

|CCCOOnline Student Handbook

TABLE OF CONTENTS

Inside the Classroom	3
Is Online Learning for Me?	3
Course Materials.....	3
ADA Policies and Procedures.....	3
Attendance Policies	5
Expectations of Students	6
Academic Integrity Policy.....	6
Consequences for Plagiarism:	7
CCCOOnline Mutual Respect Policy:	8
Expectations of Instructors	9
Home Campus Resources.....	10
Grades	10
Incomplete Policy.....	10
Grading Scale	11
Transcripts.....	12
Student Rights and Responsibilities	12
Expectations of Students	12
Mutual Respect Policy	13
Course Authentication and Participation Policy (CAPP)	14
FERPA.....	14
Notice of Non-Discrimination and Affirmative Action	17
Complaint, Grievance and Appeal Procedures	17
Sexual Harassment	19
Home College Contact Info	20

Inside the Classroom

Is Online Learning for Me?

Online courses are not easier than on-campus courses. In fact, many students say online learning requires more time and commitment. Although taking online courses does allow you to study at home or the office, and you have access to your course(s) 24/7 during the semester, it takes commitment and discipline.

- Online courses use technology for teaching and communication. You will need to be comfortable with email, uploading and downloading files, converting files to other formats if necessary and reading content online. Many CCCOnline courses use online digital content instead of traditional textbooks.
- Some students prefer the independence of online learning. If you have previous experience working in a self-directed environment meeting deadlines, you will probably be comfortable in an online course. CCCOnline courses are not self-paced or independent study classes. Students are required to complete course work by the due dates indicated by the instructor on the class syllabus.
- Some people learn best by interacting with other students face-to-face rather than electronically; online courses do not afford the opportunity of face-to-face interaction. If you know that you need in-person interaction and validation from peers and instructors, you might prefer on-campus courses. If you are comfortable with online social media, email, and other forms of online community, you will probably be comfortable in an online course.
- You must be willing and able to commit your time. Plan on spending approximately 9 hours studying and participating online per week, per 3-credit course. For a 4-credit course, plan on approximately 12 hours of studying and participating online per week, and for a 5-credit course, plan on approximately 15 hours of studying and participating online per week. These study estimates are approximations; you may need to spend more time than is suggested here.

Course Materials

CCConline courses use a variety of materials, including traditional textbooks, online digital content, webcams, laboratory kits and microscopes.

For a complete required materials list and information on purchasing materials with either cash/credit or financial aid, please visit our [website](http://www.ccconline.org) (www.ccconline.org).

ADA Policies and Procedures

The Americans with Disabilities Act requires reasonable accommodations to be provided upon request for persons with disabilities. If you have a disability, either learning-related or physical, which requires an accommodation to participate in college programs, services or activities, please contact the Accessibility Office of your [home college](#) for assistance (see home college table on page 19 of this handbook).

Determination of accommodations and arrangement for services can be a lengthy process; therefore, we recommend that students begin the process and submit required documentation to their home college as soon as possible. For new students, this should be done 6-8 weeks prior to semester start date. For current students, this should be done at least 4 weeks prior to semester start date.

Student Rights and Responsibilities- ADA

Student Rights:

- To have the confidentiality of information about their disabilities respected.
- To participate in any programs or classes for which they are qualified, with modifications determined by their disabilities.
- To be treated equally with other students regarding grades and class participation.
- To receive accommodations in a timely manner once they have been properly requested.
- CCCOnline and/or your home college might not approve accommodations that create a financial hardship for the college or that fundamentally alter the requirements and expectations of the program, activity or service.

Student Responsibilities:

- To meet requirements to be in the class or program.
- To notify their home college's Accessibility Office and the instructor of need for accommodations and supply documentation of that need in a timely manner.
- To cooperate with the home college's Accessibility Office and the instructor in obtaining the modification.
- To fulfill all requirements for completing a course as defined by the course syllabus or according to any instructional accommodations provided following official documentation of the disability and allowed accommodations.

CCCOOnline Accommodation Process:

CCCOOnline will provide accommodations for qualified students with disabilities. If you have a documented disability and anticipate needing accommodations in this course, please contact your home college [Accessibility Office](#) (see home college table on page 19 of this handbook).

