appropriate Request Form for Disability Housing Accommodations, as well as documentation of their disability to be reviewed by the Disability Services office. This form can be located on our website at <https://elbert.accessiblelearning.com/Western/ApplicationStudent.aspx>. Additionally, if a request is made with less than 63 days remaining in the term, the proposed support animal may not be approved until the following term.

2. Documentation of the need for an Emotional Support Animal must meet the following documentation guidelines:
 - The student's name
 - Information concerning the healthcare professional's personal relationship with the student involving the provision of healthcare or disability-related services
 - The type of animal for which the reasonable accommodation is sought (i.e., dog, cat, bird, rabbit, hamster, gerbil, or other rodent, fish, turtle, other specified domesticated type of animal or another specified unique animal). The student must submit a full color photo of the animal dated within 30-days of the request to have their proposed ESA or Service Animal in residence. Additionally, the student must also submit the size of the crate, kennel, or cage required for their proposed animal.
 - Disability-related information which includes:
 1. Whether the student has a mental impairment that substantially limits one or more major life activity or major bodily function and
 2. Whether or not the student needs the animal because it does work, aids, or actively performs one or more disability-related task that benefits the student because of his or her disability, or because it provides therapeutic emotional support to alleviate a symptom or effect of the disability of the student and not merely a pet.
 3. Additionally, if the specified animal is *not* a dog, cat, or other animal that is traditionally kept in a household, the healthcare provider needs to provide the following additional information:
 1. The date of last consultation with the student (*must be within the last six months*) and establish an ongoing relationship with the student).
 2. Any unique circumstances that justify the patient's need for the particular animal (if already owned or identified by the student), or particular type of animal and
 3. Whether the provider has reliable information concerning the specified animal and why they specifically recommended this type of animal for the student.
1. The Office of Disability Services has a form that requests the aforementioned information in a questionnaire format that must be completed by the student's healthcare professional if a letter from the professional does not provide sufficient information in regard to the student's need for a support animal in university housing as a reasonable accommodation. Letters solicited from online ESA letter providers that contain boilerplate language and do not specify the student's individual need for a support animal in university housing may be rejected on the grounds of providing insufficient information regarding the student's specific needs.
2. Additionally, the aforementioned documentation must be submitted within *30-days of the initial request for a support animal in university housing*, must be *dated within the last six (6) months*, and must be from any of the following sources as listed in the section below. The student must

provide documentation from an active provider of care (meaning a social worker, counselor, doctor, or other mental healthcare provider who is licensed to make such a determination), that the student has met with in person for treatment before seeking an ESA letter.

3. Students seeking documentation for the purpose of obtaining an ESA as a reasonable accommodation from a healthcare provider licensed in Colorado must meet with their healthcare provider in person to discuss their need for an ESA.

Sources of reliable documentation

- A determination of disability from a federal, state, or local government agency.
- Receipt of disability benefits or services that may include Social Security Disability Income (SSDI), Medicare or Supplemental Security Income (SSI) for a person under 65, veteran's disability benefits (DD Form 214), services from a state vocational rehabilitation agency, or disability benefits or services from another federal, state, or local agency.
- Eligibility for housing assistance or a housing voucher because of a disability. ¶ This must be for the student; *not* the student's parent or legal guardian.
- Information confirming disability from a health care professional such as a physician, optometrist, psychiatrist, psychologist, physician's assistant, nurse practitioner, or nurse.

Documentation from the Internet

Some websites sell certificates, registrations, and licensing documents for Emotional Support Animals to anyone who answers certain questions or participates in a short interview and pays a fee. Under the Fair Housing Act (FHA), a housing provider can request reliable documentation when an individual requesting a reasonable accommodation has a disability and a disability-related need for an accommodation that are not otherwise obvious or not-known. In HUD's experience, such documentation from the internet is, not by itself, sufficient to reliably establish that an individual has a non-observable disability or disability-related need for an assistance animal. As such, Western Colorado University will reject such documentation from internet providers as unreliable under state telehealth laws and federal HUD guidelines.

Review of Proposed ESA Requests

1. The Disability Services coordinator will review documentation and provide a written response to the student within 10 business days of receipt of documentation in support of their request. If the request is approved, the Disability Services Coordinator shall arrange a meeting with the student requesting that an Emotional Support Animal be housed in University Housing as a reasonable accommodation. The student requesting an Emotional Support Animal must sign a contract and acknowledge that they understand and agree to comply with University policy regarding Emotional Support Animals. Completing a request for an emotional support animal as a reasonable accommodation does not guarantee that the request of the proposed support animal will be approved. Students are encouraged to plan well in advance and ensure their proposed support animal meets policy to avoid unnecessary fees and burden of housing the animal off campus until the request and proposed animal can be approved. If the proposed animal does not meet policy requirements as outlined below, it will not be approved. No exceptions will be granted to this policy.
2. The University may reject an animal that:
 1. Poses a direct threat to the health and safety of others;
 2. Would cause substantial physical damage to the property of others;
 3. Would pose an undue financial or administrative burden on the University;

4. Would fundamentally alter the nature of University housing operations; or
5. Does not comply with the requirements set forth in Section VII below.

Crate / Container Size of Proposed ESAs and Service Animals

The size of the crate that is needed for the Emotional Support Animal or Service Animal in residence will be contained in while the handler is not in the room will also be taken into consideration to ensure adequate living space for both animals and humans in the assigned living space. The crate cannot block any doors, windows, or emergency exits, and cannot be a trip hazard in the room. Crates must have a solid bottom and have adequate space for the animal to comfortably stand up, lie down, and turn around in. The crate must have a reliable securing mechanism that prevents the animal's escape while the animal is crated. Animals may not be kept in vehicles.

Notification of a Proposed ESA or Service Animal in University Housing

1. The student's roommate(s) or suitemate(s) will be notified (if applicable) to solicit their acknowledgement of the service or emotional support animal in writing and to meet with the Center for Disability and Accommodation to share any concerns they may have, and notify them that animal may be residing in shared assigned living space, including apartments and suites.
2. Before the proposed ESA or Service Animal in residence is approved to move-in, the student must meet with their Resident Director to review the Service and Support Animal Contract and submit the completed contract with all required signatures to Disability Services.
3. After the animal has been formally approved to reside in university housing as a reasonable accommodation, the student will receive notification from Disability Services that their animal has been approved and is allowed to reside on campus in University Housing. The Director of Residence Life and the building's Resident Director will be notified as appropriate.
4. After approval, the submitted documentation must be updated on an annual basis and provided to the Disability Services Coordinator at least 63 days before the start of each academic year or term. This includes summer terms and Maymester if the student will reside in university housing at any time from May through August of any calendar year.
5. Students may be granted permission to move off-campus early for disability related reasons only in the extreme rare occurrence that Western cannot accommodate the student on campus.

Section III. Service Animal Use on Campus

Visitors

Visitors to campus with Service Animals are permitted access to all public facilities, with the exception of areas where service animals are specifically prohibited due to safety or health restrictions, where the Service Animal will be in danger, or where the Service Animal's use compromises the integrity of research.

Employees

Employees with a disability who wish to utilize a Service Animal as a reasonable accommodation in a University office or other areas of campus buildings not open to the general public need to contact Human Resources for assistance.

Students

Commuter students with a disability who wish to utilize a Service Animal in a classroom are encouraged, but not required to register with the Disability Services office for access to resources, information, and advocacy around a range of disability-related dynamics, including Service Animals. Service Animals must follow the "Guidelines for Maintaining an Approved Animal at Western Colorado University" found in

Section VII. Students who live in university housing who wish to use a service animal because of a disability are required follow the steps in Section IV below to have their service animal reside with them in university housing.

Section IV. Procedures to have an ESA or Service Animal in University Housing

Students desiring to bring their Service Animals to reside within University Housing are required to follow the steps outlined below:

1. New students and students who have not registered with disability services who wish to keep an ESA or Service Animal in University Housing must make a formal request to the University's Disability Services Office. To do so, students must complete the online student application located at <https://elbert.accessiblelearning.com/Western/ApplicationStudent.aspx>. Students can request an ESA or service animal to reside in university housing at any time but must do so at least 63 days before housing for the animal is needed.
2. Requests for Service Animals in housing do NOT require supporting documentation of disability if the student's disability is readily apparent and observable. However, students must answer relevant questions on the new student application regarding requests for Service Animals in residence.
3. The Disability Services Office will review the request and arrange a meeting with the student requesting a Service Animal to live within University Housing.
4. Upon approval of an ESA or Service Animal, residential building staff will be notified as appropriate.
5. Upon approval of an ESA or Service Animal, the student's roommate(s) or suitemate(s) will be notified (if applicable) to solicit their acknowledgement of the approval and notify them that the approved service animal will be residing in shared assigned living space.

Section V. Conflicting Health Conditions

Residence Life staff will make a reasonable effort to notify tenants in the residence buildings where the Approved ESA or Service Animal will be located.

Students with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Disability Services office if they have a health or safety related concern about exposure to a Service or Emotional Support Animal. The University is prepared to also reasonably accommodate individuals with such medical conditions that require accommodation when living in proximity to Service or Emotional Support Animals.

Section VI. Handler's Responsibilities in University Housing

Service and Emotional Support Animals – Additional Items

In addition to the requirements set forth in Section VI 1-18, the following guidelines apply to All Service and Emotional Support Animals:

1. The Handler is responsible for complying with Gunnison County and the City of Gunnison animal control and licensing laws for animal rights and Handler responsibility. All approved animals must be current with immunizations and wear a rabies vaccination tag.
2. The Emotional Support Animal or Service Animal must be spayed or neutered and cannot pose a direct threat to the health and safety of others, must not cause substantial physical damage to the property of others, cannot pose an undue financial or administrative burden, or fundamentally alter the nature of the University's operations.

3. If the proposed Service Animal or Emotional Support Animal does not comply with items 1 and 2 above, it will not be approved to reside in university housing. Students are responsible for ensuring their proposed animal meets policy to avoid unnecessary fees and burden of housing their proposed animal off-campus. If the animal not meet policy, the student is responsible for the cost of maintaining their animal off campus until it can meet the requirements listed above. Western Colorado University reserves the right to impose additional reasonable requirements for unique animals based on its characteristics. No exceptions will be granted to this policy.
4. All animals must wear a collar that includes the handler's first and last name and phone number, as well as a rabies tag, and city pet license in accordance to Gunnison municipal code.
5. All Emotional Support Animals and Service Animals must be crated when left alone in their handler's dorm room anytime their handler is not physically present. The crate must include a secure locking mechanism that prevents that animal's escape.

