



# PACK STUDENT GUIDE 2023/2024

# TABLE OF CONTENTS

<b>1 - CSU Pueblo Essentials</b>	<b>3</b>
1.A - Purpose of the Student Handbook	3
1.B - University Mission, Vision, and Values Statement	3
1.C - Commitment to Diversity Statement	4
1.D - Integrity Statement	4
1.E - Affirmation Statement	4
1.F - FERPA & Privacy Information	5
<b>2 - Campus Safety</b>	<b>6</b>
2.A - Emergency Contact Information & Resources	6
2.B - Campus Security and Fire Report	7
2.C - Emergency Alert System	7
2.D - Emergency Closure of Campus	7
<b>3 - University Departments &amp; Resources</b>	<b>8</b>
3.A - Frequently Called Numbers	8
3.B - Departments	8
<b>4 - Academic Policies and Procedures</b>	<b>13</b>
4.A - Academic Misconduct	13
4.B - Academic Year	13
4.C - Classroom Behavior	13
4.D - Total Withdrawal from the University	13
4.E - Credit Hour Policy	13
4.F - Student Verification and Identification Policy	13
4.G - Satisfactory Academic Progress Policy	13
4.H - Transfer Policy	14
4.I - General Education Requirement Substitution Policy	14
<b>5 - General University Policies and Procedures</b>	<b>14</b>
5.A - Alcohol, Drug, and Tobacco Policy	14
5.B - Campus Peaceful Assembly Policy	14
5.C - Campus Email Policy	14
5.D - Change of Address Procedure	15
5.E - Parking Policy	15
5.F - Student Involuntary Leave of Absence Policy	15
5.G - Student Complaint Policy	15
5.H - Event Scheduling and Facilities Use Policy	15
5.I - Posting Policy	15
5.J - Posthumous Degree Policy	15
5.K - Public Health Emergency Response	15
5.L - Housing Policy	16
5.M - Assistance Animals in Residence Halls	16
5.N - Service Animals in the Classroom	16
5.O - University-Sponsored Student Domestic Travel	16
5.P - Student Success Loan Fund	16
<b>Appendix A: Student Code of Conduct</b>	<b>17</b>
<b>Appendix B: Alcohol and Other Drug Policy</b>	<b>30</b>
<b>Appendix C: Policy on Title IX, Sexual Harrasment and Gender Discrimination</b>	<b>35</b>
<b>Appendix D: Policy on Discrimination, Protected Class Harrasment and Retaliation</b>	<b>39</b>
<b>Appendix E: Residence Life &amp; Housing Handbook</b>	<b>45</b>

# 1 - CSU Pueblo Essentials

## 1.A - Purpose of the Student Handbook

This Pack Guide (Student Handbook) is a resource that provides processes and procedures that are expected of members of our CSU Pueblo community.

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

## 1.B – University Mission, Vision, and Values Statement

### **Our Vision**

To establish Colorado State University-Pueblo as the people’s university of the Southwest United States by 2028.

### **Our Values**

CSU Pueblo is dedicated to interdisciplinary learning and entrepreneurship that elevates our people and our community, creates educational opportunities, fosters unique collaborations, and supports inclusion, access, and affordability as a gateway to the world.

### **Our Mission**

CSU Pueblo’s success will be measured by the resilience, agility, and problem-solving abilities of our diverse student population and the ways in which our graduates are able to navigate work in a rapidly changing world.

### **Guiding Principles**

#### Develop People

CSU Pueblo develops people who have meaningful lives and make significant contributions to their families, communities, and world.

#### Transform Learning

CSU Pueblo creates new opportunities by reimagining academic experiences.

#### Live Sustainably

CSU Pueblo dedicates resources and focus toward programs and policies that support sustainable living.

#### Cultivate Entrepreneurship

CSU Pueblo creates educational, economic, cultural, and global innovators.

#### Engage Place

CSU Pueblo embraces our regional histories, diverse cultures, socioeconomic realities, and physical location.

#### Build Knowledge

CSU Pueblo advances research and scholarship that serves the public good.

#### Empower Students

CSU Pueblo empowers whole-student success in and out of the classroom.

#### Impact Society

CSU Pueblo elevates the region through our commitment to the health and well-being of our people and our communities.



## 1.C - Commitment to Diversity Statement

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

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

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

## 1.D - Integrity Statement

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

## 1.E - Affirmation Statement

As a student at CSU Pueblo, you are embarking on a community that embraces standards in leadership, scholarship, learning and development of the whole person. These standards are expected of every community member. Incoming first-year students will be asked to recite and affirm these expectations and standards during the annual convocation ceremony.

I will be ACCOUNTABLE for my actions

I will support and promote CIVIC RESPONSIBILITY

I will be an advocate for FREEDOM OF EXPRESSION

I will demonstrate INCLUSIVENESS and an appreciation for diversity

I will be INNOVATIVE

I will act with INTEGRITY and mutual respect

I will be SUPPORTIVE of the opportunities made available to me

I will pursue EXCELLENCE in learning and all academic endeavors

## 1.F - FERPA & Privacy Information

### Rights Regarding Students' Educational Records:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Colorado State University Pueblo's practice in regard to student record-keeping and access is based on the provisions of FERPA. For specific details, visit or contact the Registrar's Office (Administration Building, Room 202). Schools may disclose, without consent, directory information (designated below), collectively or individually. Colorado State University Pueblo does publish several bulletins, lists, brochures, catalogs, directories, yearbooks, commencement items, annuals, guidebooks, news releases, sports information, honor rolls, etc., containing this directory information which specifically identifies students and information about them.

Directory information includes, but is not limited to:

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

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

If you later want this information released when requested, you must complete a new "Request to Withhold/Release Directory Information" form.

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

- School officials with legitimate educational interest
- Other schools to which the student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Accrediting organizations
- Organizations conducting certain studies for or on behalf of the school
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile justice system, pursuant to specific State law
- Subject to the conditions set forth in 99.31-99.35 of the Act

## 2 - Campus Safety

Please visit Our Campus Safety Website | <https://www.csupueblo.edu/campus-safety/index.html>

### 2.A - Emergency Contact Information & Resources

#### Emergency:

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

Emergency on Campus	911, if calling from an office phone 8-911
Fire on Campus 911	911, if calling from an office phone 8-911

#### Emergency Call Boxes:

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

#### Non-Emergency Numbers:

Department/Agency	Phone Number
CSU Pueblo Campus Sheriff's Office	[719] 549-2373
CSU Pueblo Student Health Center	[719] 549-2830
CSU Pueblo Student Counseling	[719] 549-2838
CSU Pueblo Office of Institutional Equity [Title IX Coordinator]	[719] 549-2210
Escort to Car or Building on Campus	[719] 549-2373
Poison Control	1-800-332-3073
St. Mary-Corwin Hospital	[719] 557-4000
Parkview Medical Center	[719] 584-4000
Suicide Prevention Helpline	[719] 544-1133
Rape Crisis Center	[719] 549-0549
YWCA Family Crisis Center	[719] 545-8195

#### Safe-Walks:

If you need an escort, Campus Safe Walks can be provided by calling [719] 549-2373 to request a deputy to accompany you to a specific building or to your vehicle.

#### Tip Line:

If you have witnessed a crime and wish to remain anonymous, you can call the Tip Line at [719] 549-2376. The Tip Line is a voice message system only and therefore immediate action will not be taken. In the event of an emergency or a crime in progress, call 911 or 8-911. You will not be required to give your personal information. Another available reporting number is Crime Stoppers at **[719] 542-7867**.

## 2.B - Campus Security and Fire Report

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

## 2.C - Emergency Alert System

**Please Visit Our Website | <https://www.csupueblo.edu/campus-safety/CSU Pueblo-alert.html>**

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

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

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

Enrollment in the Emergency Alert System is not automatic. Participation in this program is voluntary. You must register for the service and will be responsible for updating your personal cell phone numbers in the event your contact information changes. It may take up to 72 hours for your cell phone number to become active in the Emergency Alert System. You can register for the alert system by signing on to your PAWS account and registering under the "Emergency Text" tab. You will be prompted to verify or update your information to the service when you log on to your PAWS account to register for classes each semester.

## 2.D - Emergency Closure of Campus

**Please Visit Our Website | <https://www.csupueblo.edu/campus-safety/emergency-closures.html>**

It may be necessary to curtail or shut down university operations because of extreme weather conditions, energy resource reductions, or situations impacting normal operating conditions. Emergency closures will be announced through the Emergency Alert System. You may also access university closure messages at <http://www.flashnews.net/rocky.html>.

## 3 - University Departments & Resources

### 3.A - Frequently Called Numbers

Department/Agency	Phone Number
Admissions	[719] 549-2462
Auxiliary Services	[719] 549-2149
Bookstore	[719] 549-2146
College Assistance Migrant Program	[719] 549-2402
Career Center	[719] 549-2980
Center for International Programs and Inclusive Excellence	[719] 549-2329
Child Care Center	[719] 549-2407
Disability Resource and Support Center	[719] 549-2648
Health Education and Promotion	[719] 549-2121
Financial Aid	[719] 549-2753
Residence Life & Housing	[719] 549-2602
Office of Student Affairs	[719] 549-2586
Pack CARES	[719] 549-2329
Student Conduct & Community Standards	[719] 549-2586
Student Engagement & Leadership [SEAL]	[719] 549-2151
Student Counseling Center	[719] 549-2838
Wolfpack Wellness Center	[719] 549-2830
ThunderWolf Recreation Services & Facilities	[719] 549-2085
Tutoring	[719] 549-2111

### 3.B - Departments

#### **Admissions Office – Administration Building, 202, 719-549-2462**

Our Admissions Office offers a number of resources for students including assistance with enrollment, applications, cost of attendance and help with residency questions. Students are encouraged to identify their admissions counseling at the following link: <https://www.csupueblo.edu/admissions/find-your-counselor.html>

#### **Auxiliary Services – OSC 212, 719-549-2149**

Auxiliary Services provides dining and vending services, rental space, housing and childcare facilities, coordination of conference arrangements, and management of the Occhiato Student Center, including the Colorado State University Pueblo bookstore.

#### **Bookstore – OSC First Floor, 719-549-2146**

The University Bookstore is the one-stop shop for you to get textbooks, CSU Pueblo apparel, school supplies, computers, snacks, gift items, cards and many other items needed by University students. You may charge textbooks to your student account. You should check the website and PAWS for specific charging dates each semester and for information about online ordering.

#### **College Assistant Migrant Program [CAMP] - OSC 104/106, 719-549-2402**

The purpose of the Federally-funded College Assistance Migrant Programs [CAMP] is to provide academic and financial support to assist students with migrant and seasonal farm work backgrounds in entering college and being successful. The CAMP program at CSU Pueblo is in partnership with Kansas State University. For more information about the CAMP program, call [719] 549-2402 or stop by the office in the Center for International Programs and Inclusive Excellence in OSC104/106.



**Career Center – LARC 187, 719-549-2980**

The Career Center offers employment services and opportunities to assist you in developing a career objective, obtaining relevant work experience, and learning the skills necessary to conduct a self-directed job search. The Career Center assists you with deciding on a major, professional employment, internships, experiential education, career planning, Strong Interest Assessment, and career coaching. Other resources provided by the Career Center include résumé and cover letter development, interviewing skills, how to search and apply for internships, and strategies on how to conduct a self-directed job search.

**The Center for International Programs and Inclusive Excellence (The Center) – OSC 104/106, 719-549-2329**

The mission of the Center for International Programs and Inclusive Excellence is to create a welcoming environment for our diverse campus community by promoting equity, educational opportunities, global understanding, and intercultural awareness where all members are valued, supported, and respected. The Center promotes inclusive excellence through CAMP, Spiritual Life, First-Generation Mentoring Programs, UnDocu Student Support, HSI Initiatives, Study Abroad, the English Language Institute, National Student Exchange, and International Programs.

- Center for International Programs & Inclusive Excellence  
[[https:// catalog.csupueblo.edu/student-services/the-center](https://catalog.csupueblo.edu/student-services/the-center)]
- College Assistance Migrant Program (CAMP)  
[[https:// catalog.csupueblo.edu/student-services/migrant-programs](https://catalog.csupueblo.edu/student-services/migrant-programs)]
- First-Generation Programs  
[<https://catalog.csupueblo.edu/student-services/first-gen-programs>]
- Spiritual Life [<https://catalog.csupueblo.edu/student-services/spiritual-life>]

**CSU Pueblo Child Care Program – 2200 Bonforte Blvd., 719-549-2407**

Early Childhood Education Management Systems at CSU Pueblo child care provides outstanding programs for children ages 12 months through 6 years of age and is accredited by the National Association for the Education of Young Children ([www.NAEYC.org](http://www.NAEYC.org)). ECEMS offers a wide variety of programs to meet the needs of university students with children; these include part-time classes in the morning or afternoon, as well as full or half-day childcare. Parents can also pick the number of days per week they need care.

**Disability Resource and Support Center – OSC 104, 719-549-2648**

The mission of the Disability Resource & Support Center (DRSC) at Colorado State University-Pueblo is to ensure provision of reasonable academic accommodations and support, designed to enhance academic effectiveness and promote independence in students with documented disabilities.

**Health Education and Promotion – IHHI 150, 719-549-2121**

CSU Pueblo is dedicated to providing a safe and healthy environment for students to complete their educational goals without the burden of problematic or illegal use of alcohol or other drugs.

The Health Education and Promotion (HEP) Program works with individual students, small groups, and the campus and surrounding community to provide individually tailored, evidence-based prevention education and behavioral interventions. To schedule an appointment with the Health Education and Prevention (HEP) Coordinator, call 719.549.2121. Individuals can receive a free assessment, access to free education/behavioral intervention, and referral to additional options on-campus and off-campus.

**Library and Academic Resource Center - LARC Building, 719-549-2333**

Email: ask@csupueblo.libanswers.com Text Message: Send to [719] 425-4045

The LARC provides the physical, technological, informational, and human resources that allow members of the CSU Pueblo community to create a culture of scholarship across the continuum of teaching and learning.

Spaces – Collaborative Study Rooms, Quiet Study Spaces, Flexible Learning Spaces, Classrooms, Auditorium, Multimedia Labs, Audiovisual Rooms, Presentation Rooms, Tutoring Spaces, Café

Technology – Wireless Internet, PCs, Macs, Mobile Devices and Laptops for checkout, Scanners, Software, AV Equipment

Information Resources – Academic Books and Journals, Informational DVDs and Videos, Databases, Digital Repository, Career Information

People – Librarians, Technology Consultants, Tutors, Career Counselors, and Advisors

The Library and Academic Resources Center (LARC) is an integrated unit comprised of separate departments that provide academic support services. These units work together to provide excellent customer service to all faculty, staff, students, and community members.

**Pack CARES – OSC 104/106 , 719-549-2586**

The Pack CARES Team is a campus resource dedicated to assisting students, faculty and staff who may be in distress or who may be experiencing challenging or difficult life circumstances. The Pack CARES Team also provides consultation and intervention resources when students exhibit aggressive, concerning or disruptive behaviors. If you are worried about a CSU Pueblo student who may be struggling or whose behavior is concerning, please submit a Pack CARES Referral by visiting <https://www.csupueblo.edu/pack-cares/index.html> . Even if you aren't sure whether to report an incident, it's better to submit the information you have and someone from the Pack CARES Team will follow-up with you.

**Pack Pantry and Career Closet – OSC 007, 719-549-2151**

The Pack Pantry is a food pantry that provides food and personal hygiene items to students, faculty, and staff of the CSU Pueblo community who are experiencing food insecurity. The Pack Pantry is open during scheduled times throughout the week and by appointment. Contact the SEAL Office for more information. The Career Closet serves as a resource CSU Pueblo students to obtain professional attire for job interviews, internships, and professional events.

**Residence Life and Housing – OSC 201, 719-549-2602**

ResidenceLifeandHousingprovidesstudentswithahomeawayfromhome.ResidenceLifeoffersevariouskindsofhousingoncampussostudentscanshortentheircommuteandfocusontheirstudies.ResidenceLifealsoofferscamps,conferences,andshortstays.Formoreinformation,visittheirwebsite:<https://www.csupueblo.edu/residence-life-and-housing/index.html>

**Student Affairs – OSC 201, 719-549-2586**

The Office of Student Affairs supports the university's goals for student learning by creating opportunities for personal and professional enrichment. The goals of Student Affairs are to provide activities, programs and services that engage students, to foster an inclusive environment amongst our diverse campus community, and to guide students in the attainment of healthy and successful life choices. Students are encouraged to familiarize themselves with the Office of Student Affairs and utilize this department when they are in need of support or advocacy.

**Student Conduct and Community Standards – , 719-549-2586**

The Office of Student Conduct and Community Standards at Colorado State University Pueblo supports the University and Student Affairs' missions by providing programs and services designed to foster a positive and safe environment for student learning. Students can learn more about campus policies and review the Student Code of Conduct at <https://www.csupueblo.edu/student-conduct/index.html>.

### **Student Engagement and Leadership – OSC 102, 719-549-2151**

Student Engagement & Leadership provides students with co-curricular learning and leadership development opportunities through activities, events, student organizations, fraternity and sorority life, orientation and transition programs, and commencement which promote and enhance their student experience and provide them with a sense of belonging at the University. Student Engagement and Leadership is comprised of: Associated Students' Government, Orientation & University Events, Commencement Ceremonies, Student Involvement and Organizations, Fraternity and Sorority Life, Pack Pantry, Non-Traditional/Commuter Student Programs, and Parent and Family Programs.

- Associated Students' Government (<https://www.csupueblo.edu/associated-student-government/index.html>)
- Commencement Ceremonies (<https://catalog.csupueblo.edu/student-services/commencement>)
- Fraternity and Sorority Life (<https://catalog.csupueblo.edu/student-services/greek-life>)
- Major Events (<https://catalog.csupueblo.edu/student-services/major-event-series>)
- Post-Traditional/Commuter Student Programs (<https://catalog.csupueblo.edu/student-services/nontraditional-programs>)
- Orientation & University Events (<https://catalog.csupueblo.edu/student-services/university-events>)
- Pack Pantry (<https://catalog.csupueblo.edu/student-services/pack-pantry>)
- Parent & Family Programs/Orientation (<https://catalog.csupueblo.edu/student-services/parent-family>)
- Student Involvement & Organizations (<https://catalog.csupueblo.edu/student-services/student-orgs>)

### **Student Financial Services – Administration 212, 719-549-2753**

SFS offers assistance to students related to scholarships, grants, student employment, and loans. Students can also use their services for financial literacy, cost of attendance calculations, and for information related to important dates, tuition and fees, and disbursements.