This documentation will then be forwarded to your CCCOnline instructors.

Please note:

- You must make this request every semester for which you desire accommodations.
- Accommodation arrangements are not retroactive to the beginning of a term.
- Accommodations will begin when CCCOnline is notified by your home college that you have requested accommodations.

Attendance Policies

CCCOOnline courses are taught in an asynchronous manner and do not have regularly scheduled class meeting times. However, it is important to follow the instructions on your course syllabus and schedule regarding assignment deadlines, online discussion requirements and quiz/exam dates. We strongly encourage you to log into your class at least once every 48 hours. If you are unable to log in regularly due to unforeseen circumstances, please contact your instructor directly.

Additionally, to assist in authenticating identity, students may be presented with random pop-up security questions when logging into their courses. CCCOnline will carefully monitor student participation in classes using both automated login information and personalized reports from instructors regarding student activity. Students who are inactive in their course for an extended period of time may be contacted by CCCOnline. Please read the official [Course Authentication and Participation Policy \(CAPP\)](#) (see page 13 of this handbook).

Please be aware that if you do not log into your class and complete the required academic assignments that are due before the census date (the last day to drop the class stated on the Academic Calendar on our [website](http://www.ccconline.org), www.ccconline.org), you will be reported to your college as a “no show” and will be dropped from your class.

Plan on spending approximately 9 hours studying and participating online per week, per 3-credit course. For a 4-credit course, plan on approximately 12 hours of studying and participating online per week, and for a 5-credit course, plan on approximately 15 hours of studying and participating online per week. These study estimates are approximations; you may need to spend more time than is suggested here.

Course Re-Enrollment Policy

Colorado Community Colleges Online sets its academic calendar with student success in mind. If students have been dropped or withdrawn from a CCCOnline course, and have accessed the course within the last *72 hours*, they will be re-enrolled into the course, unless they were dropped for non-participation. If students have not accessed the course within 72 hours of the re-enrollment request, or if their academic standing at their home college prohibits re-enrollment, their request for re-enrollment will be denied.

Please note that if you were dropped by your instructor for non-participation you will NOT be allowed to re-enroll in the course.

To request re-enrollment, please complete this [online form](https://at.ccconline.org/students/login.php) (<https://at.ccconline.org/students/login.php>). Students who have difficulty completing the online form may email CCCOnline Student Services at studentservices@ccconline.org.

Students who complete the re-enrollment request form will be sent either an approval or denial from CCCOnline Student Services, via email correspondence, usually within 24 hours (during the business week) of submitting their request.

Please note: After census date (the last date to drop on our Academic Calendar on our [website](http://www.ccconline.org), www.ccconline.org), students will be re-enrolled only with the permission of their home college.

Expectations of Students

CCCOOnline students are expected to:

- Participate in online courses according to the syllabus and schedule posted by the instructor. Each course has a regular schedule of activities and assignments. Classes are not self-paced.
- Be aware of and comply with the CCCOnline policies and procedures in the CCCOnline Student Handbook.
- Be familiar with important dates in the CCCOnline Academic Calendar.
- Keep your instructor's contact information accessible in case of technical issues.
- Be competent users of the Internet, computers, email and word-processing software.
- Acquire all required course materials by the first day of class.
- Read the course syllabus and participate in your class according to the schedule posted in the course.
- Ask instructors for clarification on anything you don't understand or need help with. Ask for help; your instructors are there for you.
- Maintain courtesy and respect toward your classmates, instructors, home college employees and CCCOnline employees. Use appropriate netiquette in all online communication.
- Document any disabilities with your home college Accessibility Office. Inform your instructor of the accommodations that have been approved by your home college.
- Take responsibility for computer problems that prevent you from accessing your course or completing assignments:
 1. Let your instructor know as soon as possible if you are having technical problems.
 2. Contact 24x7 Technical Support at 1-888-800-9198 or <http://help.cccs.edu>.
 3. Find other means of accessing your course and/or completing assignments until the problem with your computer is fixed. Use a friend or family member's computer, use a computer at a public library, or use the computer lab at your home college if available and accessible.