Approved Animals in Residence Halls

1. An Approved Service or Emotional Support Animal outside of the Handler's own residence hall room (if applicable) must have a harness, leash, or other tether unless a) the Handler is unable to use a harness, leash, or tether, or b) using a harness, leash, or tether will interfere with the animal's ability to safely and effectively perform its duties. In that case, the Handler must maintain control of the approved service animal through voice, signal or other effective controls. Approved Emotional Support Animals are allowed outside of their Handler's assigned residence hall room only for toileting, transport to and from campus, and must be on a leash or crated, and under the direct control of the Handler. No off-leash animals are permitted on campus.
2. The Handler is responsible for the costs of care necessary for an Approved Animal's well-being, including bathing and grooming as needed.
 - a. The handler must identify a proxy who can care for the animal in an event that necessitates assistance with the care and well-being of the approved animal. This person must be identified and willing to sign a proxy agreement form. This proxy cannot be a Residence Life staff member or other University employee. Only the identified proxy will be permitted to care for the animal on behalf of the handler of the approved animal.
 - b. Handlers cannot leave their animal overnight in university housing to be cared for by the identified proxy. If the handler must travel or be away from the university for extended periods of time, they must board the animal off-campus for the duration of their travel or plan to take their animal with them. The university is not responsible for the costs associated with boarding an approved animal off-campus. Animals may not be kept in vehicles overnight.
3. The Handler is responsible for independently removing an Approved Animal's waste. Waste must never be placed in a building's garbage cans or other small trash cans available on University property. See Section VII B for more information (care and supervision).
4. The Handler is responsible for ensuring that the Approved Animal does not interfere with the routine activities of the residence hall or cause difficulties for other students who reside there.
5. The Handler is financially responsible for the actions of the Approved Animal including bodily injury or property damage. The Handler's responsibility covers, but it not limited to, replacement of furniture, carpet, windows, wall covering, or other items damaged. The Handler is expected to cover these costs at the time of repair and/or move-out.
6. The Handler is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or repairs to University premises that are assessed after the student and animal vacate

- the residence. The University shall have the right to bill the student account of the Handler for unmet obligations. A hold will be placed on the student's account until the bill is paid in full.
7. The Handler must notify Disability Services in writing if the Approved Animal is no longer needed as an Approved Animal or is no longer in residence. To replace an Approved Animal, the Handler must file a new Request for Disability Housing Accommodations.
 8. The Handler's residence will be inspected for fleas, ticks, or other pests once a semester or as needed. The Office of Residence Life will schedule the inspection. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The Handler will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
 9. If the Handler lives on campus, he or she must feed and provide water for the Approved Animal inside his or her room. Food and water for the Approved Animal are not to be left outside the residence hall room.
 10. All roommate(s) or suitemate(s) of the Handler must sign an agreement allowing the Approved Animal to be in the residence room with them. In the event one or more roommates or suitemates do not approve, the non-approving suitemate or roommate will be moved to a different room or suite.
 11. Service Animals are permitted to travel freely with their Handler throughout University housing (and other areas of the University, see Section VII part G. of this document). Emotional Support Animals must be contained within the privately assigned residential area (room, suite, apartment) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash and harness.
 12. When an Emotional Support Animal or Service Animal becomes lost while on campus, the handler must notify the on-call Resident Director as soon as possible to ensure that the animal can be found and returned. Failure to report missing or lost animals on campus can result in a fine or conduct meeting. The student will need to meet with Disability Services and Residence Life staff to give their account of how the animal became lost and the necessary steps they will take to ensure it does not happen again. The university is not responsible for any harm to the animal.
 13. Approved Animals cannot be left overnight in University Housing to be cared for by another person. Animals must be taken with the student if they leave campus for a prolonged period of time or placed with an identified person who resides off-campus while the student is traveling.
 - a. Student athletes are not permitted to take their Emotional Support Animals with them on official university athletic travel and are responsible for planning to board their approved Emotional Support Animal off-campus for the duration of their travel.
 - b. All students who request a Service or Support Animal in university housing are required to identify a local off-campus contact who can care for their animal during their absence from campus. This person cannot be another University student, staff, or faculty member unless they are a direct family member. Failure to identify an approved off-campus contact will result in the denial of the request until an approved off-campus contact can be named.
 14. The Handler is solely responsible for the care and maintenance of their animal. Students, or other persons, other than the handler or their identified proxy who enter residence halls, apartments, suites, or dorm rooms for the purpose of caring for an approved animal who have not been approved by University officials, will be subject to a conduct meeting and disciplinary action from the University.

15. Handlers with service animals or emotional support animals are required to provide an adequate size crate for their animal while living on campus. All ESAs and Service Animals are required to be crated anytime their handler leaves them in their assigned dorm, suite, and/or apartment and the handler is not physically present. Residence Life staff will post a sign on the outside of the student's room to notify maintenance that an animal is in the room. In rare occasions, depending on the work being performed, the student may be asked temporarily board their animal off-campus to ensure the safety of the animal while the work is being completed. The student will be responsible for the cost of boarding their animal off-campus during these times.
16. Housing has the ability to relocate a Handler and their Approved Animal as necessary according to current contractual agreements.
17. Students with service animals or emotional support animals that reside within University Housing are expected to abide by all University Residence Life policies and student conduct codes.
18. Any violation of the above rules can result in an immediate removal of the Approved Animal from the University and will be reviewed through the Student Code of Conduct as outlined in the Student Handbook. Any violation of the ESA and Service Animal Policy will be considered a Level II Conduct Charge and the student may face conduct charge and sanctions in accordance to the Student Handbook.
19. If the Approved Animal is removed from the premises for any reason, the Handler is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Section VII. Policy for Maintaining an Approved Animal at Western Colorado University

Introduction

The following policies apply to all Approved Animals and their Handlers, unless in extenuating circumstances the nature of the documented disability of the Handler precludes adherence to these policies, and permission for a variance from the guidelines has been granted.

Care and Supervision

Care and supervision of the Approved Animal are the responsibility of the individual who benefits from the Approved Animal's use. The Handler is required to maintain control of the Approved Animal at all times.

The Handler is also responsible for ensuring the cleanup of the Approved Animal's waste and, when appropriate, must toilet the animal in areas designated by the University consistent with the reasonable capacity of the Handler. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in an outside trash dumpster. Litter boxes must be placed on mats so that waste is not tracked onto carpeted surfaces.

Animal Health and Well-Being

1. Vaccination: In accordance with local ordinances and regulations, the Approved Animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and kennel cough and wear a rabies vaccination tag. Cats must have normal shots required for a healthy animal. Local licensing requirements are followed.
2. Health: Animals to be housed in University housing must have an annual clean bill of health or current vaccination record from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The University has the authority to direct that the animal receives veterinary attention. (Local licensing law is followed.) All Approved Animals must be vaccinated in compliance with state and

local laws. Western Colorado University reserves the right to impose additional reasonable requirements for unique animals based on their characteristics.

3. Leash: If appropriate, the Approved Animal must be on a leash, unless the leash would inhibit the Approved Animal's ability to be of service. The leash must not be longer than eight (8) feet in length. E-collars and electronic leashes are not acceptable forms of leashes.
4. All approved animals are required to wear a collar that includes the first and last name and phone number of the handler and must include a rabies tag and city pet license as required by Gunnison municipal code.
5. Other Conditions: Disability Services may place other reasonable conditions or restrictions on unique Approved Animals depending on the nature and characteristics of the specified animal.

Requirements for Faculty, Staff, Students, and Other Members of the University Community

Members of the University Community are required to abide by the following expectations:

- They are not to inquire for details about the Handler's disabilities. The nature of a person's disability is a private matter.
- They are to allow a Service Animal to accompany its Handler at all times and in all places on campus, except where animals are specifically prohibited.
- They are not to touch or pet a Service or Emotional Support Animal unless invited to do so.
- They are not to feed a Service or Emotional Support Animal.
- They are not to deliberately startle a Service or Emotional Support Animal.

They are not to separate or attempt to separate a Handler from his or her Service or Emotional Support Animal.

Removal of an Approved Animal

The University will exclude or remove an Approved Animal when:

1. The animal poses a direct threat to the health and safety of others.
2. The animal's presence results in a fundamental alteration of the University's programs and/or services.
3. The Handler does not comply with the Handler's Responsibilities in University Housing.
4. The animal or its presence creates an unmanageable disturbance or interference, (e.g., barking, wandering, displaying aggressive behavior) and the behavior is outside the duties of the Approved Animal on the Western Colorado University campus.
5. The animal is not house broken.
6. The animal is physically ill.
7. The animal is unreasonably dirty, (e.g., matted fur, covered in fleas and/or ticks, noticeable dirt on the fur or skin of the animal).
8. The animal is found by the university to be out of control and the animal's Handler does not take immediate and effective action to control it.

Damage

Handlers of Approved Animals are solely responsible for any damage beyond normal wear and tear to persons or University property caused by their animals.

Areas Off Limits to Service Animals

The University can prohibit the use of Service Animals in certain locations because of health and safety restrictions, (e.g., where the animal will be in danger, or where their use compromises the integrity of research). Restricted areas include, but are not limited to, the following: custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, rooms

with heavy restricted areas will be granted on a case-by-case basis by contacting Disability Services and the appropriate department representative; the person directing the restricted area has the final decision.

Areas Off Limits to Emotional Support Animals

All areas except for privately assigned living space in housing are off limits to approved Emotional Support Animals without prior authorization from the Center for Disability and Accommodation.

Section VII. Advisory Notice of Colorado's Law Regarding Service & Assistance Animals

Under Colorado Law it is a crime to knowingly take a non-service animal into a public business under the guise that it is actually a service animal. It is also a crime to intentionally misrepresent that your animal is an assistance, companion, or emotional support animal in order to avoid pet fees or to have an animal in housing that otherwise does not permit pets.

1. On the first offense, the person will receive a written and/or verbal warning.
2. Subsequent offense may result in fines ranging from \$50 - \$500 and removal of the animal from university premises.

Student Affairs Policies

Student Conduct Policy

Student Handbook Authority

While enrolled at Western, students are subject to delegated University authority. The Vice President of Student Affairs and/or Dean of Students will designate a Student Conduct Administrator, who may identify other conduct advisors to assist with the administration of the conduct process. The Student Conduct Administrator or designee will train the conduct advisors and members of the conduct panel who are responsible for the discipline of students and may through the disciplinary procedures specified herein, impose sanctions for violations of the Student Handbook.