### **Student Counseling Center – IHHI 174, 719-549-2838**

The mission of the Colorado State University-Pueblo Student Counseling Center is to provide a professional and confidential setting that meets the psychological, emotional, and developmental needs of students as they pursue their academic goals. The staff at the Student Counseling Center will help the student address personal issues that interfere with learning and personal development.

### **Wolfpack Wellness Center – IHHI 172, 719-549-2830**

Health care on campus is provided by the Wolfpack Wellness Center and office visits are covered by Student Fees. A small fee may be assessed for medication, lab work, immunizations, procedures, or specialty exams. Treatment options available include physical exams, immunizations, TB testing, preventive care, and gynecologic and contraceptive care. Student Health Services has an on-site pharmacy that provides antibiotics, over-the-counter medicine, and immunizations. Hours are 8 a.m. to 5 p.m. Monday - Friday year-round. Student Health makes an effort to accommodate walk-ins, but appointments are recommended. Health care is provided by board certified/credentialed nurse practitioners, registered nurses, and health care technicians/phlebotomists. Students may access their health information through PyraMED using the following link: [csupueblo.studenthealthportal.com](http://csupueblo.studenthealthportal.com).

### **ThunderWolf Recreation Services and Facilities – Student Recreation Center, 719-549-2085**

Students are encouraged to regularly check the SRC website for updated information including: intramural events and deadlines, fitness schedules, pool schedules, and calendars for upcoming trips and events: <https://www.csupueblo.edu/thunderwolf-recreation/>

### **Tutoring Services - LARC 251, 719-549-2901**

The General Education Tutoring Center provides individual and group tutoring for general education humanities, history, and social science courses. Check the General Education Tutoring Center webpage for a complete list of tutoring courses at <https://www.csupueblo.edu/tutoring-services/co-amp-tutoring.html>.

### **The Writing Room - LARC 251, 719-549-2901**

The Writing Room provides an inviting atmosphere where students can receive advice and positive feedback on any type of writing from research papers, letters, and writing assignments to poetry and fiction.

**Hasan School of Business Learning Center - Hasan School of Business 232, 719-549-2155**

The Hasan School of Business Learning Center's mission is to provide comprehensive academic support for a diverse group of students and to help them become successful, independent and life-long learners. One of our primary goals is to create an open atmosphere of learning for all students who need assistance. Central to our mission is the proviso that each student is treated with respect, consideration of his/her individual needs, and empathy. Through exceptional service, high academic standards, various tutoring methods, a compassionate staff, and regular self-assessment and improvement, we strive to be recognized as a valuable student services resource on the CSU Pueblo campus. Tutoring assistance is available to HSB students enrolled and regularly attending the content course for which the request is made. Tutoring is a support service and not a substitute for classroom instruction. It is strongly suggested that students work closely with their instructors in conjunction with tutoring. Contact the HSB Tutoring Coordinator to set up an appointment or request a tutor.

**TRiO - Student Support Services (SSS) - LARC 351, 719-549-2111**

TRiO Student Support Services is a federally funded TRiO grant project providing an array of services to low income, first-generation students, or students with a documented disability. The purpose of SSS is to increase the retention and graduation rates of program participants. This is accomplished by providing supportive services such as: academic action planning, tutoring, academic, career, financial literacy, and graduate school counseling, financial aid advisement, academic success seminars, and monitoring of student academic progress. Students who meet eligibility criteria outlined by the program are encouraged to apply.

**The Math Learning Center - Physics-Math Building 132, 719-549-2271**

The Math Learning Center gives students a place to work in a collaborative and supportive environment. Students can drop by any time and do not need an appointment. The center is open Monday through Friday during each semester and with some weekend hours. The MLC is staffed by tutors who are upper division math, physics, biology, chemistry or engineering students. The tutors are trained to help students work through their own problems in classes as diverse as algebra, calculus, and statistics. The MLC provides CSU Pueblo students a place and a plan for success in college level and remedial math classes.

**Science Learning Center - Life Sciences 122, 719-549-2652**

The Science Learning Center offers walk-in tutoring support for Biology, Chemistry, and Physics courses. Additionally, we offer group review sessions for many courses, as well as supplemental academic support, professional development, and volunteer opportunities. The Science Learning Center is open Monday-Friday 9am-4pm during the academic year.

**The John L. Garcia, Jr. Language Center, IHHI 147, 719-549-2578**

The John L. Garcia, Jr. Language Center offers a place for students to improve their foreign language skills in a social setting and supports students enrolled in languages programs and their connection to the diverse Pueblo community. The Language Center at CSU Pueblo is a socio-academic space where students can improve their foreign language skills. We offer a variety of activities and events open to students, faculty, staff and community members.

## 4 - Academic Policies and Procedures

### Academic areas on campus include:

- College of Science, Technology, Engineering, and Mathematics (STEM) includes Biology, Chemistry, Engineering, Mathematics and Physics, and Engineering Technology and Construction Management.
- College of Humanities, Arts, and Social Sciences (CHASS) includes the School of Creativity and Practice and the departments of English and World Languages, History and Political Science, Psychology, Social Work, Sociology, and Anthropology.
- College of Health, Education, and Nursing (CHEN) includes Health Services and Human Movement, Education, and Nursing.
- Hasan School of Business (HSB) includes Business Programs, CIS Programs, and Automotive Industry Management.

### 4.A - Academic Misconduct

Academic dishonesty is any form of cheating that results in giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not your own. Actions and consequences related to academic misconduct can be located in the Student Code of Conduct <https://www.csupueblo.edu/student-conduct/index.html> and the University Catalog <https://catalog.csupueblo.edu/academic-policies/academic-conduct/>.

### 4.B - Academic Year

The academic year begins with fall semester and ends with the summer session.

### 4.C - Classroom Behavior

The classroom instructor is responsible for setting standards for all classroom conduct, behavior, and discipline. More information on classroom expectations can be found in the University Catalog <https://www.csupueblo.edu/catalog/>.

### 4.D - Total Withdrawal from the University

You have the option to completely withdraw from the University. However, a process must be followed in order to complete a withdrawal. You should refer to the University Catalog for steps and contact information on the withdrawal process.

### 4.E - Credit Hour Policy

This policy provides the definition of the credit hour, the calculations involved in determining the credit hour in the various academic programs and courses, the time both in-class and out-of-class that is necessary for a student to earn a credit hour, and the procedure for determining the credit hour. [http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=123](http://CSU%20Pueblo-policies.colostate.edu/policy.aspx?id=123)

### 4.F - Student Verification and Identification Policy

Compliance with the Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-135 requires that an institution of higher education have a policy to verify the identification of a student that is taking a course via distance learning.

### 4.G - Satisfactory Academic Progress Policy

As a standard for participating in any federal student aid program, CSU Pueblo is required by the U.S. Department of Education to apply reasonable standards for measuring whether a student is making progress toward a degree. [http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=44](http://CSU%20Pueblo-policies.colostate.edu/policy.aspx?id=44)



## 4.H - Transfer Policy

Credit is accepted by CSU Pueblo from institutions accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools or similar regional accrediting bodies. For credit toward degree requirements, CSU Pueblo accepts a maximum of 60 semester hours from community or junior colleges and/or a maximum of 90 semester hours from four-year institutions toward degree requirements. For degree purposes, CSU Pueblo accepts no more than 90 credits in total through transfer or other assessment of prior learning. <http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=54>

## 4.I - General Education Requirement Substitution Policy

Colorado State University-Pueblo has established curriculum requirements for completion of academic programs. Students with documented disabilities may request appropriate academic accommodations or modifications to ensure equal opportunity to complete these curricular requirements. In cases where a student has a learning disability or other disability so profound that it precludes them from completing any of the general education curriculum requirements, the student may request a course substitution. <http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=157>

# 5 – General University Policies and Procedures

\*\*Students should become familiar with the policies of the University. Students have the responsibility to comply with these policies.\*\* <http://csu-pueblo-policies.colostate.edu/>

## 5.A – Alcohol, Drug, and Tobacco Policy

Students are expected to know and understand university policy around alcohol, drugs, and tobacco and be familiar with Colorado state law in reference to these substances. More information on the university's policy can be found at [https://www.csupueblo.edu/counseling-center/\\_doc/final-aod-policy.pdf](https://www.csupueblo.edu/counseling-center/_doc/final-aod-policy.pdf).

### **Medical Marijuana:**

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

### **Tobacco Policy:**

Due to a Governor's Order, CSU Pueblo is a tobacco-free campus. More information on this policy can be found at <http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=42>.

## 5.B – Campus Peaceful Assembly Policy

The Campus Peaceful Assembly policy is a policy document that has been produced to help inform University and community members about the general policy as well as specific University policies and procedures related to assembly. The Campus Peaceful Assembly Policy can be found here: <http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=164>.

## 5.C – Campus Email Policy

CSU Pueblo uses its campus email system for official communication. Consequently, all students, staff, and faculty are required to utilize their assigned campus email account in accordance with the university electronic communications policy. You are expected to read and respond to messages in a timely, consistent fashion. If you need assistance accessing your email, contact the CSU Pueblo Help Desk at (719) 549-2002.

## 5.D – Change of Address Procedure

You should keep university authorities informed of your current address. You may change your address online through PAWS or complete the Change of Address form and return the completed form to the Registrar's Office. For more information, visit: [https://www.csupueblo.edu/registrar/\\_doc/forms/change-of-address.pdf](https://www.csupueblo.edu/registrar/_doc/forms/change-of-address.pdf)

## 5.E – Parking Policy

Parking decals are required to park on campus. Failure to obtain a proper parking pass to park on campus could result in fines, fees, or towing. For more information on parking requirements and to obtain a parking pass, visit <https://www.csupueblo.edu/auxiliary-services/parking.html>.

## 5.F – Student Involuntary Leave of Absence Policy

The Student Involuntary Leave of Absence policy, also considered an Involuntary Withdrawal policy, exists to protect community members from the risk of physical harm and to preserve the integrity of the university learning environment. Separation from the university and its facilities may be necessary if there is sufficient evidence that you are engaging in or likely to engage in behavior that either poses a danger to the health, safety, and well-being of the campus community or disrupts the learning environment of others. More information on this policy can be found at <http://csu-pueblo-policies.colostate.edu/policy.aspx?id=24>.

## 5.G – Student Complaint Policy

The Student Complaint policy is designed to help assure a quality education, provide excellent student support services, and help us identify any serious or systemic problems or issues affecting the quality of student life. The principles and procedures defined within the policy are intended to help CSU Pueblo identify patterns of conduct that raise a legitimate concern with respect to our academic programs or administrative functions and to comply with obligations imposed by federal regulations for receiving, responding to, and tracking student complaints. More information on this policy and information on how to file a complaint can be found at <https://www.csupueblo.edu/campus-life/student-complaint-form.html>.

## 5.H – Event Scheduling and Facilities Use Policy

This Event Scheduling and Facilities Use Policy has been established to provide a clear explanation of the guidelines currently in use at Colorado State University-Pueblo (CSU Pueblo) for the reservation and use of its grounds, buildings, and conference and dining services by internal and external individuals and organizations. <http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=159>

## 5.I – Posting Policy

All posters/flyers intended for display beyond those in the OSC or residence halls must be approved. Posters for the residence hall must be approved by the front desk employees there and all of those being posted in the OSC must be approved through auxiliary services. <http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=40>

## 5.J – Posthumous Degree Policy

In exceptional circumstances, the Board may award degrees posthumously. Recommendations for such an award will only be considered when the student had completed nearly all of the requirements for his or her degree before dying, and when the student's academic record clearly indicates that the degree would have been successfully completed had death not intervened. Nominations for posthumous awards of degree will be initiated by the student's department and approved internally by the relevant college dean and the Provost. The posthumous nature of the recommended degree award shall be made explicit when the recommendation is forwarded to the Board. The Provost's office shall be responsible for presenting the degree to appropriate survivors. <http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=22>

## 5.K – Public Health Emergency Response

This Policy will ensure the health and safety of the campus community and minimize disruption to the normal conduct and operations of the University in the event of a public health emergency or potential public health emergency. <http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=172>

### 5.L – Housing Policy

This policy sets forth on campus residence housing requirements. <http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=47>

### 5.M – Assistance Animals in Residence Halls

This policy provides guidance regarding students needing assistance animals in their on-campus residence due to a disability. Staff will also be provided with guidance on the behavioral requirements of assistance and comfort animals in residence halls. <http://csu-pueblo-policies.colostate.edu/policy.aspx?id=10>

### 5.N – Service Animals in the Classroom

This policy provides guidance regarding students needing assistance animals in the classroom due to a disability. Faculty will also be provided with guidance on the behavioral requirements of assistance animals in the classroom. This policy will also provide guidance to the presence of assistance animals in training in the classroom. <http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=23>

### 5.O – University-Sponsored Student Domestic Travel

This policy establishes guidelines for student travel programs to ensure adequate University oversight, quality and consistency, and the ability of the University to communicate and respond appropriately in the event of a problem or emergency. <http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=166>

### 5.P – Student Success Loan Fund

To outline the policies of lending, accounting and collection of moneys of the short term Student Success Loan Fund to help meet temporary emergency financial needs related to educational expenses. <http://CSU Pueblo-policies.colostate.edu/policy.aspx?id=152>



# Appendix A: Student Code of Conduct

Colorado State University Pueblo  
Student Code of Conduct  
Updated August 2023

## I. PURPOSE

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

To that end, while recognizing that freedom of expression and academic inquiry are inherent to the educational environment, the University expects all members of its community to embody respect, a sense of community, integrity, and a commitment to responsibility.

Upon admission to the University, students share in the obligation to protect the educational and developmental mission of the University through a commitment of respect to the University, themselves, and one another. Additionally, students will retain their individual rights while accepting the responsibility to respect the rights of others and the standard set forth by the University within this Code.

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

- A. Recognize the policy that they allegedly violated
- B. Explain the impact that their behavior has on them and the University community
- C. Identify ways they and the community can be positively impacted through social and restorative justice

It should be noted, this Code exists as an educational opportunity for students to gain personal and academic development during their time at CSU Pueblo. This Code is not meant to serve as a punitive measure; rather, it is to serve as a means to protect the rights of the community and the individual students. If, at any time, a student is unable to share their responsibility in upholding this Code, they may be asked to part ways with the University.

## II. DEFINITIONS

**A. Assistant Dean** for the purposes of this Code means the Assistant Dean of Student Life.

**B. Board/Committee** is a group of two or more trained staff or faculty members who are eligible to serve in place of the Conduct Administrator or as the Appeal Committee.

**C. Conduct Administrator(s)** means any person or groups given the authority to hold a conduct meeting as designated by the Student Conduct and Community Standards primary administrator or Assistant Dean.

**D. Consent** to sexual activity is consent that is informed, knowing, and voluntary. Consent is active, not passive, and requires cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. Silence, in and of itself, cannot be interpreted as consent. Sexual activity with someone known, , to be mentally or physically incapacitated by alcohol or other drug use, unconscious or in a state of blackout, or otherwise unable to give consent, is not valid consent. A person is considered to be incapable of giving consent when the person lacks the cognitive ability to make an important life decision, and this measure applies even when the same persons have engaged with one another in consensual sex in the past.

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

**F. Members of the University community** include students, faculty, staff, administration, and student organizations, inclusive of Extended Studies

**G. Student Conduct and Community Standards Primary Administrator** in this code means only the designated Student Conduct and Community Standards professional staff member of record.

**H. Student Organizations** for the purposes of this document, includes student groups requiring limited membership such as athletics and club sports, as well as student government and Registered Student Organizations recognized by the Office of Student Engagement and Leadership. This term also includes fraternities and sororities that are recognized by the University, even if such organizations are independently chartered.

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

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

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

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

**M. University premises** include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets, vacant land, driveways, roadways, and sidewalks), including off campus locations where the University provides scheduled in person classes and instruction.

### III. POLICY

#### A. Student Rights and Responsibilities

Throughout their involvement in the student conduct process, all students have the following rights and responsibilities as outlined below.

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

**2. The Right to Privacy.** Students have the right to privacy with respect to all disciplinary action and records, subject to exceptions outlined in the Family Educational Rights and Privacy Act (FERPA).

**3. The Right to Written Notice.** Students have the right to proper written notification of allegations of misconduct, any conduct meeting occurring based on their behavior, and the right to written notification of the results of such meetings.

a. Written notification of a conduct meeting shall include the date, time and location of the meeting, the person or group conducting the meeting, the alleged violations committed, and a description of the allegations to be considered.

b. Written notification of a decision shall include a specific finding of fact, the violations committed (if any), the sanctions imposed (if any), and the process by which an appeal may be filed.

c. Written notice to the student will be provided via electronic mail (email) through a student's University email account. Students have the responsibility to check their student University email to receive notifications.

d. Students have the ability to review information 72 hours prior to the scheduled conduct meeting.

**4. The Right to participate in a Conduct Meeting.** A conduct meeting is defined as a meeting in which there is an investigation of the allegations. Students have the right to be heard and to discuss the allegations brought forth against them. Students have the right to review and to respond to all information and/or documentation used by a conduct administrator to reach a decision, and the right to provide information, witnesses, and/or documentation of their own to the conduct administrator. These rights should not be construed to allow direct cross-examination of witnesses.

Students who choose not to participate in the conduct process have the right to do so, but the process will continue in their absence to determine if a violation occurred.

a. Students have the responsibility to arrange for the presentation of any witnesses who may have information pertaining directly to the allegation at the time of the conduct meeting. Disciplinary proceedings will not be rescheduled to accommodate witnesses. Character witnesses may not be considered relevant to an investigation.



**5. The Right to an Advisor.** Students have the right to the presence of a single advisor of their choice throughout the disciplinary process to assist them with their conduct proceedings. Advisors may freely consult with the students they advise, provided they do not disrupt the proceedings. Advisors may not examine witnesses nor advocate in this advisory role.

- a. Students have the responsibility to arrange for the presence of their chosen advisor. Disciplinary proceedings will not be rescheduled to accommodate an advisor.
- b. An advisor can be an attorney, parent/guardian, faculty or staff member (one who is not or cannot be considered a witness to the event or persons involved in this administrative process), or a trusted friend.
- c. Advisors cannot be a person considered a witness to the alleged violation.

**6. The Right to Appeal.** Students have the right to request an appeal of a conduct administrator's decision. Students have the responsibility to comply with all sanctions imposed, even during an appeal, until those sanctions have been modified or overturned as a result of an appeal.