Academic Integrity Policy

CCCOOnline students will demonstrate academic integrity in all courses. Students will complete coursework and participate in courses with honesty by never sharing login

information (S-number), by always submitting original coursework, by not receiving unauthorized assistance with coursework, and by giving credit to others in coursework when appropriate to do so. View the following tutorial for clarification of the policy, violation procedures, case studies and an FAQs: [Academic Integrity Tutorial](http://ccconline.libguides.com/Tutoring) (<http://ccconline.libguides.com/Tutoring>)

A student violates the Academic Integrity Policy by:

Committing an act of plagiarism

To plagiarize includes, but is not limited to:

- copying,
- writing, or
- presenting another person's or entity's
- information,
- ideas,
- graphics or
- phrasing

without properly acknowledging the true source via appropriate citation format.

CCConline expects all student work to be

- new
- unique
- original
- created by the individual student for each discrete class as directed by the instructor

Consequences for Plagiarism:

- **First violation**— Students may receive an F or zero for the plagiarized paper or project. Instructor documents plagiarism, communicates with student, and may notify CCCOnline Division/Program Chair.
- **Second/subsequent violation(s)**: Instructor notifies student and documents plagiarism. Students will receive an F or zero for the plagiarized paper or project. The student may also receive an F for the course. CCCOnline Division Chair is notified of violation. Student's home college may be notified by CCCOnline Director of Student Services. Student may incur further academic consequences as directed by the policies/personnel of the home college.

Please note that CCCOnline instructors may use plagiarism prevention/text matching services in conjunction with any graded student work.

Additionally, **plagiarism**:

- has been compared by scholars to stealing or counterfeiting,

- “fakes” true academic scholarship, and
- weakens the “economy” of higher education

Therefore, it is important that there be stringent consequences for plagiarism and other forms of academic dishonesty.

Sharing login information

Allowing anyone, even a sibling, spouse, or parent, to log-in as you and participate or otherwise communicate as you in a course under any circumstances. In urgent circumstances, the home college or CCCOnline Student Services staff can contact your instructor external to the course.

Submitting coursework completed by another

Using coursework created or otherwise completed by another, such as a service that writes a paper for you or sells you a paper. Having anyone complete your coursework or using another's coursework from a prior term or another course.

Unauthorized assistance in coursework

Communication by phone, text, chat or otherwise working with another during coursework UNLESS approved by the instructor in advance. Authorized assistance occurs with an acknowledgment in coursework of tutoring, study group collaboration, assistance from a librarian, or any other source.

Consequences for Violations of Academic Integrity

Instructors follow specific procedures for addressing student violations of the Academic Integrity Policy:

- **First Violation:** A student may receive an F or zero for coursework related to a violation. Instructor documents violation, communicates with student, and may notify the CCCOnline Division Chair.
- **Second/Subsequent Offenses:** Instructor notifies student and documents violation. Student receives an F or zero for the coursework related to a violation. Student may also receive an F for the course. CCCOnline Division Chair is notified of violation. Student's home college may be notified by the CCCOnline Dean of Student Services. Student may incur further academic consequences as directed by the policies of their home college.

CCCOOnline Mutual Respect Policy:

A very important aspect of online learning is respectful communication. The CCCOnline Learning Community is based on the value of mutually respectful communication.

Respectful Communication

Upon enrolling in programs in CCCOnline, students assume responsibility for respectful communications with other students and with course instructors, including communications which do not disrupt the online learning environment. Students also are expected to be respectful in their communications with home college and CCCOnline employees.

Netiquette

Within CCCOnline courses, instructors expect students to communicate using proper netiquette. This typically means adopting a more formal tone than is used when texting or emailing friends. If you use email in a professional work environment, using that same style in your online class communications is appropriate. Using text messaging "shorthand," slang, profanities, sarcasm, or any type of insulting language is not appropriate and may be considered disruptive communication.

Disruptive Communications

Definition:

- Communications which disrupt the learning environment
- Use of profanity and/or insulting or harassing remarks in email, discussions, chat or telephone communications
- Unsolicited, bulk or spam emails

Consequences:

- A student who participates in disruptive communications forfeits the right to further class participation, is subject to removal from all CCCOnline courses for the given term without reimbursement by their home college, and may receive a failing grade in their class.
- A student who is suspended more than once for disruptive communications forfeits the right to further enrollments at CCCOnline.