The Student Conduct Program (SCP) is designed to ensure fairness and equity throughout the conduct process towards students and registered student organizations. The program is also developmental and educational in nature.

Jurisdiction of the University

The Student Handbook and the Trustee's Policy Manual applies to the conduct of any University student that occurs 1). on University premises, or 2) at any University sponsored event or activity. In addition, the University may act under the Student Handbook, the Trustee Policy Manual, and/or other university policies based on off-campus behavior of a student if that behavior constitutes a safety or security threat to the campus and 1) directly affects any other university student, 2) substantially affects the University community or its objectives, or 3) violations local, state, or federal law. Concurrently enrolled high school students who fail to comply with the Student Handbook may be subject to program dismissal as outlined in the Concurrent Enrollment policy.

Western Colorado University, as a state public institution, is required to follow all federal, state, and local laws, including laws that may not apply to private entities. This means that the Student Handbook must comply with the Constitution of the United States, federal statutes, federal administrative regulations, the Constitution of the State of Colorado, Colorado Revised Statutes, and State of Colorado administrative regulations. Accordingly, the Student Handbook cannot conflict with or supersede federal, state, or local law.

A student may face both the University student conduct process and criminal or civil litigation charges since the same factual situation may allegedly violate both the Student Handbook and criminal or civil law. The student conduct process may happen before, during, or after criminal proceedings. Since the student conduct process is separate from criminal or civil litigation, legal outcomes do not affect the student conduct process nor will pending criminal or civil litigation stop or delay the student conduct process.

Each student is responsible under the student handbook for their own conduct occurring at any time prior to being awarded an applicable degree or certificate, even if the University does not discover the conduct until after awarding the degree or certificate. The student handbook also applies to any student conduct that occurs during any interim period:

1. Before classes have begun or after classes have ended
2. During which the student's enrollment temporarily ceases

The Student Handbook also applies to the student's conduct:

1. If the student withdraws from the university, or leaves its premises, while a disciplinary matter is pending

2. Retroactively as of the student's first admission application date if they have enrolled at the University

If a responding party is a former student who is not currently enrolled at the time the University is made aware of an alleged incident, the University may suspend the student conduct process and place a hold on the responding party's account which suspends future enrollment by the responding party until any outstanding conduct adjudication has been resolved. Further, the University reserves the right to resume the student conduct process should the former student seek reenrollment or readmission to Western Colorado University at a later time before any prior conduct issues have been resolved.

This policy and the student conduct process will apply to all residential, commuter, and online learning students, including part-time students, full-time students, concurrent enrollment students, undergraduate and graduate students.

Other Policies/Handbooks

If a student is involved in circumstances involving academic or athletic policies/handbooks, any specific processes in those policies/handbooks will take precedence over the Student Conduct Policy. To learn more, please see Academic Policies above and/or the specific academic program policies/handbooks. For student-athlete policies, visit gomountaineers.com. Further, if a student is involved in circumstances involving their employment with the university, employment policies or contracts may apply in lieu of this Student Conduct Policy.

Prohibited Conduct

The list of behaviors which follows is not exhaustive and the University maintains the right to amend its rules and policies. The following actions and/or behaviors are expressly prohibited. Students are prohibited from violating any University Policy/handbook/agreement.

Academic Misconduct

- **Cheating:** Includes unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the instructor in the course syllabus or class presentation
- **Plagiarism:** Includes the copying of language, structure, images, ideas, or thoughts of another, and representing them as one's own without proper acknowledgement, and is related only to work submitted for credit. Disciplinary action will not be taken for academic work in draft form
- **Unauthorized possession or disposition of Academic Materials:** includes the unauthorized selling or purchasing of examinations, class notes, term papers, or other academic work; stealing another student's work; and using information from or possessing exams that an instructor did not authorize for release to students
- **Falsification:** encompasses any untruth, either verbal or written, in one's academic work
- **Facilitation of any Academic Misconduct:** includes knowingly assisting another to commit an act of academic misconduct

Abusive Behavior

- Threatening or inflicting bodily harm upon any person or animal, or acting in a manner that creates a risk of bodily harm to any person, including oneself, or an animal
- Threats, intimidation, coercion, or other unwelcome behavior, through any method of communication directed at an individual or individuals that is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with a person's academic or work

performance, or a person's ability to participate in or benefit from the University's programs, services, opportunities, or activities, when viewed through both an objective and subjective standard

- Any form of abusive behavior (as listed above) specific to current or former intimate partners
- Hazing including any expressed or implied action, activity, or expectation of someone seeking to join or participate in any team sport, informal group, or student organization that humiliates, degrades, abuses, or endangers a person, regardless of the person's willingness to participate. This includes participating in, condoning, encouraging, requiring, observing, or allowing an opportunity for hazing to occur

Damage

Any threatened, attempted, or actual damage or destruction of University property or the property of others.

Discrimination, Harassment, Retaliation. Please see the Trustee Policy Manual, Section 2.2. In the event a student is identified as Respondent in a non-employment related Discrimination, Harassment, or Retaliation report or complaint, the Student Misconduct and Appeals Process in this Student Handbook will be followed to resolve the Grievance.

Disruptive Behavior

- Engaging in behavior that disrupts or interferes with teaching, classroom presentations, or other educational interactions, residential communities on or off campus, research administration, athletic events, governmental functions, or disciplinary proceedings.
- Engaging in behavior that disrupts or obstructs the right of free speech or expression of any person on campus (for more information, refer to the WCU policy on Free Expression, available [here](#)).
- Leading, inciting, or participating in any on or off campus demonstration, riot, or activity that disrupts the normal operations of the university, freedom of movement or safe passage and/or infringes on the rights of other members of the university community.
- Behavior considered lewd by a reasonable person that includes voyeurism, public urination and/or defecation, and public exposure of intimate body parts.

False Information

- Knowingly furnishing false information to any University official, instructor, office, or organization, or on any applications.
- Intentionally initiating or causing to be initiated any false report
- Use or possession of false identification

Misuse of Alcohol

- Use or possession of alcohol by anyone under the age of 21 on university premises.
- Manufacturing or distribution of alcohol as prohibited by law or University policy
- Operating any vehicle while under the influence of alcohol or while impaired by alcohol.
- Excessive consumption of alcohol that results in a state of intoxication that endangers oneself or others.

Misuse of Drugs

- Use or possession of illegal drugs (under federal or state law) including but not limited to marijuana, methamphetamine, cocaine, opiates, LSD, psilocybin mushrooms, heroin, ecstasy, GHB, or other controlled substances, or any substance used for an intoxicating effect.
- Use or possession of prescription drugs other than by the person prescribed or for use other than the prescribed purpose and/or dosage
- Manufacturing or distribution of illegal and/or prescription drugs.
- Possession or use of drug paraphernalia including but not limited to equipment, products, and materials used to cultivate, manufacture, distribute, or use marijuana or other illegal drugs.
- Operating any vehicle under the influence of drugs or while impaired when using any intoxicating substance.
- Use of drugs resulting in a state that endangers oneself or others.

Non-Compliance

- Failure to comply with the verbal or written directions of any University officials acting in the performance of their duties and in the scope of their employment, including failure to identify oneself to these persons when requested to do so.
- Failure to comply with the verbal or written directions of any law enforcement agency officers acting in the performance of their duties and in the scope of their employment, including resisting and/or obstructing law enforcement officers, or failing to identify oneself when requested to do so.
- Violating the terms of any interim measure, no contact order, or exclusionary order imposed by the University.
- Failure to complete student conduct sanctions.

Retaliation

Any form of abuse, threat, intimidation, bullying, coercion, harassment, or attempt to influence or interfere with another individual or group who submits a report, cooperates with any investigation, or acts as a witness in relation to an alleged violation of the Student Handbook, University policy, or any federal, state, or local law ordinances.

Sex Discrimination and Sex-Based Harassment

Please refer to Section 3.5 of the Trustee Policy Manual, which also includes the available supportive measures and the grievance resolution procedures.

Theft

Theft or attempted theft or other unauthorized possession of University property or the property of others including the property of local, state, and federal governments. This includes street signs.

Unauthorized Use

- Unauthorized use, entry, or occupation of another person's property or of University facilities, property, or vehicles.
- Any unauthorized possession, duplication, or use of University keys or access devices including swipe access cards.
- Unauthorized removal or misuse of any University document, record, data, nonpublic information, identification, educational materials, or property (including forgery or alteration).

Violation of Law or University Policy

Evidence of a violation of any federal, state, or local law, or University policy.

Violation of University Rules, Contracts, or Agreements

- Violation of any rules, contracts, or agreements governing residence in or use of University owned or controlled property, or at athletic or other authorized special events.
- Violations of any rules, contracts, or agreements governing recognized student organizations.

Violent Behavior

Please refer to Section 3.4 of the Trustee Policy Manual for matters pertaining to violent behavior.

Weapons

Please refer to Section 3.4 of the Trustee Policy Manual for prohibited weapons.

Conduct Administrators

Western uses a collaborative approach to student conduct and adjudication. Conduct administrators represent all aspects of campus with direct support from the Director of Campus Security and the Office of Student Affairs. Conduct administrators serve on conduct panels, if they are necessary. Additionally, conduct administrators provide support and resources to students and inform students about the conduct process. For questions regarding policies and procedures, contact:

Director of Campus Safety

970.943.3084

dwilson@western.edu

Dean of Students

970.943.2049

gpierson@western.edu

Associate Director of Community Standards and Development

970.943.2181

enrique.rosario@western.edu

Summary Suspension Pending Disposition/Utilization of Law Enforcement

Western reserves the right to temporarily suspend a student from the University as well as temporarily evict a student from the residence halls/apartments pending the outcome of a University conduct meeting or a trial in a state or federal court and/or to put restrictions upon a student's access to the campus (PNG) in instances where a student has been accused of a crime or conduct which, if repeated, could jeopardize the well-being of students, staff, faculty or property. In these instances, a conduct meeting will be held within three (3) business days to determine whether or not such dangers reasonably continue to exist.

The Board of Trustees has passed the following resolution: "Any act by students or non-students which interferes with the rights of others, disrupts or impairs the normal functioning of the University, damages or destroys property, or impairs health or safety is grounds for suspension or expulsion from the University. The President or the President's representative may summarily suspend those individuals in the violation of any of these standards pending final disposition of the case by the appropriate body

having jurisdiction thereof. The President or the President's representative may call on any law enforcement agency to enforce the suspension and to maintain order."