## **B. Jurisdiction**

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

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated, for any misconduct that occurred prior to the leave, withdrawal or graduation and thereafter as long as the student has a continuing educational interest in the University. If sanctions are assigned and not completed by the deadline imposed, a hold will be placed on the student's account which can affect their ability to enroll, add/drop courses, obtain official transcripts, and/or graduate. All sanctions must be satisfied prior to re-enrollment eligibility.

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

The Primary Administrator is not required to take jurisdiction over a student who has allegedly violated the policies or guidelines of an individual academic program or who has allegedly committed a violation of academic policies as outlined in the Catalog. Academic programs may have separate codes of conduct and rules and policies that apply to the program that are separate and apart from the Student Code of Conduct. In those situations, when the Primary Administrator does not take jurisdiction, and the student does not have the rights articulated within this Code in relation to individual program violations. Pursuant to specific student codes within programs, a student may be dismissed from a program without the involvement of the Primary Administrator; however, an individual program may not suspend or expel a student from the University.

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

## **C. Standards of Conduct**

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

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

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

- a. Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
- b. Fabrication: intentional or unauthorized falsification or invention of any information or citation in an academic exercise; or of documentation meant to excuse or justify adjustments related to attendance or completion of work (exams, exercises, etc.).
- c. Facilitating Academic Misconduct: intentionally or knowingly helping or attempting to help another commit academic misconduct.
- d. Plagiarism: the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgment.
- e. Unauthorized Collaboration: intentionally sharing information or working together in an academic exercise when such actions are not approved by the course instructor.

### **3. Alcohol Misuse.**

- a. Violation of the University's published Alcohol and Other Drug Policy or the Residence Life and Housing Handbook, if applicable.
- b. Alcoholic beverages may not be used by, possessed by, or distributed to any person under twenty-one years of age.
- c. Public intoxication or appearing in a public place believed to be under the influence of alcohol to the degree that the person is likely to endanger themselves or another person or property.
- d. Possession, use or distribution of an alcoholic beverage in violation of any state or local law.

### **4. Animal Policy Violation.**

- a. Having an animal in a campus facility or space which does not meet the criteria for a permitted animal per the Service Animals in Classrooms (<http://csu-pueblo-policies.colostate.edu/policy.aspx?id=23>) and Assistance Animals in Residence Halls (<http://csu-pueblo-policies.colostate.edu/policy.aspx?id=10>) policies.
- b. Failure to:
  - i. Properly care for or otherwise endangering an animal on campus;
  - ii. Leash, , or provide proper restraint of an animal in one's care;
  - iii. Properly vaccinate or medicate animal as required by state and local law;
  - iv. Ensure the appropriate and trained behavior of an animal in one's care such as following commands, prohibiting barking in quiet spaces, etc.; or
  - v. Remove an animal for any reason following a directive given by university staff, law enforcement or other entity of authority.

**5. Bullying and Cyberbullying.** Repeated and/or inappropriate behaviors that intentionally intimidate, harm, shame, humiliate, demean, or degrade another person physically or emotionally.

**6. Discrimination.** Discrimination means conduct that is based upon a Reporting Party/Complainant's protected characteristic[s] and that:

- a. Excludes a Reporting Party/Complainant from participation in;
- b. Denies a Reporting Party/Complainant the benefits of;
- c. Treats a Reporting Party/Complainant differently from others in; or
- d. Otherwise adversely affects a term or condition of a Reporting Party/Complainant's employment, education, or living environment, or participation in a University program or activity. Discrimination also includes failing to provide reasonable accommodation, consistent with state and federal law, to individuals with disabilities.

### **7. Dishonesty/Falsification of Information.**

- a. Providing false or misleading information to any University official, faculty member, office, or public official through omission of information, forged, altered, or misrepresented documents or records.
- b. Initiating a report that is false to intentionally harm another individual.
- c. Forgery, alteration, or misuse of any University document, record, key, or instrument of identification and/or access to University facilities; including, but not limited to, transference of items issued by Residence Life and Housing and/or parking.

### **8. Disorderly Conduct.**

- a. Conduct that is disorderly, lewd, indecent, or otherwise breaches the peace on University premises or at University-sponsored or supervised functions that occur off-campus; including, but not limited to fighting, violent or threatening behavior, unreasonable or excessive noise, use of obscene language or gestures, or behavior that causes a hazardous condition to exist.
- b. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
- c. Conduct of, or participation in an on-campus or off-campus activity that unreasonably interferes with the rights of others to peaceably assemble or to exercise the right of free speech, disrupts the normal

functioning of the University, damages property, or endangers the health or safety other members of the University community or disrupts the educational mission of the University. This includes, but is not limited to, leading or inciting others to disrupt scheduled and/or normal operations within any campus building or area.

#### **9. Disruptive Behavior.**

- a. Substantial disruption or interference with any classroom activity. Classroom disruption may include, but not be limited to: non-approved use of electronic devices; cursing or shouting at others in such a way as to be disruptive or other violations of an instructor's expectations for classroom conduct, and any conduct specified in the syllabi.
- b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and/or other University activities, including functions on or off- campus, or of other authorized activities that occur on University premises.

#### **10. Drug Misuse.**

- a. Violation of the University's published Alcohol and Other Drug Policy or the Residence Life and Housing Handbook, if applicable.
- b. Use or possession of marijuana on University premises, even if permitted by State law or due to a medical marijuana license, is prohibited.
- c. Abuse, misuse, sale or distribution of prescription medications is prohibited. This includes possession, distribution, sharing or use of another's prescription medication or medication used for something other than the prescribed purpose.
- d. Use, possession, manufacturing, sale, delivery or distribution of any controlled substance, narcotic, paraphernalia, or counterfeit substance as defined under Federal, State, and local law.
- e. Smoking, vaping, or tobacco use is prohibited.

#### **11. Endangerment.**

- a. Initiating any false report, warning, or threat of fire, explosion, or other emergency.
- b. Unauthorized use, abuse, or interference with fire safety equipment, or other items intended for use in an emergency.
- c. Bomb threats or similar threats involving dangerous devices or substances.
- d. Behavior which constitutes a significant fire hazard.
- e. Possession of any explosive device or material, including but not limited to, firecrackers, cherry bombs, bottle rockets, dynamite, or chemical, believed to pose a threat.
- f. Any other conduct which endangers the health or safety of any person.

#### **12. Harassment.**

- a. Conduct directed at another person that is severe, pervasive, or persistent, and that is intended to or is reasonably likely to create an intimidating, hostile or demeaning environment which interferes with the person's ability to study, work, or participate in daily activity. This conduct may occur through any means, including but not limited to email, social media, and other technological forms of communication.
- b. Unauthorized use of electronic or other devices to make an audio or video recording of any person or persons without their knowledge, or without their effective consent when such a recording is made in a location where there is a reasonable expectation of privacy.

**13. Hazing.** Any act which is meant to discomfort, harass, ridicule, or embarrass; endangers the mental or physical health or safety of a person; or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, any University team or organization, even if performed with the consent of the victim(s). Members of the team or organization who are aware of hazing and fail to report it to the University are also in violation of this policy.

**14. Housing Violation.** Failure to follow Residence Life and Housing policies (<https://www.csupueblo.edu/residence-life-and-housing/doc/housinghandbook.pdf>), rules, and regulations and/or a breach of the housing agreement.

#### **15. Intimate Partner Violence.**

- a. Dating Violence means an act or threatened act of violence upon a Reporting Party/Complainant by a Responding Party who has been in a social relationship of a romantic or intimate nature with the Reporting Party/Complainant. This includes, but is not limited to, threats, sexual or physical abuse, property damage, and violence or threat of violence to one's self, animals, or to the family members of the romantic or intimate partner when used as a method of coercion, control, punishment, intimidation or revenge. Whether there was a romantic or intimate relationship will be gauged by the length of the relationship, the type of relationship, and frequency of interaction between the persons involved in the relationship. Dating Violence does not include acts covered under the definition of Domestic Violence.
- b. Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common,

by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

#### **16. Misuse of Technology.**

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

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

- a. Failure to comply with directions of University officials including student staff, conduct administrators, or public officials acting in the performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
- b. Failure to abide by authorized signs and placards posted on University premises and at University sponsored programs.
- c. Failure to comply with assigned disciplinary sanctions.
- d. Failure to comply with any University policy not otherwise specified by this Code.

#### **18. Property Violations.**

- a. Attempted or actual theft of University property, or other personal or public property.
- b. Any act causing, likely to cause or intended to cause damage, defacement, or destruction of University property, or other personal or public property without the consent of the lawful owner.

**19. Protected Class Harassment.** Subjectively unwelcome conduct based upon an individual's actual or perceived Protected Characteristics where either:

- a. Enduring the unwelcome conduct is made either explicitly or implicitly a condition of a Reporting Party/Complainant's continued employment or academic standing; or
- b. The conduct is so severe, pervasive, and/or objectively offensive that the conduct unreasonably interferes with the Reporting Party/Complainant's employment, academic pursuits, or participation in University activities (i.e. the conduct creates an objectively hostile environment). Generally, a single inappropriate job or offensive epithet does not create a "hostile environment;" however, being subjected to such conduct repeatedly may constitute a "hostile environment." In determining whether the alleged conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. The existence of a "hostile environment" will be determined on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

**20. Retaliation.** Intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by the conduct process, Title IX or its implementing regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy.

#### **21. Sexual Misconduct.**

- a. Sexual Assault: An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The definition of "sexual assault" includes rape, fondling, incest, and statutory rape.
- b. Non-Consensual Sexual Contact: Intentional sexual contact or touching, however slight, by a Responding Party of a Reporting Party/Complainant's Intimate Body Parts (or any materials such as clothing, covering the immediate area of the Intimate Body Parts) without the Reporting Party/Complainant's Consent and/or by force; or Intentional sexual contact or touching, however slight, of a Reporting Party/Complainant with a Responding Party's Intimate Body Parts (or any materials such as clothing, covering the immediate area of the Intimate Body Parts) without the Reporting Party/Complainant's Consent and/or by force.
- c. Non-Consensual Sexual Intercourse: Oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the contact or penetration, without the Reporting Party/Complainant's Consent and/or by force; or penetration, no matter how slight, of a person's vagina or anus with any body part or object without the Reporting Party/Complainant's Consent and/or by force.

- d. Sexual Exploitation: Conduct involving a Responding Party taking, or attempting to take, non-consensual or abusive sexual advantage of a Reporting Party/Complainant when such conduct would not otherwise be defined **as Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, or Sexual Harassment** including, but not limited to:
- Producing, distributing, receiving, or possessing illegal pornography, regardless of whether or not the illegal pornography is physical or digital;
  - Engaging in sexual voyeurism or knowingly allowing another individual to engage in sexual voyeurism, either in person or through electronic means;
  - Producing, creating, distributing, intentionally receiving, or possessing pictures/videos of a sexual nature, or otherwise creating a record or recording of a sexual nature without the Consent of all of the parties depicted in the materials or exceeding the boundaries of that Consent;
  - Benefiting, promoting, or earning money from the prostitution of another individual; or
  - Intentionally exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals in non-consensual circumstances.

**22. Sexual Harassment.** : Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity; or Sexual assault as defined in 20 U.S.C. § 1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. § 12291(a)(1), domestic violence as defined in 34 U.S.C. § 12291(a)(8), or stalking as defined in 34 U.S.C. 12291(a)(30).

**23. Stalking.** The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

**24. Violation of Community Standards.**

- Violation of any University policy, rule, or regulation not otherwise specified in this Code.
- Violation of any Federal, State, or local law or ordinance.
- Failure to report any violations of this Code, University policy, and/or laws involving a campus community member.
- Failure to report any serious health or safety risk on campus to appropriate law enforcement and/or University officials.

**25. Weapons Violations.**

- Possession of a deadly weapon or firearm on University property or at University sanctioned events or activities without proper licensure or permit or otherwise in violation of state law.
- Possession of a firearm in University housing, including Walking Stick Apartments, even with a concealed carry permit.
- Knives with blades larger than 3.5 inches, except hunting and fishing knives being used for that purpose, bludgeons, explosives, bombs, incendiary devices; dangerous chemicals, substances, or materials, or other items that are prohibited by Colorado State law.

Use of any item, even if legally possessed, in a manner that harms another person, or is used to threaten another person, causes, or would cause, a reasonable person to be fearful, is prohibited.

## **IV. PROCEDURE**

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

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

### **A. Student Organizations**

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



Actions may be considered violations of this Code when those actions take place at organization- sponsored or co-sponsored events, whether sponsorship is formally linked to the organization, or believed to be related to the organization; when parties involved have received the consent or encouragement of the organization or the organization's leaders or administrators; or when those actions were known or should have been known to the membership or its administrators and they did not prevent the violations occurrence.

Meetings for Student Organizations follow the same general student conduct procedures as individual students.

## **B. Academic Complaints/Violations**

Students found in violation of the Academic Integrity Policy found in the Catalog (<https://www.csupueblo.edu/catalog/>) may be reported to the Office of Student Conduct by the academic department or faculty member finding the violation. While the student may face consequences within their academic department or course, students are also held subject to a violation of this Code and can be charged in addition to any action imposed by a faculty member or academic department. Students found in repeated violation of the academic integrity policy are subject to suspension from CSU Pueblo at the discretion of the Primary Administrator.

## **C. Sexual Misconduct Complaints/Violations**

Students found in violation of the Title IX, Sexual Harassment and Gender Discrimination will be held accountable as stated in the policies and procedures provided within that policy. The process for investigations of allegations of violation of the policy are found on the Office of Institutional Equity webpage (<https://www.csupueblo.edu/institutional-equity/>). Any student found in violation of that Policy is subject to sanctioning by the Primary Administrator or designee. Allegations that fall outside of the jurisdiction/applicability of the Title IX, Sexual Harassment and Gender Discrimination will be referred to the Office Student Conduct & Community Standards.

## **D. Reporting Process**

Any person may file a report (Reporting Party/Complainant) with the Office of Student Conduct alleging student misconduct of another student (Responding Party). The University may serve as the Reporting Party/Complainant in any action. Once a report has been received, the University retains the right to proceed with the disciplinary process, even if a Reporting Party/Complainant later chooses to retract, rescind, or recant any or all of the report and/or chooses not to cooperate.

The Office of Student Conduct may share or refer a report to other offices, agencies, and/or jurisdictions as appropriate (e.g. the Office of Institutional Equity, Department of Residence Life & Housing, Pueblo County Sheriff's Office, Pueblo Police Department, etc.). There is no time limit on reporting violations of the Student Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements, and to make determinations regarding alleged violations.

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

## **E. The Conduct Process**

### **1. Report Review & Investigation**

Once a report has been filed with the Office of Student Conduct, it shall be resolved in one of the following ways at the discretion of the Primary Administrator:

- If a report is unable to be verified or to be evidenced at the time it is filed, no further action shall be taken. The University may resume action on any report should further relevant information become available to substantiate the original report.
- Further investigation may be conducted by the Primary Administrator, or designee, if it is determined that the report may be substantive.

### **2. Interim Actions**

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

The Primary Administrator, or designee, may impose restrictions and/or separate a student from the community pending the completion of a campus meeting on the alleged violation(s) of the Student Code of Conduct when a student

- represents a threat of serious harm to others,
- is facing allegations of serious criminal activity,
- to preserve the integrity of an investigation,
- to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University.

- No Contact Orders**-A No Contact Order (NCO) is a directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, electronic, telephone, or third parties. All parties issued an NCO are held responsible for following the directive regardless whether they are the Reporting Party/Complainant or Responding Party. Violating a No Contact Order can result in suspension from CSU Pueblo for either party.
- Interim Suspension**-During an interim suspension, students may be denied access to University premises and/or all University activities or privileges for which the student might otherwise be eligible, as may be deemed appropriate. Whenever an interim suspension is imposed, a conduct meeting shall be conducted in a timely manner. Students who have been suspended on an interim basis and whose suspension upon meeting or appeal is found to have been unwarranted, shall be provided full opportunity to reestablish their academic and student standing to the extent possible within the abilities of the University, including the opportunity to take examinations, make up class assignments, or otherwise complete course assignments missed due to the Interim Suspension. Students who have been suspended on an interim basis and then found to be in violation of the Code do not have the right to any refund or reimbursement for tuition, fees, room and board or any other expense associated with attending the University. Any reimbursable funds made available to a student found not responsible will be determined on a case by case basis.
- No Trespass**-A student may be issued a directive stating they are not permitted on campus or in particular parts of campus. In the event of a No Trespass, a student will be given specific parameters of their inability to be in a certain area of campus until a specified time. Students issued a No Trespass from certain areas of campus paid for by student fees do not have the right to any refund in student fees.
- Temporary Removal**-The University reserves the right to temporarily remove a student from a classroom or on-campus housing in the event that is it deemed necessary to protect the health and safety of the campus or the integrity of an investigation. All measures will be made to prevent the disturbance of a student's academic studies when possible.

### 3. Conduct Meetings

- Students will be notified of an allegation being reported against them through a letter they receive via their student email. This letter will detail the time/location of the virtual meeting, and allegations made as stated in section III of this Code.
- Students are required to contact the Office of Student Conduct within five (5) business days of the letter being sent.
- The purpose of a Meeting is to evaluate the information presented to the Office of Student Conduct. Students are responsible for bringing any information they may have to this meeting as well.
- Students will have the opportunity prior to this meeting to see all of the information related to their alleged violation of the Code.
- This meeting will be held to determine whether any of the standards of conduct outlined in this Code may have been violated, and, if so, what sanctions are to be imposed to remedy the situation or prevent a reoccurrence.

Students are not required to participate in a conduct meeting; but failure to participate does not waive a student of responsibility. If a violation is found, a student is still subject to the sanctions imposed.

**4. Information.** The Reporting Party/Complainant(s) and the Responding Party(s) may provide information to the conduct administrator(s) for consideration, including witness statements, emails, photographs, etc.

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

### 6. Witnesses.

- Students from either Reporting or Responding Party(s) may provide any witnesses with knowledge of relevant, first-hand information to the case.

- b. Character witnesses may be considered in the event a Responding Party is found responsible. Character witnesses will be used solely to determine sanctions and character witness information must be provided in writing to the conduct administrator prior to, or during, the conduct meeting.
- c. There is no limit to how many witness statements can be submitted, but the impact of witness statements on the conclusion of a case is at the discretion of the conduct administrator.

**7. Conduct Administrators.** Administrators may be persons or groups designated by the University and trained by the Primary Administrator to conduct meetings. The exact process by which each of these administrators convene, consider evidence, and determine sanctions is determined in consultation with the Primary Administrator or Assistant Dean. A Board/Committee of staff and faculty from the campus community may conduct meetings in place of a single administrator when necessary at the discretion of the Primary Administrator, or at the request of a student.