Expectations of Instructors

What can CCCOnline students expect from instructors?

Instructor Online Presence:

- CCCOnline requires that instructors be present in the online classroom every 24 - 48 hours.
- Instructors are not required to be online on the weekends.
- Under normal circumstances: 1) instructors will grade assignments within 5 business days after the due date unless otherwise communicated. For longer assignments (e.g., term papers, semester projects), refer to the course syllabus for grading time-lines; 2) instructors will respond to appropriate discussion postings and student emails within 2 business days.

- Instructors are not required to hold regular "office hours" for students, however, they are expected to be "present" for students. Many instructors do hold office hours online either via telephone, chat, or the discussion tool.
- Instructors post their contact information and best times to contact within the online course. If they hold regular "office hours" that will also be stated within the course.

Home Campus Resources

Follow this link for contact information for your [home campus](#) (see page 20 of this handbook).

Grades

Incomplete Policy

What is an Incomplete Grade?

The "Incomplete" grade is a temporary grade, agreed upon by the instructor, indicating that the student has a satisfactory record of work completed but, for exceptional reasons, was unable to complete the final assignments. It is designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their course work within the semester but have completed a majority of the course work (75-85% of the course assignments and tests) in a satisfactory manner (C grade or better). The student is responsible for initiating the request for an "Incomplete" grade from the instructor.

When to Request an Incomplete Grade:

If circumstances beyond your control at or near the end of the semester would prevent you from completing the course, consult your instructor immediately. The instructor will determine whether you have a reasonable chance of satisfactorily completing the remaining activities.

How to Request an Incomplete Grade:

In requesting an "Incomplete" grade, the student should email the instructor the following information for evaluation:

- Documentation of Circumstances: Evidence of completion of 75-85% of the semester course work at a C-level or higher.
 - Completion of a work plan (contract) that includes what and how assignments and tests will be submitted to complete the course.
1. The time period in which the work must be completed, not to exceed 15 weeks from the end of the CCCOnline semester.
 2. The grade to be assigned if the work is not completed.

- Both the instructor and the student must acknowledge this written email and keep a copy of the acknowledgment as documentation.

NOTE: You are encouraged to let the instructor know as soon as possible if you are having difficulties with any part of the course. However, Incomplete grades are granted at the discretion of the instructor and are not automatic. At no time will the "Incomplete" grade be used as entrance into another current or future course section for completion of the work. In the unlikely event that you and the instructor cannot reach a resolution on granting an Incomplete, please contact the Academic Dean.

Grading Scale

CCOnline does not currently mandate a specific grade scale. However, each course must have a grade scale posted in the syllabus.

Grade Appeals

Grades can only be appealed if the student can substantiate that the grade was arbitrary and capricious on the part of the instructor and/or if the instructor did not follow the course syllabus.

Approved Grades

Standard course grading scale (for courses with numbers 100 and above such as PSY 101 and MAT121):

A

B

C

D

F

I = Incomplete (see handbook section on Incomplete Grades)

Developmental course grading scale (courses with numbers less than 100, such as ENG 090 and MAT 060):

S/A = Satisfactory A

S/B = Satisfactory B

S/C = Satisfactory C

U/D = Unsatisfactory D

U/F = Unsatisfactory F

I = Incomplete (see the Incomplete Policy).

Transcripts

All transcripts for CCCOnline courses, both official and unofficial, are issued by your home college. Please contact the Records Office of your home college for more information (see home college table on page 20 of this handbook).

Student Rights and Responsibilities

Expectations of Students

CCCOonline students assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. CCCOnline expects each student to obey the federal, state, and municipal laws, as well as college regulations and course guidelines. Any act which interferes with the learning process, rights of others, disrupts or impairs the normal functioning of the college, damages or destroys property, or impairs health or safety is grounds for suspension or expulsion from the college.