Coordination with Criminal Proceedings

In the instance where a court of law has accepted an accused student's plea of guilty to a criminal offense or the accused student has been found guilty of such an offense, and the commission of the offense also constitutes a violation of Western's policies as set forth herein or in the Housing Contract, the conduct administrator or panel selected by the Dean of Students, Associate Director of Community Development and Standards or other designated hearing officer, may adopt the conduct determination of responsibility without conducting a fact-finding conduct meeting or hearing. However, a conduct meeting for the purpose of determining conduct outcome sanction(s) may be provided to the student, during which the student may present any qualifying information. Western may proceed with student conduct matters prior to any related disposition in a court of law. Court dispositions do not prohibit Western from assessing appropriate outcome sanctions for violations of campus policies.

Grievance Resolution Process for Student Respondents

Adjudication of Student Misconduct and Appeals Process

Filing Complaints

- A. Any member of the University community may file a complaint against a student for alleged violations of the Student Handbook or other applicable University Policies.
- B. Complaints alleging a violation of the Student Handbook or other applicable University Policies should be submitted as soon as possible after the incident.
- C. Complaints should be prepared in writing and directed to the Student Conduct Administrator. The Student Conduct Administrator is the Director of Campus Safety and Security, University Center 104.
- D. The Student Conduct Administrator or designee will assign the case to a conduct panel to investigate and initiate the conduct process.
- E. The respondent is presumed not responsible for a violation until the respondent acknowledges responsibility or is determined to be responsible by a preponderance of evidence at the conclusion of a disciplinary proceeding.

Standard of Proof

To find that a student or organization has engaged in prohibited activities, the standard of proof required is preponderance of evidence. This evidence must demonstrate that it is more likely than not that the alleged violation occurred.

Informal Hearing

The conduct advisor, typically a Resident Director (RD), will present all charges and meeting notification to the respondent in written form sent to the address listed via the student's Western email. This will constitute full and adequate notice. Failure of a student to provide an address change or forwarding address, or the refusal or inability to accept the emailed summons notice does not constitute good cause for failure to comply with the notification. The informal hearing will be scheduled within ten (10) business days after the receipt of summons. The respondent should make every effort to attend the informal hearing barring extenuating circumstances such as an emergency. If the respondent needs to miss the informal hearing, they must notify the student conduct advisor via email at least 24 hours prior to the

scheduled meeting. The student conduct advisor will reschedule the meeting. Failure to notify the student conduct advisor means that a decision may be made in the student's absence based on the available information.

The respondent will meet with the conduct advisor in an informal hearing when the conduct advisor reviews the charges and supporting documentation, advises the respondent of due process rights under the Student Handbook, and explain the conduct adjudication process during the informal hearing. The conduct advisor will then offer the respondent the opportunity to informally resolve the alleged violation(s).

- The informal resolution process involves a review of the incident and discussion of possible sanctions.
- The Conduct Advisor may determine that the respondent is not responsible or that insufficient evidence exists to reach a finding of responsible for the alleged violation(s), or that the University does not have jurisdiction over the allegations. This determination does not prevent the Student Conduct Administrator from pursuing a subsequent complaint should new evidence become available later.
- If the respondent does not want to engage in the informal hearing process, but instead wishes to proceed to the formal hearing process, they must file a request for a formal hearing by notifying the Conduct Advisor.
- If the respondent acknowledges responsibility for the violation and the resolution offered by the conduct advisor, the respondent and the conduct advisor will complete an informal resolution agreement, which should include information regarding the violations for which the respondent has been found responsible, the resulting sanctions, and signature of the respondent and the conduct advisor.
- When the respondent agrees to take responsibility for the violation and the sanction recommended by the conduct advisor, the case will be resolved and there will be no subsequent hearing.
- If the respondent does not attend the informal hearing meeting, the conduct advisor may make a determination in absentia based on preponderance of evidence and notify the student of their findings and offer steps for appeal. The respondent will have seven (7) days to request a formal hearing in writing to the Student Conduct Administrators.
- The respondent has seven (7) days from the date of signing the informal resolution agreement to reconsider the agreement and request a formal hearing. The resolution of an informal hearing cannot be contested after seven (7) days. Appeals for informal resolutions may be requested due to procedural errors, new information, or an unreasonable sanction.

Formal Hearing

If the charges cannot be resolved by mutual consent of the respondent and the conduct advisor, the respondent does not complete the sanctions agreed upon during the informal hearing process, or if the respondent maintains innocence of the alleged violation(s), the Student Conduct Administrator will refer the case to a conduct panel to adjudicate the case in a formal hearing.

- A student charged with a serious violation has the right to have a live hearing and be present at the hearing unless waived by the student. The signed waiver will be provided in writing by the student. The student will receive a copy of the completed waiver, and a copy will be maintained in the student's administrative file. If a student waives the right to be present, they forfeit the

right to make an opening or closing statement, present relevant evidence, cross-examine adverse witnesses through an advisor, or appeal the decision to the Dean of Students. A respondent's failure to participate in the conduct process does not preclude the University from conducting the hearing in their absence, even if the student-respondent does not return a signed waiver.

- The outcome of a formal hearing will replace any agreements made during the informal resolution.
- A formal hearing will be set to occur within seven (7) business days after the Student Conduct Advisor refers the case for a formal hearing. Time limits for scheduling of formal hearings may be adjusted at the discretion of the Student Conduct Administrator.
- The University will maintain an administrative file of all disciplinary hearings. The respondent and complainant involved in alleged serious violations may have reasonable continuing access to the administrative file by contacting the Associate Director of Community Standards and Development to schedule a reasonable date and time for review. Portions of the administrative file may be redacted if confidentiality of the evidence is required. Each record of any disciplinary process or sanction imposed under the Student Handbook involving a respondent and other students may constitute an educational record and the release of such is governed by FERPA (Family Educational Rights and Privacy Act).
- The conduct advisor may later serve in the same matter as a member of the conduct panel.
- The respondent may request a change in the date and time of the preliminary conference only once by requesting it 48 hours in advance by contacting the Student Conduct Advisor via email.
- Failure of the respondent to attend the preliminary conference will result in a formal hearing being scheduled.

Composition of a Conduct Panel

The conduct panel may be composed of the following members: one (1) resident director from any residence hall, one (1) student affairs representative, and one (1) university faculty or staff member at-large. The Student Conduct Administrator or designee will serve as the chairperson. The conduct panel will hear the case and determine recommended sanctions. All participants are bound to confidentiality under FERPA. In cases involving a serious violation, the Dean of Students may be presented with evidence and findings for further sanctioning, as necessary. If the matter is not resolved at an informal hearing, the conduct advisor will serve as the adjudicator and may be allowed to chair the conduct panel.

Hearing Guidelines

1. Hearings must be conducted in private and are not open to the public.
2. The complainant, respondent, and their advisors (if any) can attend the entire student conduct hearing at which information is received, excluding panel deliberation. Admission of any person to the hearing who is not a party or witness is at the discretion of the chair of the conduct panel.
3. In cases with multiple respondents, the Student Conduct Administrator or designee may, at their discretion, decide whether to conduct hearings jointly or separately for each respondent.
4. Both the complainant and respondent have the right to bring their chosen advisor at their own expense to student conduct hearings. Advisors cannot speak or directly participate in the hearing. Both parties must inform the Student Conduct Administrator in writing via email of their choice of advisor at least 72 hours before the scheduled formal hearing. The respondent and complainant should select an advisor with a schedule that permits attendance, as delays due to scheduling conflicts will not be allowed.

5. The complainant, respondent, and conduct panel may bring witnesses to the formal hearing who will present relevant information and respond to panel questions. Cross-examination between the complainant, respondent, or witnesses is not allowed. Written notice of requested witnesses must be submitted to the Student Conduct Administrator at least 72 hours before the scheduled formal hearing.
6. The conduct panel, led by the panel chairperson, may consider relevant records, exhibits, and written statements as evidence, at the chairperson's discretion. Submission of such information to the Student Conduct Administrator is required at least 72 hours before the formal hearing. The final decision on procedural questions rests with the chairperson, the Student Conduct Administrator, or their designee.
7. Following the presentation of evidence and dismissal of the involved parties, the conduct panel will vote by simple majority to determine the respondent's responsibility for the alleged violations.
8. The conduct panel's decision, using a preponderance of evidence standard, hinges on whether it is more likely than not that the respondent violated the Student Handbook. University conduct hearings do not adhere to formal courtroom rules, but efforts are made to include only relevant and probative evidence, excluding irrelevant information.
9. A verbatim record, such as an audio recording, will document all formal hearings before conduct panels, excluding deliberations. This recording is considered University property.
10. If the respondent fails to appear before the conduct panel for the formal hearing, the information in support of the charges will be presented in absentia.
11. The conduct panel may address safety, well-being, retaliation, and confrontation concerns during the formal hearing by offering options that may include a visual screen or participation through telephone, video conferencing, or other means, as decided by the Student Conduct Administrator or their designee.
12. After the formal conduct hearing, the Student Conduct Administrator will advise the respondent in writing the determination of the conduct panel and any imposed sanction and any written referrals to the Dean of Students for further sanctioning within five (5) business days. Any record of any disciplinary process or sanction imposed under the Student Handbook involving a respondent and any alleged victim may constitute an educational record which the release is governed by FERPA.

Sanctions

The following sanctions may be imposed singularly or in combination upon any student found to have violated the Student Handbook or any other University Policy, including the University's Policy Prohibiting Sex Discrimination and Sex-Based Harassment (Section 3.5 of the Trustee Policy Manual).

Sanctions that are issued because of a finding of a conduct panel and a formal hearing are designed to be educational and restorative and not solely punitive. Appropriate sanctions will be issued equitably. A student's previous disciplinary record, including conduct sanctions and disciplinary status, may be considered for a current conduct violation, and may result in the assignment of a higher sanction. More than one sanction may be imposed for a single violation:

- Warning
- Written Reprimand
- University Probation
- Avoidance of Contact Directives

- Loss of privileges
- Housing removal or re-assignment
- Removal or suspension from participation in university athletics or student organizations
- Removal or suspension from employment with the university
- Loss of Good Standing
- Monetary fines
- Restitution
- Education or Training Requirements
- Educational Sanctions
- Community or Campus Service
- Alcohol and Drug Assessment
- Substance Abuse Treatment Recommendations and Referrals
- Administrative holds
- Loss of Scholarship
- Parental Notification (in accordance with FERPA)
- Residence life suspension
- Loss of hosting privileges
- Persona Non Grata (PNG) status
- University Suspension or Expulsion
- Revocation of Admission and/or Degree or Certificate

Sanctions must be completed by the respondent within the time frame set by the conduct administrator or applicable decision-maker, barring any extenuating circumstances. Students who fail to complete the assigned sanction(s) will have a disciplinary hold placed on their student account which may prevent class registration and access to other university resources. The hold is removed when sanctions are complete.