**8. Decisions.** Decisions made as a result of any meeting shall be provided in writing to the Responding Party(s) and sent via their student email account. Responding Party(s) are responsible for checking their email and receiving the outcome. If, for any reason, a student's University email account is not in working order and the email is returned, the conduct administrator may make the decision to either send the response to a personal email account verified by the student, or via US Mail to the address on file in the student's University account.

At any time, the Conduct Administrator may institute additional procedures, or modify any stated timelines, in the interest of assuring due process for all parties involved.

## G. Appeals

A student may request an appeal of a decision made by any conduct administrator in any instance not specified as final, such as, in the case of an Appeal Committee. All sanctions determined by the original conduct administrator remain in effect during the appeal process.

A student may appeal on one of the four following grounds:

- A procedural error occurred that significantly impacted the outcome of the initial meeting.
- The information presented in the initial meeting was insufficient to establish a preponderance or "more likely than not" standard that a violation occurred.
- The sanction(s) imposed in the initial meeting were substantially disproportionate to the severity of the violation(s) committed.
- New and significant information is now available, sufficient enough to alter the decision, which was not known at the time of the initial disciplinary meeting. (Failure to provide information or to participate in a meeting or investigation, even when resulting from concern over pending criminal or civil proceedings, does not make information "unavailable" at the time of the meeting.)

Any party submitting an appeal request must do so in writing via the Conduct Appeal form ([https://cm.maxient.com/reportingform.php?CSUPueblo&layout\\_id=20](https://cm.maxient.com/reportingform.php?CSUPueblo&layout_id=20)) found on their decision letter, or on the OSCCS website no later than five (5) business days following the day the student was notified of the decision of the original conduct administrator. A student has been notified of the decision of the original conduct administrator at the day and time the decision was emailed to the student. A business day is considered Monday through Friday between the hours of 8am-5pm, excluding University closure days.

Neither students nor conduct administrators present directly to the panel, therefore all information regarding the appeal must be provided in writing. Students are permitted to submit one appeal form. Any additional information not provided in the original appeal form will not be considered during the appeal. It is strongly advised that a student not complete the appeal form until they have all information needed.

Once the appeal is received by the Assistant Dean, or designee, they will conduct an initial review to determine if the request for appeal is timely.

All parties will be informed via their student University email account of

- the acceptance their appeal (when timely submitted),
- the members of the Appeal Committee to determine any conflicts of interest, and
- the Appeal Committee's anticipated timeline. Any conflicts or concerns with the timeline must be expressed by the students within two (2) business days.

If the appeal is not timely and cannot be accepted, they will be notified by the Assistant Dean, or designee, that their appeal cannot be accepted. If the request for appeal is not timely (not within the five (5) day timeframe allotted) the original finding and sanction will stand and the decision is final with no further right to appeal.

If the request for appeal is timely, the Assistant Dean, or designee, will:

- Inform the original conduct administrator of the appeal and provide the Conduct Appeal form to the conduct administrator. The conduct administrator will respond within three (3) business days and provide the response to the Assistant Dean, or designee.
- Then, refer the case to an Appeal Committee to review only the specific grounds requested in the Conduct Appeal form. The Panel will be provided access to the case information so that a decision may be made.

An appeal being granted does not give the opportunity for a case to be reheard. Rather, the appeal is used to determine if:

- one or more of the four grounds for an appeal has been satisfied and
- what, if anything, should occur based on their findings

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

- Uphold the decision of the original conduct administrator; or
- Return the case to the original conduct administrator with specific findings or recommendations, including but not limited to: re-hearing of the matter, consideration of additional evidence, and/or modification of sanctions;
- Refer the case to a new conduct administrator for review; or
- Dismiss the case on the grounds that no reasonable party could have found the Responding Party responsible for the allegation(s) submitted.

The Appeal Committee will provide detailed findings, recommendations, and rationale for their decision. The decision will be provided to the Assistant Dean, or designee, who will forward the decision, along with any instructions, to the party and the conduct administrator. If the decision includes a recommendation for suspension or expulsion, the decision must be reviewed and approved by the Dean of Students. If the Dean of Students does not agree with the recommendation to suspend or expel the student, then the Dean of Students must provide rationale for that decision and any sanctions or actions that must be taken by the Student. Any finding made during the appeal process, including any decision made by the Dean of Students, will be considered final and no longer eligible for appeal.

## H. Disciplinary Actions

### 1. Findings

- a. A student may be found responsible for a violation when there is enough evidence for a conduct administrator to believe the student engaged in the alleged conduct violation.
- b. A student may be found not responsible when not enough evidence exists to find the student responsible for a violation.

An educational conversation may be had with a student when a policy violation may exist but it is determined by the conduct administrator that a conversation would be more appropriate than a sanction to remedy the behavior.

### 2. Student Standing/University Status

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

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

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

d. A student who has been **suspended** from the University may not participate in any University activities, academic or otherwise, for a specific period, and may be restricted from University premises.

This sanction will be noted as a Suspension on the student's official academic transcript and the student will be withdrawn from all courses. A suspended student who wishes to re-enroll must apply for re-entry to the University and must also petition the Primary Administrator, who shall determine whether any and all requirements for readmission have been satisfactorily completed.

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

**3. Sanctions**

If found responsible for violating the standards held within this Code, a student may be asked to complete certain actions to remedy their behavior or prevent its reoccurrence. In considering the appropriate sanction for a particular incidence of misconduct, any or all of the following factors may be considered:

- The circumstances surrounding the misconduct, including the Responding Party's intent when committing the offense, including any aggravating and mitigating factors involved.
- The actual and potential consequences of the misconduct, including the egregious nature of the action.
- The precedent established by the University for similar misconduct.
- The previous disciplinary history of the student, if any. It is the student's responsibility to review his or her conduct record, and the student may be deemed to have knowledge of his or her record of previous conduct violations and sanctions, whether or not the student chooses to review the record.
- The student's attitude throughout the process.

Sanctions are not limited to the information contained here [see sanction guidelines table], but can include one or more of the following:

Assessment/Consultation	Student may be required to complete a psychiatric assessment, mental health assessment, or consultation to ensure their ability to participate in the campus community.
Coach/University Employer Referral	A student's coach or University employer may be notified of the incident, if applicable.
Community Service/Activity	Requirement that services be offered for a specified period to an appropriate non-profit community agency and/or to a university office.
Educational Assignment	A student is required to complete a specified educational assignment related to the violation committed. Such educational assignments may include completion of a workshop or seminar, class, report, paper, project, writing a letter of apology, seeking academic counseling or substance abuse screening, alcohol or drug program and/or consultation, counseling consultation, psychological or psychiatric evaluation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible.
Educational Fund Payment	Reasonable fees may be imposed.
Loss of Privileges	A limitation is placed upon selected privileges for a specific period of time. Loss of privileges may include, but may not be limited to, denial of the right to represent the University, a denial of the use of campus facilities or access to areas of campus, or denial from participation in co-curricular activities. Should a student hold a leadership position on campus, that status may be revoked.
Medical Amnesty	CSU Pueblo encourages all students to call for help when any sign of alcohol poisoning or drug overdose is observed. Students who call for help to assist a friend or themselves and the student in need of assistance may be eligible for medical amnesty. Students who are provided medical amnesty will not be subject to disciplinary sanctions; however, educational sanctions may be applied. Receipt of medical amnesty is at the discretion of the Primary Administrator, or designee.
Residence Hall Transfer or Removal	A student is required to transfer residence halls or leave the residence halls for a specified or indefinite period of time.
Restitution	Reimbursement for damage or loss of property or expenses of others as a result of the misconduct.

## **V. IMPLEMENTATION & APPROVAL**

### **A. Interpretation & Revision**

Under the authority of the President, any question of interpretation or application of the Student Code of Conduct shall be referred to the Assistant Dean for final determination. The Student Code of Conduct shall be reviewed a minimum of every three years under the direction of the Assistant Dean, in consultation with the Office of the General Counsel and subject to the approval of the University President and Board of Governors.

### **B. Disciplinary Records & Notice**

The Office of Student Conduct shall maintain records of all disciplinary action in accordance with University policies and federal legislation. All conduct records are maintained by the University for seven (7) years from the time of their creation, except those that result in separation from the University (suspension or expulsion) which are kept indefinitely unless appealed. Appeals to have a violation removed from a student record after seven years must be done so in writing to the Primary Administrator. Criteria to apply for an appeal are as follows: no further violations for the past seven years, finding may not include offenses relative to Title IX offenses, regardless of jurisdictional issues or violence or threats of violence or weapon violations..

**1. Parental Notification.** The University may notify the parents or guardians of any student under the age of twenty-one who has been found in violation of University alcohol and/or drug policies. The University may also notify the parents or guardians of any student who has been found in violation of University policies related to the health and safety of the campus community.

**2. Public Notification.** The University does not normally make disciplinary records public, even in cases where such notification is permitted by law. However, the community may be notified of the University's response to behavior that had a significant impact on the safety and security of the campus. Victim names will not be released.

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

**A.** CSU Pueblo Policy on Title IX, Sexual Harassment and Gender Discrimination

**B.** CSU Pueblo Policy on Discrimination, Protected Class Harassment and Retaliation

**C.** CSU System Policy on Acceptable Use

**D.** Student-Athlete Handbook

**E.** Residence Life and Housing – Resident Handbook

## **VII. CONTACT INFORMATION**

Office of Student Conduct and Community Standards

Phone: 719-549-2586 Email: [csup\\_conduct@csupueblo.edu](mailto:csup_conduct@csupueblo.edu)

\* Policy subject to change, please refer to [https://www.csupueblo.edu/student-conduct/\\_doc/student-code-of-conduct.pdf](https://www.csupueblo.edu/student-conduct/_doc/student-code-of-conduct.pdf)



## Appendix B: Alcohol and Other Drug Policy

### **POLICY PURPOSE:**

CSU Pueblo recognizes the dangers, effects and consequences that alcohol and other drugs have on the success of students. Health Education and Promotion (HEP) believes that student health and safety is a fundamental step in developing and sustaining an environment that enhances academic and student success.

CSU Pueblo students, student organizations, Greek organizations, athletic teams, club sports teams, and their visitors must comply with all local, state, and federal laws concerning alcohol and other drugs.

CSU Pueblo will not tolerate the excessive, inappropriate, or illegal use or abuse of alcohol or other drugs on or off campus property. CSU Pueblo adjudicates off-campus cases that are judged to impact the University's educational mission and/or the health and safety of members of the community.

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

All Students

### **EXEMPTIONS:**

Under certain circumstances, registered student organizations or university-sponsored functions, may be granted an exemption from the alcohol-free event policy

### **DEFINITIONS:**

**Alcohol**- any substance which is or contains ethyl alcohol that is designed for the purpose of human consumption

**AOD** - alcohol and/or other drug is referred to by this acronym

**BAC**- blood alcohol content is referred to by this acronym. BAC is the percentage of alcohol in the bloodstream: under the laws of most states, a BAC of 0.08 is the legal definition of intoxication.

**Binge Drinking**- is a pattern of drinking that brings blood alcohol concentration (BAC) levels to 0.08 g/dL. This typically occurs after 4 drinks for women and 5 drinks for men—in about 2 hours.

**Cannabis**- a tall plant with a stiff upright stem, divided serrated leaves, and glandular hairs. It is used to produce hemp fiber and as a psychotropic drug. Can cause short-term effects such as slow reflexes; increase in forgetfulness; alters judgment of space and distance; aggravate pre-existing heart and/or mental health problems; long-term health effects include permanent damage to lungs, reproductive organs and brain function; can interfere with physical, psychological, social development of young users.

**Illicit Substances**- Please refer to: <https://www.deadiversion.usdoj.gov/schedules/> for a complete list of all scheduled controlled substances.

**Medical Amnesty**- An exception or pardon from disciplinary sanctions when a student calls for medical help for themselves and/or others.

**Medicinal**- refers to the medical use of cannabis or to medical cannabis dispensaries.

**Possession**- is an act where a student has or holds any amount of an alcoholic beverage anywhere on his or her person

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

### **Standard Drink-**

- One 12 oz. beer containing 5% alcohol
- One 5 oz. glass of wine containing 12% alcohol
- One 1.5 oz. shot of liquor containing 40% alcohol

**Tetrahydrocannabinol (THC)**- is the main cannabinoid found in the cannabis plant and is responsible for the majority of the plant's psychoactive properties.

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

## **POLICY STATEMENT:**

### **Alcohol**

#### **Underage Possession or Consumption**

If you are under age 21, you cannot purchase, possess, or consume alcohol.

#### **Providing Alcohol to Minors**

No student, regardless of age, shall provide alcohol to anyone under age 21.

#### **Public Intoxication**

Being intoxicated by alcohol in a public space and being a danger to yourself or others is prohibited.

#### **Severe Intoxication**

Being intoxicated by alcohol to a level that requires, or appears to require, medical attention or supervision by others, is prohibited.

#### **Drinking Games**

Possession or use of drinking devices that dispense alcohol, such as funnels, luges, keg taps, etc. is prohibited. The promotion, possession, or playing of alcohol drinking games that encourages binge drinking is prohibited.

#### **Drinking Paraphernalia**

Possession of empty or full alcohol containers that include but are not limited to: shot glasses, wine bottles, beer cans, wine glasses, etc. is prohibited.

#### **Alcohol in University Housing**

Possession and consumption of alcohol for Residential Students is further detailed in the Residence Life and Housing Handbook. Please refer to this handbook for University Housing specific alcohol policies.

#### **Irresponsible Serving of Alcohol**

Students must practice responsible serving procedures. Irresponsible serving procedures include but are not limited to: providing alcohol to intoxicated individuals, providing alcohol to minors, allowing such individuals to drive, or creating environments for binge drinking.

#### **Driving While Ability Impaired or Driving Under the Influence**

Students are required to follow the laws of the State of Colorado regarding alcohol and/or drugs and driving. Students receiving citations for DWAI or DUI may also be sanctioned by the University.

### **Marijuana**

#### **Possession, Use, or Sale of Marijuana**

Pursuant to Federal law, possession, use, or sale of marijuana in any form (flower, wax, oil, edibles, etc.) is prohibited on campus. Marijuana possession, use or sale is also prohibited at University sponsored events, even if held off-campus.

#### **Medical Marijuana**

Students and guests who have been issued a Medical Marijuana Identification Card by the State of Colorado, or have a license from another state, may NOT possess, use, or sell marijuana on University property, including in University housing areas. Medical Marijuana possession, use or sale is also prohibited at University sponsored events, even if held off-campus.

#### **Advertisement and Promotion**

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

## **Smoking Paraphernalia**

Possession of used or unused marijuana paraphernalia that includes but is not limited to: pipes, water pipes, bongs, vaporizers, blunts/wrappers/papers, etc. is prohibited.

\*\*This policy is in accordance with the Controlled Substances Act and the Drug-Free Schools and Communities Act

## **Tobacco**

### **Tobacco and Vape Free Campus**

Tobacco use and smoking to include, cigarettes, e-cigarettes, vape pens, and chewing tobacco is prohibited in all campus buildings and on all campus grounds whether the property is owned or leased by CSU Pueblo, and in all campus-owned vehicles. Please refer to the University's Smoking and Tobacco Policy for more information.

## **Illicit Drugs**

### **Possession, Use, or Sale of Illicit Substances**

Possession, use, or sale of illicit substances is prohibited. Illicit substances include scheduled amphetamines, anabolic steroids, cocaine, hallucinogens, heroin, inhalants, marijuana, methamphetamines, tranquilizers, etc.

## **Prescription Medication**

Students or guests who have been prescribed medications (including scheduled drugs) may only use those medications as prescribed by their treating physician. Any other use or unauthorized sale is prohibited. All prescription medication must remain in the original labeled packaging to the individual that it was prescribed to. Possession or use of prescription medication that has not been prescribed by the student's treating physician is prohibited.

## **Medical Amnesty**

### **Medical Amnesty**

CSU Pueblo encourages all students to call for help when any sign of alcohol poisoning or drug overdose is observed. Students who call for help to assist a friend or themselves may be eligible for medical amnesty. Students who are provided medical amnesty shall not be subject to disciplinary sanctions; however, educational sanctions may be applied. Receipt of medical amnesty is at the discretion of Primary Administrator of Student Conduct.

Below is a list of situations where medical amnesty may be claimed:

If a student calls for medical assistance for another student or themselves because of severe alcohol intoxication, overdose, or physical injury by calling 911 or the Pueblo County Sheriff's Department (719-549-2373), the individual initiating the call and the student needing medical assistance may be able to claim medical amnesty.

If a student calls for medical assistance because of his/her own severe alcohol intoxication, overdose, or physical injury by calling 911 or the Pueblo County Sheriff's Department (719-549-2373), the individual initiating the call may be able to claim medical amnesty.

If a representative of an organization hosting an event calls for medical attention for an individual present at their event and works cooperatively with responders, the individual initiating the call, the organization, and the student needing medical assistance may be able to claim medical amnesty, if the situation is an isolated event.

**Failure to Respond to an Alcohol or Drug-Related Emergency:** Students who fail to call for medical assistance in an alcohol or drug-related emergency may be subject to disciplinary action and may receive enhanced sanctions.

## **PROCEDURE:**

Violations of this Alcohol and Other Drug Policy shall be sanctioned in accordance with the Student Code of Conduct and the Alcohol and Other Drug Sanction Table. The University may sanction violations of standards that occurred off-campus and have or may have threatened to cause an impact on the University's activities, or on the health, safety, or security of the University, its members, or the community. The decision whether to adjudicate a specific off-campus incident shall be made at the discretion of the Primary Administrator.

**RELATED LAWS, POLICIES & PROCEDURES:**

AOD Sanction Table

Smoking and Tobacco Policy

Student Code of Conduct

Residence Life and Housing Handbook

Policy on Discrimination, Protected Class Harassment, Sexual Misconduct, Intimate Partner Violence, Stalking, & Retaliation

**REFERENCES:**

Colorado Clean Indoor Air Act, C.R.S. 25-14-201, 25-14-203(7), 25-14-204 (1)(j), (bb), (cc), effective July 1, 2006

Executive Order D 0036 90, effective January 1, 1991

Executive Order B 2018 011, effective November 2, 2018.

AOD Sanction Guideline Table 2019

**APPROVED:** Chrissy Holliday Vice President of Enrollment Management, Communications and Student Affairs

\*Policy subject to change, please refer to <http://csu-pueblo-policies.colostate.edu/policy.aspx?id=121>



### Alcohol & Other Drug Sanction Guideline Table

\*These guidelines are to be used in charging students for the below listed violations. CSU-Pueblo reserves the right to alter these guidelines as needed.

		Fine and Restitution	Service/ Activity	Coach/Employer Referral	Parental Notification	Educational Sanction	AOD Assessment	Probation With or Without Restriction	Residence Hall Status	University Status
<ul style="list-style-type: none"> <li>Any alcohol specific violation in accordance with the AOD policy</li> </ul>	<b>Any First Offense</b>	\$50 and restitution if any	10 hrs	✓		✓	E-CheckUp +\$20 fee	1 year from the date charged		
	<b>Any Second Offense</b>	\$100 and restitution if any	20 hrs	✓	✓	✓	Choices	Until Graduation	Removal possible	
	<b>Any Third Offense</b>	\$200 and restitution if any	40 hrs	✓	✓	✓	AOD AX	Probation Restriction/ Activities Prohibited	Removal	Suspension Possible (Deferred)
<ul style="list-style-type: none"> <li>Possession of marijuana / marijuana paraphernalia</li> <li>Use of marijuana (even if of age)</li> <li>Smoking in a campus building</li> </ul>	<b>Any First Offense</b>	\$50 and restitution if any	10 hrs	✓		✓	E-CheckUp +\$20 fee	1 year from date charged		
	<b>Any Second Offense</b>	\$100 and restitution if any	20 hrs	✓	✓	✓	Choices	Until Graduation	Removal possible	
	<b>Any Third Offense</b>	\$200 and restitution if any	40 hrs	✓	✓	✓	AOD AX	Probation Restriction/ Activities Prohibited	Removal	Suspension Possible (Deferred)
<ul style="list-style-type: none"> <li>Any of the above violations with associated legal charges</li> </ul>	<b>Any First Offense</b>	\$100 and restitution if any	20 hrs	✓	✓	✓	Choices	1 year from the date charged	Removal possible	
	<b>Any Second Offense</b>	\$200 and restitution if any	40 hrs	✓	✓	✓	AOD AX	Probation Restriction Until Graduation/ Activities Prohibited	Removal	Suspension possible (Deferred)
	<b>Any Third Offense</b>	\$400 and restitution if any		✓	✓	✓				Suspension or Expulsion
<ul style="list-style-type: none"> <li>Possession or use of illegal substances (not marijuana)</li> <li>Sale or distribution of illegal substances (including marijuana)</li> <li>Improper use of prescription drugs</li> </ul>	<b>Any First Offense</b>	\$200 and restitution if any	40 hrs	✓	✓	✓	AOD AX	Probation Restriction Until Graduation/ Activities Prohibited	Removal	Suspension Possible (Deferred)
	<b>Any Second Offense</b>	\$400 and restitution if any		✓	✓	✓				Suspension or Expulsion

# Appendix C: Policy on Title IX, Sexual Harassment and Gender Discrimination

## A. POLICY PURPOSE:

In 1972 the Federal Education Amendments, known as Title IX, were signed into law. The law states “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The Department of Education promulgated new regulations under Title IX in May 2020. This policy addresses the requirements of the new regulations and the University’s response to Sexual Harassment and Gender Discrimination.

## B. POLICY APPLIES TO (Persons affected by):

Students, Employees and Campus Community Members.

## C. DEFINITIONS:

1. Actual Knowledge - Notice of Sexual Harassment or allegations of Sexual Harassment to the University’s Title IX Coordinator or any Official With Authority.

2. Campus Community Members - Individuals who have applied for admission, or those who visit campus or work on campus that are not students or employees of the University.

3. Complainant - An individual who, at the time of filing a Formal Complaint, is participating in or attempting to participate in an Education Program or Activity and who is alleged to be the victim of conduct that could constitute Sexual Harassment.

4. Consent to sexual activity is consent that is informed, knowing and voluntary. Consent is active, not passive, and requires cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. Silence, in and of itself, cannot be interpreted as consent. Sexual activity with someone known, or who should be known, to be mentally or physically incapacitated by alcohol or other drug use, unconscious or in a state of blackout, or otherwise unable to give consent, is not valid consent. A person is considered to be incapable of giving consent when the person lacks the cognitive ability to make an important life decision, and this measure applies even when the same persons have engaged with one another in consensual sex in the past.

5. Dating Violence - The term “dating violence means violence committed by a person

a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:

i. The length of the relationship.

ii. The type of relationship.

iii. The frequency of interaction between the persons involved in the relationship.

6. Deliberate Indifference - A response to Sexual Harassment by the University that is clearly unreasonable in light of the known circumstances.

7. Domestic Violence - The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

8. Education Program or Activity - The term “education program or activity” includes locations, events, or circumstances over which the University exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the University.

9. Employee - An individual employed by the University and receiving compensation.



**10. Formal Complaint** - A document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the University investigate the allegation of Sexual Harassment.

**11. Gender Discrimination** - [Also referred to as Sex Discrimination] Discrimination based on a person's gender, gender identity or sexual orientation.

**12. Official with Authority** - ["OWA"] Any official of the University who has authority to institute corrective measures on behalf of the University and in turn has the obligation to report alleged Sexual Harassment and alleged Retaliation to the Title IX Coordinator.

**13. Party** - The Complainant or Respondent.

**14. Respondent** - An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment and/or Gender Discrimination.

**15. Retaliation** - Intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy.

**16. Sexual Assault** - An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The definition of "sexual assault" includes rape, fondling, incest, and statutory rape.

**17. Sexual Harassment** - Conduct on the basis of sex that satisfies one or more of the following:

a. An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;

b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity; or

c. Sexual assault as defined in 20 U.S.C. § 1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. § 12291(a)(1), domestic violence as defined in 34 U.S.C. § 12291(a)(8), or stalking as defined in 34 U.S.C. 12291(a)(30).

**18. Stalking** - The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

a. Fear for his or her safety or the safety of others; or

b. Suffer substantial emotional distress.

**19. Student** - A person who is enrolled in courses offered by the University either full-time, part-time, pursuing undergraduate, graduate, professional or continuing education. These classes may be offered on the Pueblo campus, at another location or online, or a combination of these.

**20. Supportive Measures** - Non-disciplinary, non-punitive individualized services offered, as appropriate, to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

**21. Title IX Coordinator** - Interim Title IX Coordinator Kat Abernathy, Executive Director of Human Resources and Institutional Equity, Admin Bldg #307, 719-549- 2256, Kat.abernathy@csupueblo.edu. Information regarding the Title IX Coordinator will be updated regularly. For the purpose of this Policy, actions to be taken by the Title IX Coordinator may be completed by the Title IX Coordinator's designee.

**22. University** - Refers to Colorado State University Pueblo.

#### D. POLICY STATEMENT:

CSU Pueblo is committed to providing an environment free of sexual harassment and gender discrimination for its students and staff. CSU Pueblo does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from such discrimination pursuant to Title IX of the Education Amendments of 1972 [20 U.S.C. §§ 1681-88] and implementing regulations [34 C.F.R. Part 106]. This prohibition extends to admissions and employment.

CSU Pueblo prohibits Sexual Harassment and Gender Discrimination by and against Students and/or Employees. When the University has actual knowledge of Sexual Harassment in an Education Program or Activity of the University against a person in the United States, it will respond promptly in a manner that is not Deliberately Indifferent. Such allegations shall be investigated and properly handled up to and including dismissal from the

University and termination of employment. CSU Pueblo will provide an opportunity to informally resolve issues of Sexual Harassment and Gender Discrimination and will provide an opportunity to resolve matters through a formal grievance process that will include a live hearing. An opportunity to appeal any decision will be afforded to both parties.

Any Title IX complaint will be handled by the procedures promulgated with this Policy. This includes a Title IX complaint that also alleges violations of other University policies.

#### E. POLICY PROVISIONS:

##### 1. Jurisdiction

The provisions of this Policy apply to all reported instances of alleged Sexual Harassment that occur while the Complainant is in the United States and is participating in, or attempting to participate in, an Education Program or Activity of the University. The University may apply similar procedures to allegations of Sexual Harassment that occur outside of the United States or outside of an Education Program or Activity.

##### 2. Reports of Alleged Sexual Harassment

At any time, any person may report Sex Discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of Sex Discrimination), in person, by mail, by telephone, or by electronic mail to the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Any Official With Authority who receives a report of alleged Sexual Harassment must promptly report the alleged Sexual Harassment to the Title IX Coordinator. Upon receiving a report of alleged Sexual Harassment, the Title IX Coordinator will promptly 1) Inform the Complainant of the method for filing a Formal Complaint; 2) Inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint; and 3) Offer Supportive Measures to the Complainant, the Respondent, or both.

##### 3. Supportive Measures

The Title IX Coordinator will ensure that Supportive Measures are offered to the Complainant and/or the Respondent as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. Supportive Measures may be offered before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed.

The purpose of Supportive Measures is to restore or preserve equal access to the University's Education Program or Activity without unreasonably burdening the other Party. Supportive Measures include measures designed to protect the safety of all Parties or the Institution's educational environment, as well as measures designed to deter Sexual Harassment.

Supportive Measures may include, but are not limited to:

- a. Counseling
- b. Extensions of deadlines or other course-related adjustments
- c. Modifications of work or class schedules
- d. Campus escort services
- e. Mutual restrictions on contact between the Parties
- f. Changes in work or housing locations
- g. Leaves of absence
- h. Increased security and monitoring of certain areas of the campus
- i. Other similar measures

Supportive Measures do not include disciplinary sanctions. The formal resolution process must be completed before disciplinary sanctions may be imposed on a Respondent. However, the University may remove a Student Respondent from its Education Program or Activity on an emergency basis if the appropriate University committee does the following:

- a. Undertakes an individualized safety and risk analysis;
- b. Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal; and

c. Provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

The University may place a non-student employee Respondent on administrative leave during the pendency of the formal resolution process.

The University will maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

#### 4. Process

The University will provide a fair and equitable process that will include an opportunity for informal resolution in all matters except for an allegation of sexual harassment between a student and an employee. Informal resolution can only be undertaken if voluntary and agreed to by both parties. If the informal resolution process does not resolve the matter, or if no informal resolution occurs, then a formal resolution process (grievance process) will be followed. The university will provide a grievance procedure for students and employees consistent with the Title IX regulations, and such procedures will treat the Complainant and the Respondent equitably. The formal resolution process will include a live hearing, the right to an advisor for each party, cross examination by the advisor of the Parties and witnesses, and relevancy determination of questions asked during the hearing. Upon a finding after the hearing, the Parties will have the right to appeal. The burden of proof is on the University to prove by a preponderance of the evidence that a violation of this policy has occurred.

#### 5. Training

All training materials of Employees and Students will be published on the University webpage.

#### 6. Retention of Records

All records relevant to proceedings under this policy shall be retained by the University for seven (7) years.

#### 7. Retaliation

Retaliation against a Complainant, Respondent, or any person involved in the investigation will not be tolerated. Those found to have retaliated against any individual will be disciplined according to the applicable disciplinary procedures based on their status at the University.

#### E. RESPONSIBILITIES:

The Title IX Coordinator is responsible for this policy.

#### F. RELATED LAWS, POLICIES, & PROCEDURES

Title IX Procedures

Student Code of Conduct

Faculty Handbook

<https://www.csupueblo.edu/institutional-equity/policies-and-procedures/index.html>

#### G. AUTHORITY

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-88) and implementing regulations (34 C.F.R. Part 106).

#### **APPROVED**

Colorado State University Pueblo

Timothy Mottet, President

Board of Governors of the Colorado State University System

Date: 08/07/2020

This Policy supersedes the Policy Against Discrimination, Protected Class Harassment, Sexual Misconduct, Intimate Partner Violence (Domestic Violence, Dating Violence), Stalking, and Retaliation as to Title IX matters within the jurisdictional scope of this Policy.

# Appendix D: Policy on Discrimination, Protected Class Harassment and Retaliation

## A. POLICY PURPOSE:

CSU Pueblo (“CSU Pueblo” or the “University”) is committed to equal educational and employment opportunities and to the elimination of all forms of Discrimination, Protected Class Harassment, and Retaliation. Furthermore, CSU Pueblo is committed to maintaining respectful, safe, and nonthreatening educational, working, and living environments. This Policy addresses the types of conduct which are prohibited by CSU Pueblo in order to maintain its longstanding commitment to a campus environment free from Discrimination, Protected Class Harassment, and Retaliation, as well as for compliance with applicable legal requirements.

## B. POLICY APPLIES TO (PERSONS AFFECTED BY):

This Policy applies to students, faculty, staff, affiliates, guests, and certain third parties (where provided by law or contract) including, but not limited to, agents, contractors, consultants, grantees, subcontractors, and their employees. Furthermore, this Policy applies to any other individual who is subject to the jurisdiction and authority of the University with respect to matters of Discrimination, Protected Class Harassment, and Retaliation.

## C. DEFINITIONS

Complainant: The person who reports or is reported by another person as having been subjected to acts potentially constituting discrimination, harassment, sexual harassment, or retaliation by another.

Discrimination is conduct that is based upon an individual’s race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, pregnancy, or because an individual has inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant that (a) excludes an individual from participation in, (b) denies the individual the benefits of, (c) treats the individual differently from others in, or (d) otherwise adversely affects a term or condition of an individual’s employment, education, living environment or university program or activity. It is unlawful discrimination for an employer to refuse to hire, to discharge, to promote or demote, to harass during the course of employment, or to discriminate in matters of compensation, terms, conditions, or privileges of employment against any person otherwise qualified because of any of the listed protected identities. Consistent with state and federal law, this includes failing to provide reasonable accommodations to persons with disabilities or to accommodate religious practices.

Protected Class Harassment is a form of discrimination and is conduct based upon an individual’s race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy that is unwelcome and sufficiently severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or offensive, or that substantially interferes with an individual’s work or education. Intent is irrelevant in the determination of prohibited harassment. Depending upon the facts, harassment could include, but is not limited to threats, physical contact or violence, pranks, jokes, bullying, epithets, derogatory comments, or vandalism.

Even if actions are not directed at specific persons, a hostile environment may be created when the conduct is sufficiently severe or pervasive so as to substantially interfere with or limit the ability of an individual in the environment to work, study, or otherwise participate in activities of the University.

Conduct alleged to be harassment, including sexual harassment (defined below), will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the conduct. Although repeated incidents generally create a stronger claim of harassment, a serious incident, even if isolated, can be sufficient.

Sexual Harassment\* is any unwelcome sexual advance, request for sexual favors, or other conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education or participation in a university activity;
2. Submission to or rejection of such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education or participation in a university activity; or
3. Such conduct is sufficiently severe or pervasive to unreasonably interfere with an individual's employment or education or create an intimidating, hostile or offensive environment for that person's employment, education or participation in a university activity.

Depending upon the facts, examples of sexual harassment could include, but are not limited to: unwelcome sexual advances; repeated and unwelcome sexually-oriented bullying, teasing, joking, or flirting; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, touching, pinching, or brushing against another's body; or displaying objects or pictures, including electronic images, which are sexual in nature and which create a hostile or offensive work, education, or living environment.

The fact that a consensual relationship exists, in and of itself, is not a defense to a charge of sexual harassment. Conduct may occur within a consensual relationship or following termination of a consensual relationship that is unwelcome and meets the definition of sexual harassment under this policy or as defined by the University's Title IX, Sexual Harassment and Gender Discrimination policy. \*

\*For the definition of sexual harassment pursuant to Title IX of the Education Amendments Act of 1972, see the CSU Pueblo Policy on Title IX, Sexual Harassment and Gender Discrimination. Sexual harassment is prohibited by both Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments Act of 1972, and by both this policy and the CSU Pueblo Policy on Title IX, Sexual Harassment and Gender Discrimination. The Office of Human Resources and Institutional Equity will explain the applicability of these laws and policies to parties involved in a complaint and grievance procedure involving sexual harassment.

Respondent: The person reported to have engaged in one or more acts that may constitute a violation of this policy, including discrimination, harassment, sexual harassment, or retaliation.

Retaliation: is any materially adverse action taken against an individual or someone associated with that individual because they have participated or may participate in a protected activity, such as making a complaint or report; serving as a witness; assisting in an investigation, grievance procedure, hearing, or related activity concerning an unlawful practice or violation of university policy; or opposing a discriminatory practice. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy or participating in the complaint processes under this policy. For there to be retaliation, there must be a causal connection between the protected activity and the materially adverse action. The University strictly prohibits retaliation. Depending upon the facts, examples of conduct that may be retaliation may include, but are not limited to demotion, denial of raise, termination, threats, harassment, and intimidation.

Third-Party Harassment is harassment committed by an individual or persons not employed by or enrolled as students at the University such as a vendor, contractor, guest lecturer or other visitor to campus.

#### D POLICY STATEMENT:

CSU Pueblo is an affirmative action/equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs and activities, and the use of its facilities. The University takes affirmative action to employ qualified women, racial/ethnic minorities, protected veterans, and individuals with disabilities.

Furthermore, the University is committed to protecting the constitutional and statutory civil rights of persons connected with the University.

CSU Pueblo does not discriminate on the basis of age, citizenship, creed, color, disability, gender, gender expression, gender identity, genetic information, national origin or ancestry, pregnancy, race, religion, sex, sexual orientation, veteran status, or because an individual has inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. CSU Pueblo complies with the Equal Pay Act, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments, the Americans with Disabilities Act, as amended,

Section 503/504 of the Rehabilitation Act, the Age Discrimination Act, Age Discrimination in Employment Act, the Vietnam Era Veterans' Readjustment Assistance Act, the Pregnancy Discrimination Act, Executive Order 11246, as amended, Violence Against Women Reauthorization Act of 2013, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado.

To comply with federal requirements regarding non-discrimination in admissions and operations, the above non-discrimination statement must appear in major University publications. A brief required non-discrimination statement also must appear in written advertisements and University publications, including those used to inform prospective students of University programs. Human Resources and Institutional Equity (HRIE) will maintain the required non-discrimination statements, and additional information regarding these requirements.

Admission of students, employment, and the availability and access to CSU-Pueblo programs, activities, and facilities are made in accordance with these policies regarding non-discrimination.

As such, the University prohibits any conduct that constitutes Discrimination, Protected Class Harassment, and Retaliation. The University prohibits threats directed towards a Complainant because of that person's actual or perceived protected characteristics. Furthermore, the University prohibits conduct which maliciously and with specific intent to intimidate or harass a Complainant because of that person's protected characteristics and that: makes physical contact with the Complainant; damages or defaces any property of another person; or threatens by word or act to do either of the above if there is a reasonable cause to believe that such an act will occur.