A disciplinary sanction becomes part of the student's permanent academic record that includes any of the following disciplinary sanctions:

- University Suspension
- University Expulsion
- Any revocation of degree and/or certificate

Other than university suspension, expulsion, or revocation of degree, disciplinary sanctions will not be made part of the student's permanent academic record but will become part of the student's conduct record, unless otherwise required by law. Upon graduation and application to Dean of Students, the student's confidential record may be expunged of disciplinary actions other than university housing expulsion, university suspension, university expulsion, or revocation of degree and/or certificate, or when the record is required to be maintained by law. Requests for expungement must be made in writing to the Dean of Students and approved by the Dean of Students.

Interim Actions

In certain circumstances, the Dean of Students or their designee may impose a University and/or residence hall suspension prior to the conclusion of the conduct process to maintain the safety and security of the University and University community members. Interim actions may be imposed in the following circumstances:

- A. To ensure the safety and well-being of the members of the University community or preservation of University operations or property, and/or to ensure the student's own physical or emotional safety and well-being;
- B. If the respondent is provided with written notice within twenty-four (24) hours of the interim actions explaining reasons for the interim actions.
- C. Within three (3) business days of the written notice, unless this time frame is waived or extended by agreement by the respondent, the university holds a formal conduct hearing.

During the interim action, the respondent will be denied access to University housing and/or the campus (including classes) and/or all other University activities and privileges for which the student might otherwise be eligible, as the Dean of Students or designee deems appropriate.

Interim actions may include the following:

- Interim No Contact Order
- Interim Persona Non Grata (PNG) Order
- Interim Residential Relocation
- Interim University Suspension
- Interim Registration Hold
- Interim Restriction of Organizational Activities

Conduct Resolution

Taking into consideration the nature of the incident report and the seriousness of the reported violation, the Student Conduct Administrator or their designee may pursue the sanctions outlined in the SCP Conduct matrix. Definitions of conduct sanctions are provided in the glossary section of the Student Handbook for further reference. Please refer to the appendix of the Student Handbook for the SCP sanctioning matrix.

Appeals

Appeals of any formal hearing or student conduct panel may be made in writing to the Dean of Students or Vice President of Student Affairs in writing within seven (7) days of notification of the decision. For serious violations in which the sanctioning is determined by the Dean of Students, the student may appeal their decision to the President of the University or their designee within seven (7) days for further consideration. The only basis for appeal will be:

1. Alleged failure of the conduct panel or Dean of Students to follow procedures set forth in the Student Handbook or
2. Consideration of new evidence that was not available at the time of the hearing before the conduct panel or the Dean of Students that is not duplicative.

If an appeal is upheld, the review of the case may result in a modified sanction, or the case may be remanded to a new conduct panel for a new hearing. If the appeal is denied, the sanction imposed by the conduct panel or Dean of Students will be immediately implemented. Sanctions issued following the conduct panel formal hearing will not be implemented until all appeals have been either exhausted or voluntarily waived.

Administrative Withdrawal Process

Western may execute an administrative withdrawal when a student engages in conduct that poses a danger of causing harm to themselves or others or disrupts the learning environment.

A. Reason for Administrative Withdrawal

- i. Western is concerned about the physical, mental, and emotional welfare of its students;
- ii. A student's conduct constitutes a disruption or danger to the living/learning environment;
- iii. A student's conduct presents a threat to health or safety.

B. Procedure for Instituting an Administrative Withdrawal

When a student's conduct is perceived to be dangerous or disruptive to other members of the campus community or themselves, the matter shall be referred to the Dean of Students or their designee (referred to hereafter collectively as the Dean of Students). In the event that the Dean of Students determines that the student's conduct is a potential danger or disruption to themselves or others, the following procedure will be initiated:

- i. The Dean of Students will notify the student that an administrative withdrawal is under consideration. The University may, in its sole discretion, execute an immediate administrative withdrawal leave should circumstances warrant.
- ii. The Dean of Students will discuss with the student the implications of and procedures relating to an administrative withdrawal. A copy of this policy will be provided to the student. Whenever possible and appropriate, the Dean of Students will discuss with the student the option to voluntarily withdraw, thereby eliminating the need to complete the process for an administrative withdrawal, discussed next.
- iii. When an administrative withdrawal is being considered, the Dean of Students will convene a committee made up of representatives from the Behavioral Intervention Threat Assessment Team (BITA). The BITA Team will review the situation and make a recommendation.
- iv. During this review, the BITA Team will consider the criteria for executing an administrative withdrawal, specifically whether the student engages in, or is judged to be likely to engage in, conduct that poses a danger of causing harm to others, or that disrupts the learning environment. Whenever appropriate, the student will be permitted to provide additional information regarding the situation.
- v. Following this review, the Dean of Students will make a final decision regarding the administrative withdrawal and must provide written notice of this decision to the student (a return receipt must be requested.)
- vi. A copy of the final decision regarding the administrative withdrawal and a copy of the written notice to the student of this decision will be immediately delivered to the President of the University.
- vii. The student may appeal a final decision of administrative withdrawal to the President of the University within seven (7) business days under the Appeals Process discussed below. in the Student Misconduct Section. An appeal will not stay or postpone the implementation of the administrative withdrawal.

C. Administrative Withdrawal Not Recommended

The BITA team may recommend other conditions and/or requirements under which the student is allowed to remain at the University.

Appeals for Administrative Withdrawal

Appeals of any administrative withdrawal may be made in writing to the President of the University, or their designee, in writing within seven (7) days of notification of the decision. The only basis for appeal will be:

1. Alleged failure of the Dean of Students or the BITA Team to follow procedures set forth in the Student Handbook, or
2. Consideration of new evidence that was not available at the time of the administrative withdrawal before the BITA Team or Dean of Students that is not duplicative.

If an appeal is upheld, the President, or their designee, may reverse the administrative withdrawal or remand the case to the Dean of Students or BITA team for further review and consideration. If the appeal is denied, the administrative withdrawal will remain in effect.

Recission of admission or scholarship

Western reserves the right to rescind offers of admission and scholarships—including merit, academic, and athletic—due to any disciplinary findings at another academic institution or to criminal findings. Western may also rescind offers of admission and scholarships based upon misrepresentations in applications or any other inappropriate conduct that could infringe on the rights of others or the normal functioning of Western where such conduct is inconsistent with the University's mission to promote intellectual maturity and personal growth in its Students and prepare them to assume constructive roles in local, national and global communities, or otherwise is not in compliance with federal law, the Colorado Revised Statutes, local ordinances or University policies. Individuals who fall into any of the foregoing categories have an obligation to inform the University immediately.

Contact for Student Conduct

Students may contact the following offices for additional questions regarding the student conduct program at Western.

Dashawn Wilson, Director of Campus Security Services

P: 970.943.3084

E: dwilson@western.edu

L: University Center 104

Gary Pierson, Dean of Students

P: 970.943.2232

E: gpierson@western.edu

L: Taylor Hall 301

Student Handbook Updates and Changes

The Office of Student Affairs will update the Western Student Handbook on an annual basis and distribute the updates via official University communications to all Western students, faculty, and staff. The updated version of the Student Handbook will then be published on the Western Community Standards webpage. If grammatical or clerical edits are needed, the Student Handbook may be updated without notification to students. Edits may be necessary prior to the prescribed annual review, in which case Western will be notified of the updates via official University communications.

Last updated: Summer 2024 | Next official review: Summer 2025

Appendix A - Campus Resource Directory

Academic Affairs / Office of The Provost

L: Taylor Hall Suite 322

P: 970.943-3045

E: Provost@western.edu

Alumni Association

L: Aspinall-Wilson Center 909 E. Escalante Dr.

P: 970.943.3464

E: alumni@western.edu

Affirmative Action / Equal Opportunity Employment

L: Leslie J. Savage Library Room 122 A

P: 970.943.3145

E: civilrightseeoaa@western.edu

Bookstore

L: University Center Suite 132

P: 970.94.7195

E: thaus@western.edu

Campus Safety and Security

University Center 104

P: 970.901.9857

E: dwilson@western.edu

CARE (Campus Assessment, Response, and Evaluation) Team

The mission of the Campus Assessment, Response and Evaluation (CARE) Team is to promote student, faculty and staff success and campus safety by identifying individuals who demonstrate behaviors that may be early warning signs of possible disruptive or violent behavior and intervene at the earliest possible point. You may submit a CARE report regarding any student, faculty, or staff member of concern at <https://western.edu/student-life/health-wellness/care-team/>

Career Services

L: University Center Suite 122

P: 970.943.2314

E: shathaway@western.edu

Center for Disability and Accommodation

L: Leslie J. Savage Library Room 121

P: 97.943.2113

E: disabilityaccommodations@western.edu

Diversity, Equity, Inclusion, and Justice (DEIJ+) Committee

E: dei@western.edu

W: <https://western.edu/about/diversity-equity-inclusivity/>

Division for Justice and Inclusion

L: Taylor Hall Suite 301

P: 97.943.2232
E: inclusivity@western.edu

EPIC Mentorship Program
L: University Center Suite 122
P: 970.943.2767
E: epicmentors@western.edu

Financial Aid and Student Accounts
L: Taylor Hall Suite 314
P: 97.943.3085
E: finaid@western.edu

Leslie J. Savage Library
P: 97.943.2103

Multicultural Center (MCC)
L: University Center Suite 122
E: multicultural@western.edu
P: 97.943.2234

Registration and Advising Services
L: Taylor Hall Suite 302
P: 970.943.7056
E: reg_advise@western.edu
F: 970.943.3409

Residence Life and Housing
L: University Center Suite 117
P: 970.943.2102
E: reslife@western.edu

Student Health & Community Wellness
L: University Center 106
E: reslife@western.edu
P: 970.943.2101

University Counseling Center
L: Crystal Hall Suite 104
P: 970.648.7128

University Medical Clinic
L: Tomichi Hall Suite 104
P: 970.943.2707

Student Affairs
L: Taylor Hall Suite 301
P: 970.943.2232
E: sbains@western.edu

Veteran's Services

L: Taylor Hall Suite 302

P: 970.943.7056

E: creinecke@western.edu

Appendix B - Glossary of Terms

These definitions are to assist in the understanding of the Student Handbook. In the event the definitions herein are different from, or conflict with, a definition in another more-applicable and/or specific law, policy, handbook, rule, or agreement, the definition in the applicable/specific law, policy, handbook, rule, or agreement will take precedence.