It is incumbent upon all members of the University community to work together to provide an environment that is free of Discrimination, Protected Class Harassment and Retaliation. To that end the University encourages any person, student, faculty or staff, who believes that they have knowledge of a violation of this Policy or have been subjected to conduct that violates this Policy, to report that concern to HRIE.

An individual found to have engaged in conduct prohibited by this Policy may be subject to discipline by the University, up to and including, dismissal or termination of their relationship with the University.

## E. POLICY PROVISIONS

### 1. Jurisdictional Scope

This policy applies to alleged discrimination, protected class harassment or retaliation that takes place on university property or at university-sponsored events, regardless of their location. This policy may also apply to alleged discrimination or harassment that occurs off university property and outside the context of a university employment or education program or activity but nevertheless has a continuing adverse impact on or creates a hostile environment for students, employees, or third parties in any university employment, living or academic environment. Depending upon the facts, examples of where such conduct may occur include, but are not limited to, study abroad programs, conferences, social gatherings and virtual spaces (e.g. video-conferencing, social media).

### 2. First Amendment

The University affirms its commitment to the principle of free speech and academic freedom. The protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other education programs and activities of public institutions, and First Amendment rights apply to the speech of students and academic faculty. Verbal or physical conduct exceeds the protections of academic freedom if it meets the definition of Protected Class Harassment or Sexual Harassment as contained in this policy and a) is reasonably regarded as non-professional speech (i.e., advances a personal interest of the faculty member as opposed to furthering the learning process, legitimate objectives of the course, or scholarly pursuits); or b) lacks accepted pedagogical purpose or is not germane to the academic subject matter.

### 3. Reporting

Any university community member or individual who is directly involved in, observes, or reasonably believes that discrimination or harassment may have occurred can submit a report to the Office of HRIE.



#### 4. Concurrent Complaints & Filing with External Agencies

A Complainant has the right to pursue charges or file a concurrent complaint with local law enforcement or any other state or federal administrative agencies, independently of any complaints filed with the University pursuant to this Policy.

HRIE has an obligation to investigate alleged violations of this Policy independent of any criminal investigations carried out by law enforcement or any investigations carried out by administrative agencies.

#### 5. Complaint Resolution Procedures

The University provides fair, understandable, and legally sound procedures for handling all concerns, allegations, and complaints of Discrimination, Protected Class Harassment, and Retaliation. These procedures may vary depending on the nature of the concern, allegation, or complaint and the relationships of the involved parties to the University (i.e., student, faculty, employee, or non-employed party). The responsible departments will develop, maintain, publish, and follow appropriate procedures.

#### 6. Training & Educational Programming

Individuals involved in processing alleged or potential violations of this Policy shall undergo annual training on issues related to Discrimination, Protected Class Harassment, and Retaliation and how to conduct investigatory and (when applicable) sanctioning processes that protect the safety of complainants and the campus community, promote accountability, and ensure due process.

The University shall offer primary prevention and awareness programs regarding topics related to Discrimination, Protected Class Harassment and Retaliation to new students, faculty, and staff as appropriate.

#### 7. Withdrawals, Resignations, & Graduations

If a Respondent ceases enrollment or employment with University before final conclusion of all processes under this Policy or its Procedures, the University may continue those processes, to the extent it is able, whether or not the Respondent elects to continue participation. Under certain circumstances, the University may take additional Interim Measures in light of, or in anticipation of, termination of the relationship between the University and the Respondent.

### F. RESPONSIBILITIES

#### Office of Human Resources and Institutional Equity

The Office of Human Resources and Institutional Equity is responsible for carrying out the University's commitment to preventing conduct prohibited by this Policy. HRIE provides leadership in supporting and enhancing campus diversity and an inclusive community, as well as developing, implementing, and monitoring the University's equal opportunity and affirmative action (EO/AA) compliance obligations. HRIE is also responsible for the oversight and investigation of alleged violations of this Policy. HRIE also provides resources and training regarding preventing conduct prohibited by this Policy, as well as workplace and education equity.

#### ADA/504 Coordinator

The University has designated the Compliance and Title IX Coordinator as the of the Office of Human Resources and Institutional Equity as the University's ADA/504 Coordinator, responsible for coordinating the University's compliance with the American's with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act, which prohibit the University from discriminating against individuals with disabilities.

### G. RELATED LAWS, POLICIES, & PROCEDURES

#### Related Laws

1. Equal Pay Act
2. Titles IV, VI and VII of the Civil Rights Act of 1964
3. Title IX of the Education Amendments
4. The Americans with Disabilities Act, as amended
5. Section 503/504 of the Rehabilitation Act
6. The Age Discrimination Act
7. Age Discrimination in Employment Act
8. The Vietnam Era Veterans' Readjustment Assistance Act
9. The Pregnancy Discrimination Act
10. Executive Order 11246, as amended

11. Violence Against Women Reauthorization Act of 2013
12. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
13. The Genetic Information Nondiscrimination Act of 2008
14. All civil rights laws of the State of Colorado

#### H. RELATED POLICIES

1. Title IX, Sexual Harassment and Gender Discrimination
2. Access to Personnel Files Policy and Procedures
3. Student Code of Conduct
4. Familial and Consensual Relationships (Nepotism)
5. Family Educational Rights and Privacy Act (FERPA)
6. Service Animals in Classrooms

#### I RELATED PROCEDURES

CSU-Pueblo Procedures for Discrimination, Protected Class Harassment and Retaliation

#### **APPROVALS**

Approved by Dr. Timothy Mottet, President Date 9/16/2020

Approved by The Board of Governors Date 10/9/2020

\*Policy subject to change, please refer to the CSU Pueblo Policy Library\*



# Handbook

2023-2024

# Appendix E: Residence Life & Housing Handbook

## Letter from the Director

Dear Resident,

Welcome to another exciting year at our university! As the Director of Residence Life, I am thrilled to extend a warm and enthusiastic welcome to each and every one of you. Whether you are returning to campus or joining us for the first time, we are delighted to have you as a part of our vibrant community.

Residence Life is committed to creating an inclusive and supportive environment where you can thrive academically, socially, and personally. Our dedicated team of Resident Assistants and staff members are here to ensure that your experience in the residence halls is safe and enjoyable. There will be countless opportunities for you to grow, learn, and make lasting connections.

We understand that transitioning to a new living environment can be both exciting and challenging. Rest assured that we are here to support you every step of the way. Whether you have questions about housing procedures, need assistance with roommate conflicts, or simply want someone to talk to, our door is always open. Your well-being and success are our top priorities.

As we embark on this journey together, I encourage you to embrace the diversity of our community and actively participate in the programs and activities offered. Take advantage of the resources available to you, both within the residence halls and across campus. Get involved, explore, and make the most of your time here.

Once again, welcome to our residence life community. I look forward to meeting each of you and witnessing the contributions you will make to our community.

Best wishes for a successful and fulfilling year!

Sincerely,



MONICA Gallegos.  
Director of Residence Life



## Quick References

### Mailing address:

Student Name  
Residential Hall, Mail box number  
2290 Bonforte Blvd, Pueblo, CO 81001

### Address for Food Deliveries, etc.:

4320 Walking Stick Boulevard, Pueblo, CO 81001

### Residence Life Staff On-Call

Each Residence Hall has a Resident Assistant (RA) on-call.

- Weekdays: 5:00 pm – 8:00 am
- Weekends: Friday 5:00 pm – Monday 8:00 am

If residents need assistance and their RA/CA is not available, the resident should contact the front desk of their Residence Hall. Additionally, the front desk of Greenhorn Hall is staffed 24/7 and is always available to assist you.

### Desk Hours & Resources

The front desk locations provide a warm and welcoming environment where residents can obtain an array of information and services.

- Greenhorn Hall Front Desk: 24 Hours when classes are in session
- Crestone & Culebra Hall Front Desks: As posted
- Walking Stick Community Center: As posted

### Buildings

- Crestone Hall - Suite Style
- Culebra Hall - Suite Style
- Greenhorn Hall - Suite Style
- University Village at Walking Stick - Apartment Style

Phone Numbers	
Office of Residence Life and Housing	719-549-2602
Crestone Front Desk	719-549-2701
Culebra Front Desk	719-549-2707
Greenhorn Front Desk	719-549-2720
Crestone On-Call	719-252-7909
Culebra On-Call	719-553-7732
Greenhorn On-Call	719-553-7762
Walking Stick On-Call	719-253-7696
Sheriff's Office (NON-EMERGENCY)	719-549-2373
IT Help Desk	719-549-2002



**Mission Statement**

The mission of the Residence Life & Housing Office exemplifies the University's mission and values by fostering intentional living and learning communities that promote growth and inclusivity; providing safe and high-quality facilities; and cultivating pride in our PACK community.

**Educational Objective**

By living on campus, students will gain personal identity awareness and a sense of belonging by engaging in a diverse community.

**Learning Goals**

1. Personal Development: Students will learn to expand their own identity and explore personal values in order to successfully navigate their experience leading to a sense of purpose.
2. Life and Living Skills: Students will learn to maintain a healthy lifestyle both physically and mentally in order to be personally, academically, and professionally successful.
3. Cultural Competency: Students will learn to explore and share their own cultural experience while learning from and recognizing the value of others cultural experience.
4. Effective Community Engagement: Students will learn to live harmoniously with others while actively participating and serving in the betterment of their present and future communities

**Self-Care**

While living in the residence halls, all residents are responsible for their own self-care including appropriate personal hygiene, mental health, management of medical conditions or illnesses, and/or disability-related personal needs. Residents are expected to utilize the various resources available to them to provide this care for themselves. Residents may not ask roommates, Housing and Residence Life staff, or other residents living within their community to be responsible for their self-care needs. Residents with the inability to care for themselves and/or who cause harm to themselves or others may be asked to adhere to a Behavioral Expectation Plan and/or leave the residence. To request disability-related accommodation please contact the Disability Resource Center.

**Commitment to Diversity**

Colorado State University Pueblo does not discriminate on the basis of age, citizenship, creed, color, disability, gender, gender expression, gender identity, genetic information, national origin or ancestry, pregnancy, race, religion, sex, sexual orientation, veteran status, or because an individual has inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. CSU Pueblo complies with the Equal Pay Act, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments, the Americans with Disabilities Act, as amended, Section 503/504 of the Rehabilitation Act, the Age Discrimination Act, Age Discrimination in Employment Act, the Vietnam Era Veterans' Readjustment Assistance Act, the Pregnancy Discrimination Act, Executive Order 11246, as amended, Violence Against Women Reauthorization Act of 2013, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado.



## Residence Life and Housing Para-Professional Staff

### Resident Assistants [RA]

The Resident Assistant is one of the most important resources students/residents have in the Residence Halls and the Residence Hall staff member you will have the most contact with. RAs are students hired by the University and assigned to live on a floor community in the Residence Halls. RAs are knowledgeable about campus resources and the services offered to students. Resident Assistants will work with the students on their floor to build a cohesive community through regular programs, activities, events, and floor meetings. RAs strive to provide opportunities for student's personal and academic growth while living on campus.

### Community Manager [CM]

The position of CM has been created to personify the mission of the university by giving the successful candidates opportunities to have a hands-on experience of what the day-to-day responsibilities are of being a role model for fellow staff and students. The CM position is an advanced opportunity for students who have previously served as Resident Assistants (RAs) to assume additional responsibilities within Residence Life. The CM serves as a role model, resource, mentor, administrative assistant, and advisor for staff.

### Desk Assistants [DA]

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

### Work Crew

The student Work Crew assists with various maintenance and custodial needs. They provide general minor repair work to the halls and may enter rooms to complete work orders such as lofting beds, repairing shelves, replacing broken desk drawers and similar minor work.

### Office Staff [QA]

The office staff includes professional and student staff in the Office of Residence Life and Housing who are responsible for the administrative duties in Residence Life. If a student has questions about housing agreements, room assignments, maintenance, or housekeeping, they should visit the Office of Residence Life and Housing in the Occhiato Student Center, Suite 201.

### Resident Rights and Responsibilities

[Association of College and University Housing Officers-International Statement of Residents' Rights and Responsibilities](#)

Residents have the right to:

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

Residents have the responsibility to:

- Adhere to rules and regulations
- Comply with reasonable requests made by staff, university officials, or fellow residents
- Meet payment schedules for room, board, and other required housing fees
- Monitor and accept responsibility for behavior of guests
- Report violations of rules and regulations to appropriate staff
- Respect the rights of others, as stated above
- Respect the diverse backgrounds and interests of those others who are different from them
- Treat others in a civil manner and manage conflict in a mature manner
- Be serious in their academic pursuits
- Participate actively in self-governance
- Express themselves individually, or by association with groups
- Participate in student conduct process to determine appropriate standards of behavior
- Contribute positively to the community by participating in educational and developmental activities

## On-Campus Living

### Housing Eligibility

Students who want to live on campus must fill out a housing application, pay a \$150 non-refundable application fee. Those seeking to live in Walking Stick apartments will incur \$100 non-refundable restoration fee in addition to the fees listed above. Students interested in living on campus must be degree seeking students. Housing facilities include Crestone, Culebra, and Greenhorn Halls, as well as Walking Stick apartments.

### Academic Requirements

To remain a resident within student housing, a student must be deemed a full-time student with at least 12 credits. In order to be excluded from this requirement, a student must submit their request in writing to the Office of Residence Life and Housing by completing the online Housing Exemption Form.

### Live-on Requirements

Based upon academic research and the spirit of wanting to ensure academic success for each student, incoming students are required to live on campus for a minimum of two academic years unless they have received an approved housing exemption or meet the requirements to commute.

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

Live-on Requirement	High School Graduation Date	Distance between campus and home address	Required to live on campus
New or Transfer Student	Last academic year [graduated after 5/22]	Live more than 50 miles from University	Yes for 2 years
New, Returning, or Transfer Student	Two academic years ago [between 5/21-5/22]	Live more than 50 miles from University	Yes for 1 year

\* The number of credits received prior to enrollment do not impact the live-in requirement.

\* Students who wish to commute that live within 50 miles of the University, must notify the Residence Life & Housing office by completing the online Exemption Form. Proof of address such as a copy of the student's and parent's driver license is required.

\* The Office of Residence Life and Housing may exempt a student from the live-on requirement based on extenuating circumstances beyond the student's control. Students that apply for an exemption to this policy must meet the established criteria listed within the form. Request for Exemption forms are available online on the forms page on the Residence Life & Housing site: <https://www.csupueblo.edu/residence-life-and-housing/index.html>.

### Cancellations and Exemption from Housing

Students who want to cancel their housing application may do so prior to moving and if not required to live on campus. After moving in or if required to live on campus, an exemption may be requested. Reasons a student may request to exemption to their current housing agreement include medical leave, study abroad, a leave of absence from the University, and/or withdrawal from the University. Students are subject to damage charges after move-out. The cancellation form and exemption request form are located on the housing portal.

### Termination of Student Housing Agreement by the University

The Director of Residence Life & Housing or designee may immediately terminate or temporarily suspend the agreement if the student and/or situation pose a direct threat to individuals and/or the community. The University reserves the right to terminate the agreement for: failure to make payment of charges as required by this agreement; suspension or expulsion from the University; and/or disciplinary action. The University also reserves the right to terminate or suspend the agreement for failure to comply with policies and rules contained in the following materials, which are made part of the Student Housing Agreement: Colorado State University Pueblo Housing application, Residence Hall brochures and online documents, including the Resident Handbook, and Colorado State University Pueblo Student Code of Conduct. If the agreement is terminated by the University, the student will be subject to financial penalties for terminating occupancy as stated in Section 25 of the Student Housing Agreement.

## **Summer Housing**

Students are eligible for summer housing if they are registered for summer classes. A housing application and fee are required when applying for summer housing. Residents that currently have an application fee on file only need to submit a summer housing application found on the housing portal.

## **Residence Halls Descriptions**

### **Crestone/Culebra/Greenhorn Hall**

Crestone Hall is suite-style Residence Halls, where bathrooms are shared between two double rooms. Triple and single\* rooms are offered upon availability.

Each resident will have access to:

- Bedroom
  - Twin XL bed
  - Desk/Desk Chair
  - Closet/wardrobe
  - 3-drawer dresser
- Micro-fridge (shared with roommates)
- Common lounge area at end of hall
- Laundry facilities in building

\*Single rooms are first granted to those with the recommendation of the Disability Resource and Support Center. Please review the Accessibility in the Residence Halls section for more information.

### **University Village at Walking Stick Apartments (Upper class students)**

The Walking Stick Apartments are furnished, two-story apartments with four private bedrooms that share a bathroom on each level.

Each resident will have access to:

- Bedroom
  - Twin XL Bed
  - Desk
  - Desk chair
  - 3-drawer dresser
  - Closet
- 2 Bathrooms (one on each floor, shared in apartment)
- Kitchen
  - Refrigerator/freezer
  - Stove/oven
  - Garbage disposal
  - Dishwasher
- Living Area
  - 1 dining table
  - 4 dining chairs
  - 4 piece sectional couch (4 chairs combined make a couch)
- Loft Area
- Laundry facilities in the Walking Stick Clubhouse

## **Den Life**

### **Appliances**

Each Residence Hall room comes with a MicroFridge unit. A MicroFridge is a compact microwave, refrigerator, and freezer unit. Enforcement of the fire- and life-safety standards is everyone's responsibility. Your residence hall staff and other University health and safety officials will be involved in observing and monitoring all standards. Periodic inspections of student rooms help promote fire- and lifesafety awareness, as well as identifying any noncompliance of safety standards. Permitted items must have an automatic on/off timer switch if applicable.

## **Residence Halls**

Permitted:

- Hot Air Poppers
- Pop-up toasters
- Thermostatically Controlled Coffee Pots
- Electric Rollers/Curling Irons
- Televisions
- Stereos (Sub-Woofers are NOT permitted)
- Light bulb candle warmer (such as a Scentsy)

NOT permitted:

- Candles
- Hot Plates
- Refrigerator/Mini-fridge/Freezer
- Microwave/Toaster Ovens
- Deep Fryers
- Electric Frying Pans
- Sandwich Makers
- Grills (including, but not limited to George Foreman Grills)
- Any other appliance with an open heating element
- Crock pots without timers
- E-Cigarettes
- Waffle Iron
- Lava Lamps

## **University Village at Walking Stick**

Permitted:

- 1 microwave per apartment unit
- Hot Air Poppers
- Pop-up toasters
- Thermostatically Controlled Coffee Pots
- Televisions
- Stereos (Sub-Woofers are NOT permitted)
- Computers
- Light bulb candle warmer (such as a Scentsy)
- Additional wood, plastic, or metal furniture
- Mini fridge in bedroom

NOT permitted:

- Candles
- Toaster Ovens
- Deep Fryers
- Any other appliance with an open heating element
- Crock pots without timers
- Gas or charcoal BBQ grills
- Lava Lamps

\*Additional furniture may be permitted within University Village at Walking Sticks and Residence Halls provided that it meets the following criteria: 1) cannot be a fire or health safety issue to members of the community, and 2) is properly maintained throughout the year and disposed of at time of move-out.

A UL-approved power strip with a self-contained circuit breaker must be used on all appliances (i.e. surge protector). Octopus plugs are not permitted. Residents may not leave heat producing items (blow dryers, irons, toasters, etc.) unattended. Appliances not approved or determined unsafe will be confiscated by Residence Life staff and will be returned to the student at the end of the semester to be taken home/off-campus.

## **Consolidation**

Students will remain in the room at no additional charge under the condition that they may receive a roommate assignment or be reassigned to another room (whenever necessary) to permit the maximum use of paid space. If assignment to another room is necessary, every effort is made to keep the student being moved in the same hall and on the same floor. The decision to allow students to keep the single room for spring semester will be determined by the need for spaces and will be announced as soon as possible. Students whose roommate leaves at the end of fall semester are not guaranteed a single room for spring semester. It is important that the room be prepared to receive a new roommate before the student leaves for winter break. Decisions regarding availability of the room as a single will not be announced until approximately two weeks after the beginning of spring semester. If space is available, a Double-As-Single Room offer will be emailed to the email address provided on the student's application. If the Double-As-Single Room offer is not accepted, the student will be subject to the Room Consolidation Policy.

## **Dining On-Campus**

On-campus dining is operated by Auxiliary Services located in the Occhiato Student Center. Meal plans are required for all Residence Hall students living in Crestone, Culebra, and Greenhorn Halls. However, meal plans are not required for Upper Class students that live in the Walking Stick Apartments. Meal plans may be changed any time prior to check-in and through the second week of the semester. During this time, switching meal plans can be done without penalty. Students who choose a more expensive meal plan will be billed the pro-rated difference to their university account. Students who chose a less expensive meal plan will be credited the pro-rated difference to their university account. Changes to meal plans are processed through the Auxiliary Services Office located on the second level of the Occhiato Student Center.

## **Guests**

The following guidelines have been established to maximize the safety and security of our Residence Halls. They are also recommended measures to minimize conflicts between roommates.

1. Any guest under the age of 15 must have permission of parent/guardian to be in the halls. The professional staff member or designated staff will need to speak directly to the parent/guardian. Guests under the age of 15 must complete an Emergency Contact Form.
2. All guests must register at the front desk by presenting their CSU Pueblo ID or picture ID.
3. Each student in the Residence Halls may check-in a maximum of 3 guests/visitors. There can be a maximum of 12 individuals at any given time in a University Village at Walking Stick apartment at a time.
4. Guests must have consent from all residents of the suite in order to use the restroom in said suite. If consent is not given then guests must use the restrooms located in the lobbies.
5. Residents are responsible for their guests at all times. Guests are expected to follow all established roommate agreements, Residence Life and Housing policies and procedures, the Student Code of Conduct and state and federal laws.
6. Each guest must have a resident host and be escorted at all times on residence hall floors.
7. Guests are not allowed overnight during break periods and summer sessions.
8. Overnight guests must sign-in and mark that they are staying overnight. All suitemates and roommates must be notified in a timely manner about any potential guests.
9. Guests are allowed to stay for a maximum of three nights in a seven day period and no more than 10 nights total per semester with any resident.
10. Residence Life & Housing reserves the right to refuse or remove a guest for any reason. Professional staff may terminate guest privileges.

## **Reassignments**

Residence Life & Housing reserves the right to make alternative assignment decisions or reassign students as the University determines appropriate. These reasons include, without limitation: for temporary accommodation when permanent space is not available, construction, renovation, and/or maintenance activities, roommate conflicts, health, safety, and/or security concerns pending disciplinary action, and noncompliance with University regulations. Accommodations are assigned at maximum design capacity. Unoccupied rooms and/or spaces are reserved for use by Residence Life & Housing. If a vacancy occurs in an assigned room, the remaining resident(s) of the room agree(s) to accept other roommate(s) as assigned by Residence Life & Housing. Room reassignment, utility or facility disruptions, or class conflicts with meal serving periods, shall not result in the reimbursement or reduction of room and meal plan rates.



## **Renter's Insurance**

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

The University assumes no liability for the loss, damage to, or theft of property belonging to the student. The University shall not be liable for claims for damage by reason of any injury or injuries to any person or persons, or damage to property which in any way arises out of the use and occupancy of the Student Housing. This includes but is not limited to failure of electrical power, plumbing, sewer, or presence of snow, steam or the occurrence of leakage, explosion, fire, smoke, natural occurrences, law or government action, or any rule of regulation of any government agency. The student is responsible for obtaining personal property insurance.

## **Room Changes**

Room changes can be made after the third week of each semester between the designated dates. Requests for room changes must be initiated by the resident and not by a parent/guardian or other third party. In order to request a room change, residents must contact their Area Coordinator. All room changes have a \$25.00 fee.

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

Residents may not:

- Move into completely empty spaces [ie. Open double or triple]
- Move into a room that is completely occupied [ie. Turn a double into a triple, or a triple into a quad]
- Request someone else move out so they can move in

Students who move rooms without authorization from the Office of Residence Life & Housing will be fined \$75.00 to their university account, face disciplinary action, and may be moved back to their original room. Residence Life & Housing keeps track of room assignments for two essential reasons:

1. To help identify the location of residents for safety and security purposes
2. To track the availability of space for all students applying for housing

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

Upon check-in, each resident is responsible for documenting any pre-existing damage or wear and tear to the assigned spaces and furniture within. When the resident arrives for check-in, the resident receives the link to an online RCR and has time to view the space and complete the RCR before moving their belongings into the space. Failure to complete the RCR within the first week of moving into a residential space indicates that the room is in good condition and the student waives their right to appeal any damages found during checkout or end of year damage assessments of residence halls. For moves during the year, the RCR must be completed the day of the move for the old and new room.

## **Roommate Agreement**

Sharing a room is an exciting part of the campus living experience. During the first half of the fall semester, roommates will complete a roommate agreement via the website link provided by their Resident Assistant at their first floor meeting. The roommate agreement ensures that there are rules in place that all parties agree upon. The roommate agreement will be revisited and revised as needed. When room changes occur, new roommates will complete a new agreement.

## **Roommate Mediation**

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

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

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

As a last resort, a room change can be considered after two mediations, one completed with a RA and the other completed with a professional staff member. The professional staff member will make the determination if one or all of the individuals will need to move, if a resolution cannot be agreed upon. All mediations will be formally documented in order to ensure proper process is being followed.

## **In-Hall Services**

### **Desk Hours & Resources**

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

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

**Greenhorn Hall: 24 hours when classes are in session**

**Crestone & Culebra Hall: Hours as posted**

**Walking Stick Apartments: Hours as posted**

## **Bicycles**

Bicycle racks can be found at the following locations:

- Patio between Crestone Hall and Culebra Hall
- East side of Greenhorn Hall
- Locked storage provided with unit in Walking Stick Apartments

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

## **Learning Hubs (LH's)**

LH's offer a dynamic combination of academic and social experiences. Through collaborative learning activities, workshops, and seminars, students delve deeper into their chosen fields of study, enhancing their understanding and expertise. These programs often provide access to specialized faculty and mentors, creating a close-knit learning network that nurtures intellectual curiosity and creativity.

For many students, living learning communities provide a transformative experience that enriches their college years and lays the foundation for lifelong learning and personal success. The sense of belonging, intellectual exploration, and close-knit relationships cultivated within these communities often have a lasting impact, preparing students to thrive both academically and personally in the rapidly changing world beyond college.

Some examples of living learning hubs are the following:

- Health & Healing Professions
- Outdoor Pursuits
- First to Go (First Generation College Students)

## Internet

TWOLFnet is the residential computer network service provided to students living in all residence halls. In order to gain access to the network, you must register your devices through the TWOLFnet. Use of a personal router is explicitly forbidden and may result in loss of internet privileges. If you have questions about TWOLFnet, please contact the Help Desk at (719) 549-2002 or visit <https://www.csupueblo.edu/information-technology/index.html>.

## Keycards

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

Students may not loan or give their ID to any other individual in the interest of security.

If a student is locked out of their room, they must notify the RA, CA, or DA on duty in order to be let back into their room. Once the student is let back into their room, they must show their key to the RA/CA/DA. The first three times a student is locked out are free, however a lockout fee will be imposed each time after the third lockout. This fee is increased by \$5 for each consecutive lockout.

If a student loses their key, they must notify the Office of Residence Life immediately. If it is after business hours, they must notify the Resident Assistant on-duty to gain access to their room. The student will have to get a new ID card (\$10) from Auxiliary Services to be encoded. Please note that Auxiliary Services only accepts cash for replacement cards and you must have a legal form of identification.

## Keys at University Village in Walking Sticks

In the University Village at Walking Stick apartments, each student receives two keys: a key to their front door and a key to their room. Students that are issued keys for housing in University Village in Walking Sticks understand and accept the financial commitment of keys issued to them for the entire academic year and the following expectations:

- Residents are responsible for the key issued and will return it at the end of stay in this residence hall.
- If a resident loses their key, the resident will be responsible for paying a \$150 for a complete apartment rekey.
- Residents are responsible for notifying staff personnel in the case the key issued to them is lost.
- Keys are for individual use and are non-transferable meaning they may not be loaned or given to any other individual.
- Keys are not to be duplicated.
- Students may not change or add blocks to any door.

## Laundry

Community laundry facilities are located in each Residence Hall and in the Walking Stick Club House. This free service is available 24 hours a day, 7 days a week for current residents. Allowing off-campus visitors or non-residents to utilize the laundry facilities is not allowed. Please reference the policy section of this handbook for more information regarding etiquette and expectations. This following video will provide you with some useful tips <https://www.youtube.com/watch?v=QmU70kvM5SU>

## Lofting/ Raised/ Bunking Beds

To loft, raise, or bunk your bed, please fill out a work order located at <https://www.csupueblo.edu/residence-life-and-housing/current-residents/submit-a-work-order.html>

Student assumes all risk when using lofted, raised, or bunked beds.

## Mailboxes

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

Room can be obtained by Auxiliary Services located on the second floor of the Occhiato Student Center.

### **Maintenance**

Request for repairs in your room or on your floor can be submitted online at: <https://www.csupueblo.edu/residence-life-and-housing/current-residents/submit-a-work-order.html>. Students may be charged for damages beyond normal wear and tear.

If you have a question about a previously submitted work order, please call 719-549-2602.

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

- Work orders are viewed Monday-Friday 8:30am-4:00pm.
- If you have an emergency maintenance request, you must contact the front desk or the RA on call.

Examples may include:

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

### **Parking**

All motor vehicles parked on campus must possess a valid parking permit. Failure to possess and properly display a valid parking permit will result in fines. Parking permits are sold online through the Ticket and Permit Portal found on the Parking website. Visitor permits can be obtained at the Pueblo County Sheriff's office in the basement of the Administration building. Parking is only allowed in designated areas.

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

Each Residence Hall has a Resident Assistant (RA) on-call in the building during these times:

- Weekdays: 6:00 pm – 8:00 am
- Weekends: Friday 6:00 pm – Monday 8:00 am
- Weekdays: 8:00 am – 5:00 pm please call 719-549-2602

If residents need assistance and their RA is not available, the resident should contact the front desk of their Residence Hall or the 24-hour Greenhorn Hall front desk.

### **Study Areas**

Study Areas are located in Crestone Hall, Culebra Hall, and Greenhorn Hall. Each building has a black and white printer available for students to use. This service is provided via student technology fees. Paper and ink are provided and if paper and/or ink are out, please notify the front desk of the respective hall. All other issues with computers and printers, please notify the IT Help Desk at 719-549-2002.

### **Trash**

It is the responsibility of all residents to keep their spaces clean. Trash can be disposed in one of two areas:

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

Trash rooms are available in most hallways during the academic year. Remember to put your trash in trash bag before disposing in the larger dumpsters. Failure to keep the trash rooms in the appropriate conditions will result in the closure of the trash room. Please reference the policy section of this handbook for more expectations regarding the cleaning policy. Trash found in non-designated areas will result in fines.

Walking sticks residents must dispose of their trash in the dumpsters. No trash shall remain in porches or around dumpsters. Violations will be reported to the office of Student Conduct.

## **Accommodations**

### **Assistance Animals**

We recognize and value the importance of assistance animals as part of the student experience. Before bringing an assistance animal into your space, you must contact Disability Resource and Support Center (DRSC) to begin the process. If the DRSC office recommends accommodation, you must then meet with the Residence Life & Housing Assistant Director for Business Operations for approval for the specific animal. Rules and expectations will be reviewed and agreed upon before animals are permitted. Once your accommodation has been approved by RLH, your assistance animal will be permitted in housing for the specific academic year. If you have a service animal you must provide information about the animal to ensure the safety and compatibility of residents. RLH must have this documentation at least 4 weeks before the resident intends to bring the animal.

### **Housing Accommodations**

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

### **Reporting Disabilities**

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

### **Safety Assistance**

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

### **Residence Hall Accessibility**

We are inclusive to handicap accessibility and our buildings meet ADA requirements.

### **Policies and Procedures**

Continual violations of any policy may result in fines and/or disciplinary action.

### **Abandoned Property**

1. Personal property left in a room, storage area, or bicycle room/rack after a resident has moved out, whether by proper check-out or improper check-out, shall be deemed to have been abandoned and will be removed at the resident's expense.
2. The University shall not be responsible for any losses of or damages to any abandoned property.
3. Any personal items will be inventoried, and an attempt will be made to contact the student, so they can claim their personal items. Items deemed as trash, broken, or perishable will not be kept. Residents will be given sixty (60) days after the property has been left to pay removal fees and reclaim their property.
4. Any items not reclaimed within sixty (60) days will be donated or disposed.
5. Abandoned or confiscated property will be secured in a designated storage area.

### **Alcohol & Other Drug Policy**

CSU Pueblo students, student organizations, Greek organizations, athletic and club sports teams, and their visitors must comply with all local, state, and federal laws concerning alcohol and other drugs. Drugs and drug paraphernalia of any kind is not allowed in Residence Life & Housing facilities, inclusive of marijuana, regardless of State law. The following is the complete CSU Pueblo Residence Life & Housing alcohol and other drug policy:

**A. Alcohol** – The Alcohol Policy has been adjusted to include students who are legally allowed to possess alcohol. This policy is assessed each semester to determine if it continues.

1. Where permitted in housing, the consumption of alcoholic beverages is allowed only in strict accordance with Colorado State law.
  - i. No student, regardless of age, shall provide alcohol to anyone under age 21.
2. Students are responsible for violations in their assigned rooms and/or apartments whether the student is present or not.

3. Possession and/or consumption of alcohol is permitted only by individuals 21 years of age or older, in student rooms with doors closed, and with no minors present. If anyone in the room is under 21, everyone present is in violation of policy, regardless of who has or has not been drinking.

- i. Alcohol can be stored in the common refrigerator but must contain a label for whose it is. Items not labeled will be assumed common property and will indicate underage drinking.
- ii. Possession and/or consumption outside, on the porch in Walking Sticks in the halls or lobbies of the residence halls is not permitted.
- iii. All individuals present must have a state issued I.D. readily available or the assumption will be the individual is not legally in possession of alcohol.
- iv. When providing alcohol to those of the legal age to drink (21yrs), students must practice responsible serving procedures. Irresponsible serving procedures include but are not limited to: providing alcohol to intoxicated individuals, providing alcohol to minors, or creating environments of binge drinking or otherwise permitting the endangerment of any party.
- v. The maximum capacity for a social gathering in a single Walking Stick unit is 12 people. These social gatherings must be entirely contained within the residence and comply with quiet and courtesy hour guidelines.

4. Empty containers of alcohol are considered information of prior consumption in the room or suite. Empty alcohol boxes, cans, bottles, etc. are not permitted on CSU Pueblo's Residence Life and Housing property or in the rooms of anyone under the age of 21.

- i. No more than 6 empty single-use alcohol containers (such as beer cans or bottles) are allowed to be in a resident's personal room at any one time if the resident is 21 years of age or older. This includes items in trash or recycling.
- ii. No more than one empty multi-use alcohol containers (such as a wine bottle) are allowed to be in a resident's personal room at any one time if the resident is 21 years of age or older.
- iii. No empty containers are allowed in the common spaces or living areas of Walking Sticks Apartments or in the common areas of Greenhorn Hall shared suites.
- iv. Public display (i.e. in common areas or visible in windows) of alcohol containers is prohibited.

5. Beer bongs, kegs, beer pong, funnels, and other rapid consumption devices and/or binge drinking are prohibited on campus.

6. Public intoxication or appearing in a public area while believed to be under the influence of alcohol on any CSU Pueblo Residence Life & Housing property is not permitted.

7. Being intoxicated by alcohol to a level that requires, or appears to require, medical attention or supervision by others, is prohibited.

8. Bulk alcohol is prohibited. Bulk alcohol is defined as any amount of alcohol that by definition would be more than one individual should safely consume in one setting. All students found in possession of, responsible for purchasing, or helping to transport bulk alcohol on University property will be held responsible.

- i. All residents assigned to a residence hall room or apartment which has been identified as hosting or helping to host bulk alcohol on campus will be held responsible whether they were present or not.

9. Transport to the hospital as a result of excessive alcohol consumption may result in a parental notification and/or conduct action.

10. Students are required to follow the laws of the State of Colorado regarding alcohol and/or drugs and driving. Students receiving citations for DWAI (driving while ability impaired) or DUI (driving under the influence) may also be sanctioned by the University.

## **B. Other Drugs**

### **1. Possession, Use, or Sale of Marijuana**

Pursuant to Federal law, possession, use, or sale of cannabis, also referred to as marijuana, is prohibited on campus. Marijuana possession, use or sale is also prohibited at University sponsored events, even if held off-campus.