- **Academic Administrator:** A professional personnel of the university other than faculty who are in positions to make decisions that affect students, including, but not limited to the Department Chairs, Deans, Provost, and the President.
- **Accessibility:** The university's efforts to make its programs, services, and facilities accessible to individuals with disabilities in accordance with the ADA and Section 504.
- **ADA (Americans with Disabilities Act)** a federal law that prohibits discrimination against individuals with disabilities. The ADA ensures equal opportunities and access to goods, services, facilities, and accommodations for people with disabilities. The law applies to public entities, including educational institutions such as universities, and aims to create an inclusive environment that allows individuals with disabilities to fully participate in all aspects of academic and campus life.
- **Administrative file:** all documents and evidence in the University's possession or control that is relevant to an alleged violation of the student handbook including disciplinary hearings which the University will maintain. This does not apply to privileged documents, internal communications, communications from nonparties that the institution does not intend to introduce as evidence at a disciplinary hearing.
- **Affiliate:** An entity which members of the campus community work or study (including entities that accept student interns), and other third parties or service providers on campus or associated with Western Colorado University through contracts, affiliation agreements, or otherwise.
- **Apartment Living Suspension:** Removal from on-campus apartment-style housing for serious or repeated violations. Students must vacate within 48 hours upon receipt of written notice.
- **Appellate Authority:** any person or persons authorized to consider an appeal of a decision by a conduct panel.
- **Authorization:** refers to the formal granting of permission or access rights to individuals for the use of university information technology resources. This includes access to computer systems, networks, software, databases, and other digital services. Authorization ensures that users have appropriate and necessary permissions based on their roles and responsibilities, promoting the secure and responsible use of IT resources while safeguarding sensitive data and information.
- **Behavior unbecoming:** Actions inconsistent with expected standards, including violations like excessive noise, guest policy breaches, and non-compliance.
- **Bulk alcohol:** the ownership or control of a large quantity of alcoholic beverages that exceed a reasonable amount for personal consumption including the ownership or control of a keg.
- **Cheating:** Giving or receiving any unauthorized assistance before, during, or after any assessment, assignment, or examination. Examples of cheating include the use of notes, textbooks, cheat sheets, the electronic transmission, receiving, or recording of exam information, and/or unauthorized collaboration.
- **Campus Community:** The inclusive collective of students, faculty, staff, and administrators in a at Western Colorado University who share living, learning, and collaborative spaces, fostering academic engagement, social interactions, and the pursuit of shared values and norms. It includes students, faculty, staff, academic administrators, and other affiliates of the university.

- **Community Assistant (CA):** They are typically a fourth-year resident assistant who provides leadership and guidance to 1st, 2nd and 3rd year resident assistants and act as a liaison between residents and their Resident Director.
- **Complaint:** an individual who is alleged to be a victim of conduct that could constitute harassment or discrimination based on a protected characteristic or retaliation for engaging in a protected activity.
- **Complaint (formal):** a document submitted or signed by a complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a respondent and requesting that WCU investigate the allegations.
- **Complainant:** any person(s) who submits a charge alleging violation of a University policy
- **Conduct Advisor** refers to a University official authorized on a case-by-case basis, by the Student Conduct Administrator, to adjudicate possible violations of the student handbook and impose sanctions upon student found to have violated the student handbook policies.
- **Conduct Fines:** Students may be assessed fines for incidents involving damage to university or personal property. Relevant fines may be assessed to groups of students and individuals found responsible for.
- **Conduct Panel** refers to any persons authorized by the Student Conduct Administrator to determine whether a student has violated the student handbook and impose sanctions.
- **Conflict Coaching:** Students seek guidance from administration to engage with resolving a conflict at the lowest level possible without resorting to the student conduct process.
- **Consent (Title IX):** voluntary, clear, and mutual agreement between all parties involved in any sexual activity. It is an informed and enthusiastic choice made by each participant, communicated through words or actions, indicating a willingness to engage in specific sexual activity. Consent must be active, ongoing, and can be withdrawn at any point. The university emphasizes the importance of obtaining affirmative consent and prohibits any sexual activity without clear and voluntary agreement.
- **Dating Violence** refers to a pattern of abusive behavior in a romantic or intimate relationship where one partner seeks to exert power and control over the other. This abusive behavior can take various forms, including physical, emotional, verbal, or sexual abuse. Dating violence is prohibited by the university.
- **Day/Calendar Day:** Any day of the year.
- **Deferred Suspension:** Observation and review period; further violations may result in immediate suspension.
- **Delivery:** Hand delivery, signed receipt, or certified mail, return receipt requested. The date of delivery shall be the day of mailing according to university records or hand delivery as information by a postal certification form or a receipt signed by the recipient. If the recipient does not accept a hand delivery, a signed certificate by the individual who attempted to deliver the notice shall be conclusive information of the date of delivery.
- **Directory Information (FERPA):** Information, such as name, address, and enrollment status, that the university may disclose without student consent as defined by the Family Educational Rights and Privacy Act (FERPA). Students can restrict this information's release.
- **Disciplinary Probation:** Restricted status with specified conditions for a designated period.
- **Disorderly Conduct:** Disruptive or unruly behavior in public spaces, such as public intoxication or fighting.

- **Domestic Violence:** a pattern of abusive behavior that occurs in a domestic setting, involving individuals in a familial or intimate relationship. This form of violence can manifest as physical, emotional, psychological, sexual, or economic abuse, and it is characterized by one partner seeking to assert power and control over the other. The university prohibits domestic violence.
- **Education Records:** Records related to a student and maintained by the university or by a party on behalf of Western.
- **Educational Sanctions:** Assignments promoting restoration and education, such as research papers or seminars.
- **Educational/Service Projects:** Students found responsible for misconduct must perform educational programs for Residence Halls, athletic teams, classes, etc. And/or campus community service projects aimed at establishing an understanding of the harm caused to the community.
- **Eligible Student:** Any individual who is enrolled in any course, either part-time or full-time, or concurrently at Western Colorado University.
- **Employee:** any member of the classified staff, professional personnel, or faculty, student employees, and interns.
- **Equal Opportunity Officer:** The professional staff member appointed by the University to investigate complaints and/or grievances. They are a member of the Division for Justice and Inclusion.
- **Expulsion:** Permanent removal, with additional sanctions like persona non grata.
- **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, involved parties maintain ownership of decision concerning the conversation or any conflict resolution.
- **Faculty member:** any person hired by the University to conduct classroom activities.
- **Falsification:** the misrepresentation of material or fabrication of information in any academic exercise or assignment, including the false citation of sources and falsification of laboratory results, and paraphrasing without attribution.
- **FERPA (Family Educational Rights and Privacy Act):** a federal law that protects the privacy of students' education records. FERPA grants certain rights to eligible students, including the right to control the disclosure of their educational records and the right to access and review these records. The law applies to all schools that receive federal funding, including colleges and universities.
- **Fully Participate:** In allegations involving serious violations means the opportunity for a complainant, respondent, or registered student organization to be provided an opportunity to be present and advised by an advisor of their choice.
- **Grievance:** A written allegation by an affected individual that a faculty or staff member of the university has violated, misinterpreted, or improperly exercised their professional duties or have acted unprofessionally, or have acted outside of the scope of their professional duties.
- **Grievance Committee:** A committee composed of one faculty member selected by the Grievant, one faculty member selected by the respondent, and three faculty members selected by the by the provost or their designee.
- **Grievant:** Any individual who files a grievance.
- **Hazing:** any intentional, humiliating, or dangerous activity, whether physical, mental, or emotional, that is imposed on individuals seeking to join or participate in a group, organization, or team.

- **Holds:** Withholding of grades, the right to register for classes, official transcript, electronic resources, and/or degree or certificate until sanctions and fines have been met.
- **Housekeeping and Maintenance Staff:** these university employees work with the Facilities Management Department to ensure that residents have clean and well-maintained areas in which to live and learn. However, each resident is responsible for cleaning their own room and bathroom areas in those halls that provide private, suite style rooms, and semi-private bathrooms.
- **Housing Ambassador:** These students assist the Department of Residence Life with front desk operations and other administrative tasks in the central office. They maintain showrooms, guide tours, assist with lockouts during office hours, and participate in campus wide events such as Basecamp, Move-in Day, and Homecoming.
- **Housing Expulsion:** Permanent separation and prohibition from residing in University housing.
- **Housing suspension:** the individual is barred from university housing for a defined period, after which the student is eligible to return. Conditions for readmission may be specified
- **Interim Actions:** The university can promptly take measures to ensure safety, well-being, and property preservation, including interim suspension or expulsion based on conduct violations. This applies to immediate threats to the university community or when a student withdraws before completing conduct processes. Interim suspensions must be resolved before a student can return. Appeals can be submitted in writing to the Dean of Students within ten (10) calendar days, with decisions made within seven (7) calendar days of receipt of appeal, during which interim actions remain in place.
- **Letter of Reprimand:** Written notice for a handbook violation, warning of potential disciplinary probation.
- **Literature:** any written matter, photos and/or artwork that is not predominantly advertising or commercial in nature.
- **Loss of Good Standing:** Loss of Good Standing is for a designated period during which the student or registered student organization is expected to show appropriate behavior changes. A student or registered student organization who is not in good standing with the University is prohibited from the following:
 - Representing the university through official events
 - Serving on a University committee
 - Participating in intercollegiate or mountain sports athletics or;
 - Holding office in a student organization
 - Participation in study abroad or National Student Exchange programs.
- **Loss of Hosting Privileges:** Ineligibility to host guests in residence halls for a specified period or permanent duration.
- **Loss of Scholarship:** Scholarships awarded by WCU or WCU-related programs may be partially or fully revoked
- **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.
- **Medical Amnesty:** Students are strongly encouraged to seek medical assistance for themselves or others dangerously under the influence of drugs or alcohol by calling a University Official or Medical Professional. Seeking medical treatment for drug or alcohol effects will not result in university discipline. Amnesty is granted to both the intoxicated student and the reporting student, with a requirement to meet the Associate Director of Community Development and

Standards for a detailed account. Students involved may be asked to participate in an educational program. Medical Amnesty does not extend to other handbook violations, including assault, property damage, or substance distribution, and does not apply to student organizations.