- i. While possession and use of marijuana is no longer a crime under Colorado Law, it is a violation of federal law to possess marijuana in any housing facility or other public area of the University for any reason.
- ii. Marijuana found in the Residence Halls or University Village at Walking Stick shall be seized and destroyed by law enforcement.
- iii. Possession of a Medical Marijuana Registry Identification Card does not authorize a student to possess, use, or distribute marijuana in any housing facility or other public area of the university.
- iv. The possession of marijuana or illicit drug paraphernalia such as, but not limited to, grinders, bongs, pipes, vaporizers, scales, or items utilized for an unapproved drug related manner is strictly prohibited in all



residence halls and University owned property.

v. Strong odors related to marijuana found on individuals or in individual rooms may also be subject to disciplinary action

### **C. Medical Marijuana**

Students and guests who have been issued a Medical Marijuana Identification Card by the State of Colorado, or have a license from another state, may not possess, use, or sell marijuana on University property, including in University housing areas. Medical Marijuana possession, use, or sale is also prohibited at University sponsored events, even if held off-campus.

#### **A. Illicit Substances-**

Possession, use, or sale of illicit substances is prohibited. Illicit substances include scheduled amphetamines, anabolic steroids, cocaine, hallucinogens, heroin, inhalants, marijuana, methamphetamines, tranquilizers, etc. Unscheduled substances are also prohibited (e.g. street drugs)

#### **B. Prescription Medication**

i. Students or guests who have been prescribed medications (including scheduled drugs) may only use those medications as prescribed. Any other use, abuse, or unauthorized sale is prohibited.

### **D. Medical Amnesty & Emergencies**

#### **1. Medical Amnesty**

CSU Pueblo encourages all students to call for help when any sign of alcohol poisoning or drug overdose is observed. Students who call for help to assist a friend or themselves may be eligible for medical amnesty. Students who are provided medical amnesty may not be subject to disciplinary sanctions; however, educational sanctions may be applied. Receipt of medical amnesty is at the discretion of the Director of Student Conduct or designee.

#### **2. Failure to Respond to an Alcohol or Drug-Related Emergency**

Students who fail to call for medical assistance in an alcohol or drug-related emergency may be subject to disciplinary action and may receive enhanced sanctions.

### **E. Bystander Clause**

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

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

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

### **Check-in/Check-out**

Checking-in

1. Bring University ID to front desk of assigned space
2. Complete primary paperwork (Emergency Contact, Missing Persons Contact, RCR, etc.)
3. Receive room key/ card access and begin moving in
4. If moving mid-year, move all belongings within designated time frame and complete RCR and check out for previous space

Checking-Out

1. Remove all personal items from the room
2. Return room furniture to original location
3. Clean entire room including vacuuming, wiping down surfaces, and cleaning entirety of bathroom
4. If moving off-campus, complete forwarding address/change of address from through the PAWS account
5. Sign up for time with RA at least 24 hours in advance to complete RCR, all check-out paperwork, and return key(s) if applicable.
  - a. If unable to find an RA, please contact front desk or RA on-call

## **Cleaning**

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

## **Cohabitation**

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

## **Common Areas**

1. Provided furniture in hallways and lounge areas may not be removed from the common area.
2. Individuals are not allowed to sleep in the common areas for any reason at any time. This includes all main lobbies, study rooms, computer stations, and floor lounges.
3. Items left in any public space unattended will be considered abandoned property and will be confiscated by Residence Life staff.
4. Adhere to the capacity signs in each common area

## **Community Kitchens and Warming Stations**

1. Unattended appliances or food are prohibited.
2. Failure to appropriately clean up kitchen or cooking supplies is prohibited.
3. Extended storage of food in community kitchen is prohibited.
4. Repeated misuse of the community kitchen may result in it being closed.

## **Walking Stick Patios**

Only patio furniture, potted plants, and bicycles be stored on porches. No indoor furniture of any kind is to be placed or stored on private balconies, porches, or patios. Items on a porch must be orderly—no motorcycles or other vehicles with an engine.

## **Documentation**

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

## **Door Propping**

Resident room IDs will open the main entrances of Crestone, Culebra, and Greenhorn Halls. Student's IDs will only allow them access to the front entrance of the Residence Hall they reside in. Students should not enter Residence Halls through doors designated as exit only. Residence Hall hallways are locked 24 hours a day. Residents are not to prop open the hallway or exit doors for any reason.

## **Entering a Student Room**

1. Students' personal privacy will be respected. However, Residence Life and Housing reserves the right to authorize entry into a room when there is a reasonable cause to believe the following:
  - a. There exists an immediate threat to the health or safety of the occupants;
  - b. There exists a need to protect property (University or private); or
  - c. There is a perceived conduct violation or immediate need for maintenance.
2. Facility team entry guidelines:
  - a. The University reserves the right to enter the room or suite without notice during reasonable hours when necessary to provide maintenance, service, repairs, improvements, to make inspections, or for any other legitimate purpose. The hours between 9:00 a.m. and 4:00 p.m. have been designated as a reasonable time period. A Maintenance Service Door tag will be left by the maintenance personnel stating when they were in your room and what was done.
3. Guidelines for entry:
  - a. Residence Life and Housing staff will knock on the room/apartment door three times and announce their presence after each knock. If there is no answer at the door or no indication that someone is home, Residence Life and Housing staff will use their keys, open the door about six or seven inches and call out to

see if anybody is home before entering.

4. Unauthorized entry

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

### **Facility Reservation and Usage**

Any individual or organization wishing to reserve space in the Residence Hall lobby, Residence Hall classroom space, or study rooms must do so by making arrangements with a Residence Life & Housing professional staff member at least 24 hours in advance. Use of these spaces is expected to comply with all Residence Life and Housing and University regulations and policies.

### **Fireworks**

Per the Endangerment clause in the Student Code of Conduct, the use or possession of fireworks within the Residence Halls, University Village at Walking Sticks, or on-campus grounds is prohibited.

### **Flammable Liquid**

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

### **Furniture**

1. All furniture assigned to student rooms must remain in the designated room. No furniture is to be removed by students from rooms.
2. Moving any furniture from hall common areas into a student's room is prohibited.
3. Students are permitted to bring extra furniture, but it cannot be a fire or health safety issue to members of the community, and must be properly maintained throughout the year and disposed of at time of move out. If a piece of furniture is thought to have pests, the resident(s) of the room will incur the cost of inspection and/or treatment by University endorsed pesticide company. Professional Staff members reserve the right to have students remove furniture from units if furniture does not meet furniture expectations.
4. Per the Housing Agreement, additional mattresses are not allowed.

### **Gambling**

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

### **Hall Sports**

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

- Basketball
- Football
- Hockey
- Lacrosse
- Golfing
- Wrestling
- Skateboarding/hover boarding
- Roller skating/roller blading
- Soccer
- Slip and slide
- "Tag"
- Water fights
- Nerf gun
- Frisbee
- Tennis
- Running
- Throwing any object or ball

Please note that while the use of these items in Residence Life & Housing facilities is prohibited, you may still possess these items in Residence Life & Housing facilities.

These activities can cause severe damage to the building in which those responsible for said damage will be responsible for repair costs. We encourage you to enjoy sports and other such physical activities in appropriate designated outdoor areas, at the Student Recreation Center, or through organized intramural activities.

### **Harassment**

The Office of Institutional Equity is responsible for carrying out Colorado State University Pueblo's commitment to preventing discrimination, protected class harassment, sexual misconduct, intimate partner violence, stalking, and retaliation towards faculty, staff, students, or campus visitors. The office provides leadership in supporting and enhancing campus diversity and an inclusive community, as well as developing, implementing, and monitoring CSU Pueblo's equal opportunity and affirmative action (EO/AA) compliance obligations. Additionally, the office is responsible for the oversight and investigation of complaints of discrimination, protected class harassment, sexual misconduct, intimate partner violence, stalking, and retaliation prohibited under University policy. For more information visit the following website: <https://www.csupueblo.edu/institutional-equity/policies-and-procedures/index.html>

### **Health and Safety Inspections**

Inspections are conducted to ensure the safety and sanitation of the Residence Halls and Apartments. Inspection dates and times will be posted in the halls and Community Center at least 24 hours prior to the inspection. University staff will check for room and refrigerator cleanliness, potential health or safety concerns, obvious maintenance needs where applicable, intact window screens, and locked windows. Health and safety inspections may also occur without notice if there is an immediate concern outlined in the "Entering a Student Room" section of this handbook.

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

### **Noise**

Courtesy hours are in effect 24 hours a day. During courtesy hours, residents and their guests are expected to avoid making noise that disturbs others and to avoid excessive noise in the common areas in and around the Residence Hall and University Village at Walking Sticks. Residents should be considerate of others and respect requests to reduce noise. If noise in the University Village at Walking Stick apartment's parking lot reaches a disruptive level, the Sheriff's Office may be notified. Please note that because of noise issues, subwoofers are not permitted.

**Quiet hours are in effect from:  
Sunday at 10:00 PM – Friday at 9:00 AM  
Friday at 11:59 PM – Sunday at 9:00 AM**

During quiet hours, residents and their guests are expected to avoid making noise that can be heard outside the resident's room and to avoid excessive noise in the hallways and in common areas in the Residence Halls and University Village at Walking Sticks. We encourage residents to talk to one another about noise issues before calling Residence Life & Housing staff members. **24-hour quiet hours will be in effect during exam periods.**

### **Odors**

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

### **Operating a Business**

Residents are not permitted to conduct any commercial activity from their room or within any on-campus residential area.

### **Pets (Assistance Animals are not pets)**

1. Students may not have animals in any residential building on either a temporary or permanent basis, with the exception of fish as outlined below.
2. Students shall not leave fish unsupervised over extended breaks.
3. Students should properly clean, store, and empty fish tanks, including during extended breaks.
4. Fish tanks cannot be over ten (10) gallons and only one tank is allowed per room or apartment.
5. Preventative measures should be taken at all times for odor control. Consideration of others must be taken into account.
6. Residents will be charged for labor and supplies for damage to the room/suite, furnishings, or floor that exceeds normal wear and tear. When the resident vacates the room/suite, staff will charge the resident for any cleaning associated with the pet.
7. Liability for Pets: Residents are responsible for the actions of their pets, including any personal injury or property damage the pet causes.
8. Any violation of this pet policy, including neglect of the pet, can result in additional fines or fees, disciplinary action, and possible Housing agreement cancellation.
9. An automatic \$200 cleaning fee will be imposed for any person found in violation of this policy. Additional sanctions may apply during the conduct process.

### **Posting**

CSU Pueblo Materials:

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

### **Room Decoration**

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

Please do not:

- Write or paint on any surface of your room, your furniture, or the hallways;
- Utilize any strong adhesives that are difficult to remove including but not limited to duct tape, packing tape, or epoxy;
- Use tacks, nails, or staples that will leave holes in the walls; or
- Display anything in your window that is visible from outside the building.
- Utilize mounting hardware

Feel free to:

- Utilize light adhesives, such as painter's tape, poster putty, or 3M strips. Be sure to follow the instructions for a slow removal of the 3M strip as residents may be charged for any paint removed;
- Bring your own rugs;
- Hang posters and decorations;
- Hang colored LED lights utilizing appropriate adhesives. However, do not run two cords or more consecutively as it may pose a fire hazard. The third cord must be plugged into a surge protector or directly into the electrical outlet.

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

3. Items are not to be hung on the ceiling or any other physical structures on or near the ceiling, such as ventilation pipes, sprinkler heads, smoke detector, or vents.

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

Residence Life and Housing reserves the right to request the removal of any hallway decorations.

### **Room Responsibility**

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

### **Wear and Tear**

Normal wear and tear vs damage Normal wear and tear is the expected decline in the condition of a property due to normal everyday use. It is deterioration that occurs in the course of living in a property. It is not caused by abuse or neglect. An example of normal wear and tear might include a loose hinge or handle on a door or worn gasket on a refrigerator door. Damage is not naturally occurring. It is harm that affects the value, usefulness, or normal function of property. This damage can be committed on purpose or through neglect. Examples of damage might be a broken window, a hole in a wall or door, or carpet soaked with pet urine. See Moving Out for common damage charges.

### **Sexual Misconduct**

University employees, including RAs, (except those serving in roles expressly designated to receive confidential information regarding sexual misconduct intimate partner violence, or stalking) are required to report any information they know about possible sexual misconduct, intimate partner violence, or stalking to the University's Title IX Coordinator. Individuals who do not want their concerns reported to the Title IX Coordinator, can contact confidential resources such as the University Counseling Center at (719) 549-2830 or the Pueblo Rape Crisis Center at (719) 549-0549.

For additional information/resources regarding sexual misconduct, intimate partner violence, and stalking or to report a concern/complaint, contact the Director of the Office of Institutional Equity. <https://www.csupueblo.edu/institutional-equity/policies-and-procedures/index.html>

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

Per Colorado State policy, the use of tobacco products is prohibited on the CSU Pueblo campus including the Residence Halls and University Village at Walking Sticks. This includes but is not limited to:

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

### **Solicitation**

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

### **Subletting**

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

### **Vandalism**

Students shall not damage, alter, replace, or remove University or another's personal property.

### **Videotaping & Camera Use**

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

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



## **Violence**

Residence Life and Housing does not tolerate acts of violence to self and/or others inside or the property surrounding the Residence Halls. Acts of violence are defined as physical acts which harm or have the potential to harm self and/or others. Physical assaults are included in these acts.

## **Waterbeds**

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

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

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

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

Pocket knives with blades 3.5 inches or shorter are permitted. The misuse of the item will result in the knife being confiscated. Kitchen knives are permitted.

By signing the Residence Life Housing Agreement, a student who has a permit to carry a concealed weapon, waives his/her rights to possess a weapon and/or to carry a concealed handgun.

If any of these prohibited items are found in the Residence Halls, the Sheriff's office will be notified, which may result in criminal charges.

## **Weights/Exercise Equipment**

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

## **Wheeled Transportation**

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

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

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

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

## **Windows and Screens**

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

1. Screens are not allowed to be removed from windows at any time.

2. If a screen is found removed or tampered with, the resident will incur a \$100 fee.
3. Items are not to be thrown outside the windows or placed on window ledges.
4. Residents are not to use the windows as exits or entrances to the buildings.

Students caught throwing items out of the window, placing items on window ledges, exchanging items through windows, or hanging out the window could be removed from housing. Residents must submit a work order if they notice their window screen is missing.

## **Safety and Security**

### **Assault**

Students who have been assaulted or have information regarding any type of assault should contact Residence Life and Housing staff for more information about how to properly handle the situation. They are also encouraged to contact the Pueblo County Sheriff's Office.

### **Bomb Threats**

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

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

### **CARES Team**

If a resident is concerned about the health, wellbeing, or safety of any individual on campus, they should notify a professional staff member or fill out the form available on the CSU Pueblo website: <https://www.csupueblo.edu/pack-cares/index.html>

### **Elevator Safety**

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

### **Emergency Notification System**

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

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

### **Fire Drill**

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

1. Remain calm.

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

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

### **Fire and Safety Equipment**

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

### **Inclement Weather**

#### **Snow Storms**

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

#### **Thunderstorms**

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

#### **Tornadoes**

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

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

#### **Missing Persons**

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

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

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

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

### **Power Outage**

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

### **Safety Phones**

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

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

The University assumes no liability for the loss, damage to, or theft of property belonging to the student. If property is lost, damaged, or stolen, please contact the CSU Pueblo Sheriff's Department first to file a police report. The University shall not be liable for claims of any injury or injuries to any person or persons. The University is not liable for damage of property which in any way arises out of the use and occupancy of the Residence Halls and University Village at Walking Sticks. This includes, but is not limited to:

- Failure of electrical power
- Plumbing, sewer
- Presence of snow
- Steam
- The occurrence of water leakage
- Explosion
- Fire
- Smoke
- Natural occurrences
- Law or government action
- Any rule of regulation of any government agency

The student is responsible for obtaining personal property insurance.

### **Wildlife Precautions**

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

### **Residence Hall Conduct**

Residents living in On-Campus Housing are subject to the Student Code of Conduct. In addition to the Student Code of Conduct, residents are also subject to the policies and procedures contained in the Residence Life and Housing Handbook and the Student Housing Agreement. It is the responsibility of all members of the Residence Life community to report violations. Any violation of the Student Code of Conduct or the policies and procedures in the Residence Life and Housing Handbook should be reported to a staff member in Office of Residence Life and Housing, such as a RA, AC, or RLC. For more specific information on process and possible sanctions, please review the Student Code of Conduct at [https://www.csupueblo.edu/student-conduct/\\_doc/student-code-of-conduct.pdf](https://www.csupueblo.edu/student-conduct/_doc/student-code-of-conduct.pdf) or contact the Office of Student Conduct.

### Damage/ Community Billing Policy

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

Damage/Cost Sheet			
Damage/Replacement	Cost	Damage/Replacement	Cost
Bed	\$400	General Cleaning	\$50
Carpet Repairs	\$100-\$600	Holes In Walls	\$25-\$300
Carpet Stains	\$50/hr	Items Left In Room	\$75
Ceilings Dirty	\$50/hr	Light Fixture	\$50
Chairs	\$150	Lost Key	\$150
Desk	\$100-\$300	Mattress	\$150
Doors	\$100-\$300	Mirror	\$85-\$200
Dresser	\$100-\$300	Refrigerator Cleaning	\$50
Fire Evac. Instructions	\$20	Screens	\$25-\$50
Floors Dirty	\$25	Smoke Detector	\$50
Garbage Can	\$25	Trash Removal	\$25 per bag
Unauthorized Animal	\$200 minimum	Windows/Blinds	\$10-\$165
Removal of Furniture	\$100 per item	Lockouts	First 3 lockouts are free; Additional lockouts increase in \$5 increments

\*Abandoned property, removal fee - \$25 per box/bag

### Important Dates

Fall 2023	
Freshman Residence Hall Move-In	Aug. 17-18
Upper Class Move-In	Aug. 19
Classes Begin	Aug. 21
End Add Period (full-term courses)	Aug. 25
End Drop Period (full-term courses)	Sept. 6
End of Withdrawal Period for Individual, Full Term	Nov. 10
Fall Break: All Residence Halls Closed	Nov. 20-24 (No charge but break stays must sign-up for security purposes)
Classes End	Dec. 8
Final Exams	Dec. 11-15

<b>Spring 2023</b>	
Residence Halls Move In	Jan. 13-14
Martin Luther King Day- University Closed	Jan. 15
Classes Begin	Jan. 16
End Add Period [full-term courses]	Jan. 19
End Drop Period [full-term courses]	Jan. 31
End of Full-Term Course Withdrawal Period	April 12
Spring Break: All University Housing Closed	Mar. 25-29 (No charge but break stays must sign-up for security purposes)
Classes End	May 3
Final Exams	May 6-10
Commencement/Residence Halls Close	May 11