- **Member of the University Community:** any person who is a student, faculty member, staff member, University official, or any other person who is employed by or affiliated with the University.
- **Multiple Submissions:** the unauthorized submission of the same assignment more than once for credit without explicit permission of the instructor.
- **Organization:** refers to any number of students who have complied with the formal registration requirements for University recognition including, but not limited to, Registered Student Organizations
- **Other Actions:** in addition to or in place of listed sanctions in the student handbook, WCU may assign other sanctions as deemed appropriate.
- **Paraphrasing Without Attribution:** Rewriting someone else's ideas or text in your own words without acknowledging the original source.
- **Party:** an individual involved in an incident, investigation, or dispute as a complainant, grievant, or respondent.
- **Peer Health Educator:** These students are specially trained to offer mental health resources to fellow students throughout the year. In cooperation with the Associate Director for Health and Wellness, the PHEs provide health-related educational programming in the residence halls and the University Center and host office hours there.
- **Persona Non Grata:** Temporary or permanent ban from university premises and events, decided by the VPSA/Dean of Students. Abbreviated as PNG.
- **Plagiarism:** the act of presenting someone else's ideas, words, or work as one's own without proper attribution or acknowledgment.
- **Policy:** the written regulations of the University as found in the student handbook, housing contract, parking and traffic regulations, and Board of Trustees Manual.
- **Protected Status:** Race, color, national origin, gender (including pregnancy), religion, age, disability, veteran status, marital status, or sexual orientation.
- **Quid Pro Quo:** refers to a situation in which one person demands sexual favors, advances, or conduct from another person as a condition for receiving certain benefits, opportunities, academic considerations, or any other advantages. This type of behavior is a form of sexual harassment and is prohibited by the university.
- **Reasonable Accommodations:** Information on the process for requesting and providing reasonable accommodations to students with disabilities, as mandated by the ADA and Section 504.
- **Remedial Action:** any corrective non-disciplinary action that is taken because of allegations of discrimination or retaliation and that is designed to prevent future discrimination or retaliation or to remedy past discrimination or retaliation.
- **Resident Assistant (RA):** a community facilitator living with students. The RA is a current student that is specially trained to work with residents. They are responsible for developing a sense of community, administrative work, and work as a mentor and advisor to their residents on their assigned floor. In cooperation with the RD (Resident Director), the RA enforces the policies and procedures in the residence halls.
- **Resident Director (RD):** a full-time professional staff member who has been trained to provide the necessary leadership, supervision, and problem-solving skills to their area. RDs (Resident

Director) are committed to providing a positive living environment for our students and implementing various strategies to ensure student success. These live-in staff members have direct supervision over Resident Assistants and Community Assistants and are responsible for the daily operations of residence halls. RDs are viewed as a valuable resource to the residents and the Residence Life department.

- **Respondent:** any individual(s) alleged to have violated a university policy
- **Responsible Employee:** Any employee who has an obligation to report alleged sexual misconduct to the Title IX Coordinator
- **Restitution:** compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Restorative Justice:** Involved parties collaborate with the Student Conduct Administrator to create a space and facilitation for students taking ownership of harmful conduct and those parties affected by the conduct to jointly construct an agreement to restore community.
- **Restorative Sanctions:** Positive responsibilities for amends, including community service, restitution, and mediation.
- **Retaliation:** Action taken against any individual who has filed a complaint or grievance or participated in any protected activity. Acts of retaliation may be subject to disciplinary action.
- **Revocation of Admission or Degree:** WCU reserves the right to revoke admission, or a degree previously awarded from WCU for fraud, misrepresentation, and/or other violation of WCU policies, procedures, or directives in obtaining admissions or the degree or certificate, or for other serious violations committed by the student prior to graduation.
- **Sale:** any transaction that involves the exchange of money for an item.
- **Section 504:** a federal law that prohibits discrimination against individuals with disabilities in programs and activities receiving federal financial assistance. Section 504 ensures that students with disabilities have equal access to educational opportunities and services. This law applies to educational institutions, including universities, and requires them to provide reasonable accommodations to students with disabilities to ensure they can fully participate in academic and extracurricular activities.
- **Self-Plagiarism:** Submitting one's own previously submitted work for another assignment for credit without proper acknowledgment or permission.
- **Serious violation:** an alleged violation of the student handbook that may result in suspension or expulsion (typically a Level 4 violation) should the respondent accept responsibility for the alleged violation or is determined to be responsible at a hearing. The Student Conduct Administrator or designee will determine if an alleged violation has the implication of suspension or expulsion at the outset of the disciplinary process.
- **Sexual Misconduct:** refers to any unwelcome or non-consensual sexual behavior or activity that violates the principles of respect, consent, and personal boundaries. This includes, but is not limited to, sexual harassment, sexual assault, non-consensual touching, coercion, and any form of unwanted sexual advances.
- **Screening Brief Intervention Referral to Treatment (SBIRT):** a comprehensive, evidence-based approach used to identify and address potential substance use or mental health concerns among students.
- **Solicitation:** approaching another person to communicate a commercial message, including but not limited to communication through the following means: offering information about services or sales; soliciting an email address, phone number or other contact information for commercial purposes; and distributing any sales flier, coupon book, sample, promotional item, coupon, or

similar item. Solicitation of charitable donations is considered commercial speech. Solicitation may be regulated by Western to a greater extent than other free expression activities. Western is under no obligation to make any areas or facilities available for solicitation.

- **Stalking:** a pattern of unwanted, persistent, and intrusive behaviors directed towards an individual, causing them fear, distress, or concern for their safety. Such behaviors may include repeated and unwanted communication, following, monitoring, threats, or any other actions that interfere with the targeted person's daily life. The university prohibits stalking.
- **Student:** any person taking courses at Western Colorado University, either full- or part-time. This includes individuals pursuing an undergraduate or graduate degree; who is enrolled in Center for Learning and Innovation or Concurrent Enrollment courses, online or as a residential student; and non-degree seeking, exchange (e.g., National Student Exchange) and international students. This definition includes persons who register for classes, attend New Student Orientation, or are between academic terms including holiday and summer breaks. Students who have or are withdrawn from Western, on academic or conduct suspension, expelled or not currently enrolled in courses will not be considered "students." Those who fail to register for or attend classes without notifying Western of their absence will not be considered a "student" and must reapply for admission. Students who notify Western that they will not be attending classes and do not attend for a designated period of time (e.g., one semester) will not be considered a "student" and must reapply for admission.
- **Student Conduct Administrator:** the person designated by the University President, through the Vice President of Student Affairs or Dean of Students, to be responsible for the administration of student conduct. At Western, this person is the Associate Director for Community Development & Standards for the Office of Residence Life.
- **Suspension:** Temporary removal from the university, with conditional readmission at the Dean's discretion.
- **Temporary Loss of privileges:** Denial of specific privileges for a set period, including specified event attendance and facility access, exclusion from co-curricular activities, prohibition from committees and/or removal from leadership positions, and/or other measures deemed appropriate.
- **Time Limits:** When a specified number of days are listed, they are in reference to business days and will exclude weekends, holidays, and other days when the University is not in operation.
- **Title IX (TIX):** a federal law that prohibits discrimination based on sex in education programs and activities. Title IX ensures that all students, regardless of gender, have equal access to educational opportunities and resources. The law covers a wide range of issues related to gender equity, including sexual harassment, sexual assault, gender-based discrimination, and other forms of gender-based misconduct.
- **University:** refers to Western Colorado University. Western Colorado University herein referred to as "Western."
- **University premises:** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university. Includes adjacent streets and sidewalks.
- **Unprotected Speech:** expressive activities that are not protected by Constitution or law such as communicating in a manner that is defamatory, incites violence or unlawful action, constitutes harassment, is obscene, or consists of fighting words or threats of physical harm.
- **Warning:** Initial notice of a minor violation, with further violations leading to a formal letter of reprimand.

Appendix C - Student Conduct Matrices

Violation Level	Potential Conduct Sanctions	Examples
Level 1 – Incidents generally not involving damage to property or health/safety concerns (RA, CA, or RD level)	<ol style="list-style-type: none"> 1. Verbal warning 2. Acknowledgement of potential harm 3. Conflict resolution and/or mediation 4. Confiscation or destruction of unauthorized materials 5. Written apology 	<ul style="list-style-type: none"> • Failure to report knowledge of prohibited items or behavioral concerns • Possession of empty alcohol containers under 21, including decorative ones • 1st or 2nd noise violation • Unauthorized posting or solicitation • Underage possession and/or consumption of tobacco • Verbal altercations • Disallowed furniture and other items • Hall sports; horseplay; pranks • Incivility • Behavior unbecoming a Western student
Level 2 – Minor damage to property; health and safety concerns; harm to others (RD Level)	<p>Includes sanctions from previous level(s) in addition to the following:</p> <ol style="list-style-type: none"> 1. Written warning & education 2. Fines, fees and/or community service 3. Temporary or permanent loss of privileges 	<ul style="list-style-type: none"> • Second offense of any Level 1 violation unless otherwise noted • Repeated noise or solicitation/posting violations • 1st or 2nd ESA or Service Animal policy violation • Inappropriate disposal of trash/animal waste • Misuse of information technology or campus resources • Possession of motorized or electric conveyances, or similar in University buildings or on campus • 1st and 2nd offense for false identification cards, alcohol violations, or personal hygiene violations • Blocking emergency exits/exceeding room or area occupancy capacity • Possession of prohibited items and/or unauthorized guests • Smoking/vaping in unauthorized campus locations • Possession and/or cleaning of animal carcasses • Possession/consumption of marijuana and/or related paraphernalia on campus
Level 3 – Significant damage to property; health and safety concerns; impact on community (AD / Director Level)	<p>Includes sanctions from previous level(s) in addition to the following:</p> <ol style="list-style-type: none"> 1. Housing reassignment 2. Housing probation 3. Health and wellness referral 4. Restitution 5. Referral to ADC, CARE Team or Director of Residence Life for further action 	<ul style="list-style-type: none"> • Third offense of any Level 1 or 2 violation unless otherwise noted • Failure to comply with sanctions or pay fines by the specified deadline • Theft, vandalism, or destruction of University or personal property • Tampering with elevators or fire safety equipment • Failure to evacuate during a drill or emergency; refusing the reasonable request of a University official • Stalking/harassment • Sharing University ID/keys; tampering with doors/windows; unauthorized entry • Alcohol/drug intoxication requiring medical transport • Misrepresenting age/identity; giving false testimony to evade conduct charges • 1st and 2nd offense disorderly conduct • Distribution of marijuana and/or related paraphernalia on campus
Level 4 – Serious safety concerns; impacts on community; major disruptions to University operations (Dean level)	<p>Includes sanctions from previous level(s) in addition to the following:</p> <ol style="list-style-type: none"> 1. Suspension or expulsion 2. Removal/PNG from campus 3. Referral to Dean of Students and/or law enforcement for further action 	<ul style="list-style-type: none"> • Repeated offense of any Level 1, 2 or 3 violation unless otherwise noted • Fighting; threats of violence; inciting violence; disruption of University operations • 3rd offense disorderly conduct • Physical/sexual assault; dating/domestic violence; sexual exploitation; public exposure (TIX referral) • Hazing/disorderly conduct resulting in property damage or injury • Intimidation, harassment or retaliation against groups or individuals • Manufacture or distribution of alcohol, possession of illicit substances and paraphernalia other than marijuana • 2nd or greater offense of alcohol/drug intoxication requiring hospital transport • 3rd offense or greater of alcohol or drug possession/consumption • Possession or use of fireworks, tasers, explosives, and/or weapons anywhere on campus • Playing with fire/incendiary materials; arson • Obstruction of police/emergency responders, including incivility • Identity theft • Hate- or bias-related incidents (referral to VPI) • Violation of no-contact order or other University directive • Breaking and entering

Possible Sanctions for Common Alcohol and Drug Violations

Violation	Additional Conduct Sanction Examples Not Listed Above
1st offense underage alcohol or any marijuana possession – Refer to Resident Director – Level 2	<ul style="list-style-type: none"> • Letter of reprimand (written warning) • Alcohol or drug assessment (student is responsible for cost) • Reflection paper
2nd offense underage alcohol or any marijuana possession – Refer to Assoc. Dir. – Level 3	<ul style="list-style-type: none"> • Disciplinary probation and loss of privileges as appropriate • Letter of reprimand from Associate Director of Community Standards and Development or Director of Residence Life • \$100 fine to support student development and wellness programming • Parental and athletic coach notification if student is under 21
3rd offense underage alcohol or any marijuana possession – Refer to Dean of Students – Level 4	<ul style="list-style-type: none"> • Disciplinary suspension (1 semester minimum, additional duration possible at the discretion of the Dean of Students) • Conditional readmission (1 semester minimum, additional duration possible at the discretion of the Dean of Students) • Letter of reprimand • \$200 fine to support student development and wellness programming • Parental and athletic coach notification if student is under 21
4th offense underage alcohol or any marijuana possession – Refer to Dean of Students – Level 4	<ul style="list-style-type: none"> • Disciplinary expulsion • Parental and athletic coach notification if student is under 21
Violation	Additional Conduct Sanction Examples Not Listed Above – Automatic referral to Assoc Director of Community Standards & Development
1st offense alcohol or marijuana distribution – Level 2	<ul style="list-style-type: none"> • Disciplinary probation (minimum 1 semester, additional duration possible at the discretion of the Director of Residence Life) • Alcohol or drug assessment (student is responsible for cost) • \$150 fine to support student development and wellness programming • Parental and athletic coach notification if student is under 21
2nd offense alcohol or marijuana distribution – Level 3	<ul style="list-style-type: none"> • Disciplinary probation (minimum 1 semester, additional duration possible at the discretion of the Director of Residence Life) • Alcohol or drug assessment (student is responsible for cost) • \$300 fine to support student development and wellness programming • Administrative hold on student account until sanction(s) and/or fine(s) are fulfilled • Parental and athletic coach notification if student is under 21
3rd offense alcohol or marijuana distribution – Level 4	<ul style="list-style-type: none"> • Suspension: minimum 1 academic year (including summer terms); longer duration at Dean's discretion • Conditional readmission: minimum 1 semester; extended at Dean's discretion • Letter of reprimand issued by Dean of Students • Alcohol or drug assessment (student is responsible for cost) • \$600 fine to support student development and wellness programming • Administrative hold on student's account until sanction(s) and/or fine(s) are fulfilled • Parental and athletic coach notification if student is under 21
4th offense alcohol or marijuana distribution – Level 4	<ul style="list-style-type: none"> • Disciplinary expulsion that may include PNG • Parental and athletic coach notification if student is under 21
Other Drug Violations	Additional Conduct Sanction Examples Not Listed Above – Automatic referral to Dean of Students
1st offense possession, consumption, or distribution – Level 4	<ul style="list-style-type: none"> • Minimum 1-year disciplinary suspension, conditional readmission for at least 1 semester (may extend at Dean's discretion) • Letter of reprimand from the Dean of Students • Mandatory alcohol or drug assessment (student is responsible for cost) • \$200 fine to support student development and wellness programming • Administrative hold on student account until sanction(s) and/or fine(s) are fulfilled • Parental and athletic coach notification if student is under 21
2nd offense possession, consumption, or distribution – Level 4	<ul style="list-style-type: none"> • Minimum 2-year disciplinary suspension, conditional readmission for at least 1 semester (may extend at Dean's discretion) • Letter of reprimand from the Dean of Students • \$400 fine to support student development and wellness programming • Administrative hold on student account until sanction(s) and/or fine(s) are fulfilled • Parental and athletic coach notification if student is under 21
3rd offense possession, consumption, or distribution – Level 4	<ul style="list-style-type: none"> • Disciplinary expulsion and/or campus PNG

Appendix D - Prohibited Items

Prohibited Item	Explanation	Alternative Options
Air Fresheners: electric oil air fresheners (Plug Ins); reed diffusers, bulb wax melters, candles, incense	Fire hazard	Battery operated air freshener dispenser, aerosol sprays, gel beads and charcoal odor absorbers, motorized wax melters
Decorations: Removable or stick-on wallpaper, self-adhesive LED lights, Command Strips, nails or screws, any device used to attach a TV to a wall or door, tapestries suspended from ceilings or over emergency exits (including windows), duct tape, organic holiday decorations (tree, garland, etc.)	Permanent damage to walls and a safety hazard.	Use wall art, thumb tacks, finishing nails, university provided furniture (self-standing TVs permitted), fake holiday decorations
Prohibited Cooking Appliances: toaster ovens, oil fryers, pressure cookers, waffle makers, grills (including George Foreman and similar), food dehydrators. Any gas-powered cooking device. All cooking appliances except for microwaves, standard burner drip coffee makers, and mini fridges are prohibited in Escalante, Mears, and Ute Complexes due to fire hazard and limited space.	Cooking is the leading cause of fires in the nation. Use of cooking appliances in restricted residence hall rooms is prohibited due to units being a fire hazard. Improper disposal of used grease down drains causes significant plumbing issues.	Students with medical or cultural restrictions requiring specific cooking devices can seek accommodations through Residence Life and the CDA. Sodexo may offer some foods prepared with prohibited items. Approved cooking appliances must feature automatic shut-off. Permitted items in Chipeta and Pinnacles: rice cookers, toasters, air fryers, crock pots, panini makers, electric popcorn makers, electric kettles, single-serve coffee makers, wok pans, bread makers, mini fridges (under five cubic feet), and microwaves (under 1,000 watts). Permitted in Escalante, Mears, and Ute: microwaves (under 1,000 watts), single-serve coffee makers, and mini fridges (under five cubic feet).
Camping Equipment: charcoal, propane, lighter fluid, torches, flare guns, firewood, hammocks suspended from ceiling, any room dividers.	Fire hazard	Rent camping equipment from WP for use during a camping trip.
Furniture: personal beds/mattresses, beanbag chairs, any upholstered furniture	Safety hazard, potential for bed bugs	The university provides furniture and mattresses for student use. If you need an adjustment, ask your RA (Resident Assistant).
Heating and Cooling Appliances: air conditioners, space heaters, halogen lamps/heat lamps, and electric blankets	Excessive power usage and fire hazard	Use a fan, extra blankets, and/or adjust your thermostat. If you need assistance, contact your RA.
Tobacco and Smoking Devices: cigarettes (under 21), drugs and drug-related paraphernalia (e.g., bongs, drug pipes, syringes, scales, grinders, hookahs, vaporizers, Marijuana, and water pipes).	Fire hazard and marijuana is prohibited anywhere on campus	Smoke outside in designated areas, consume and store marijuana off campus if you are of legal age or have a medical marijuana card.
Firearms/Weapons: firearms, explosives, incendiary devices, or any weapon, including look-alike harmless toy weapons, BB guns, airsoft guns, paintball guns, pellet guns, gel guns, martial arts equipment, swords, knives exceeding 3 inches, brass knuckles, bows/arrows, and crossbows.	Safety risk to whole campus community	Keep all firearms and weapons at home.
Personal electric transportation: hoverboards, electric scooters, electric bikes, electric skateboards, and any other motorized or electric conveyances.	Fire hazard	Walk, ride a bike, or skate, store gas-powered bikes outdoors in designated bike racks.
Animals: pets, any fish tank larger than 10 gallons, any animal that is poisonous and/or may pose a health and/or safety hazard to the campus community, e-collars, retractable leashes, any leash longer than eight (8) feet in length.	Health risk to students with severe pet allergies, safety risk	ESAs (Emotional Support Animal) and Service Animals permitted via CDA approval only with documentation from a qualified medical professional, all animals must be leashed when moving around campus.
Electronics: any electronic sound amplifying device capable of producing any sound of 80 dB or greater, personal wi-fi routers, 3D printers, non-surge-protected cords, drones, fog machines, Ring doorbells, and other devices capturing images without consent are prohibited (including pet cameras), exterior antennas.	Disruptive to community, fire hazard, privacy concerns, and excessive power usage	Use headphones, all university residence halls are equipped with University Wi-Fi, keep fog machines and drones at home
Miscellaneous Items: loud musical instruments capable of producing any sound of 80 dB or greater, drums and drum sets, weightlifting apparatus, and other exercise equipment greater than 25 pounds	Disruptive to community; safety hazard	Store and use loud musical instruments in Quigley Hall; utilize exercise equipment available at the Mountaineer Field House, use drum pads in lieu of drums, use headphones whenever possible.
Appliances: personal washing machines/dryers, dishwashers, waterbeds, hot tubs, pools, Jacuzzis	Fire hazard and water damage	The university provides beds, washers, and dryers in all residence halls for student use; university apartments are equipped with dishwashers. There are hot tubs and other aquatic features available for public use at the Gunnison County Recreation Center with a membership