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- Be aware of and comply with the CCCOnline policies and procedures in the CCCOnline Student Handbook.
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- Ask instructors for clarification on anything you don't understand or need help with. Ask for help; your instructors are there for you.
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- A student who is suspended more than once for disruptive communications forfeits the right to further enrollments at CCCOnline.

Course Authentication and Participation Policy (CAPP)

To improve our overall program integrity, ensure that each student is doing his/her own work and comply with our home college's accreditation agencies, CCCOnline is implementing the following steps:

- During the semester, students may be presented with random pop-up security questions when logging into their online course(s).
- Students will be required to complete at least one graded assignment within the first two weeks of the semester. Students who do not meet the CAPP requirements may be reported by their instructor to the CCCOnline Student Services Department.

The random security question authentication process is managed by a secure, third-party vendor. CCCOnline does not have access to this database. This data is secured by the vendor, which complies with student privacy and FERPA regulations, as defined below.

The institution does not release student data, nor does the institution (CCConline) have access to the student data entered or the challenge questions generated. The solution has been designed to not violate FERPA and institution privacy policies. The data submitted is not used to build or maintain our databases.

FERPA

What is FERPA?

FERPA is the Family Educational Rights and Privacy Act of 1974 (Public Law 93-389 Subsectn. 513,88 Stat. 571;29 U.S.C. 1232q.) Passed by Congress, the Act grants five specific rights to students:

- the right to see the information that the institution is keeping on the student
- the right to seek amendment to those records and in certain cases append a statement to the record
- the right to consent to disclosure of his/her records
- the right to file a complaint with the United States Department of Education
- the right to participate in a hearing if the request to amend is denied

Student Records Access

Your home college is responsible for maintaining the security of your academic records. Under FERPA, the information in your file may only be released under specific conditions. As a current or former student, you have complete access to your records in compliance with requirements under FERPA. For more information about accessing

your academic records in accordance FERPA, please contact your home college (see home college table on page 20 of this handbook).

FERPA Frequently Asked Questions

What does FERPA stand for?

FERPA is the "Family Education Rights and Privacy Act", a United States law. FERPA protects the "Education Record". All employees of the Colorado Community College System (CCCS) are required to comply with FERPA.

When do my FERPA rights begin and end?

FERPA rights begin when you register and attend a class. Then, protection of the "Education Record" is for life UNLESS you give specific consent to disclose part or all of the educational record. Note that rights DO NOT begin when an admissions application is received, formal admission is granted, or a first payment is made.

What is my "Education Record"?

The "Education Record" includes all personally identifiable information maintained by a college in association with classes or other forms of attendance at the Institution. The "Education Record" contents are classified as "Directory" or "Non-Directory information."

What is "Directory" information and who can access it?

At CCCS Institutions, "Directory" information includes the following, at a minimum: name, dates of attendance, most recent educational institution attended, major field(s) of study, participation in organizations (e.g., sports), and degrees and awards received. Contact Student Services at your Institution to find out how the Institution discloses "Directory" information.

May I request non-disclosure of my "Directory" information?

Yes. A request for non-disclosure form is available. Contact Student Services at your Institution to request the form. A request will be necessary at each Institution you attend.

What is "Non-Directory" information and who can access it?

"Non-Directory" information includes your social security number, citizenship status, sex/gender, religious preference, disciplinary record, final course grades, and grade point average (GPA). To access "Non-Directory" information, an interest related to fulfilling contracted responsibilities is required. Written consent to disclose "Non-Directory" information specifies the records to disclose, the purpose of disclosure, the individual(s) or organization(s) the consent covers, your signature, date of the request, and the period the consent is valid.

May parents or legal guardians access my "Education Record"?

It depends. FERPA rights transfer to you at age 18 OR when attendance begins at a post-secondary Institution. Then, a parent or legal guardian needs written authorization from you on file with the Institution to access your "Education Record." Additionally, if an Institution accepts dependent status as a reason for disclosure, the parent or legal guardian can establish you are a dependent according to the Internal Revenue Code of 1986, Section 152, and gain access to the full "Education Record" if the Institution allows it.

Is "Directory" information shared in courses a FERPA violation?

No. In the CCCS, your name, contact addresses, and telephone numbers are "Directory" information. It may be disclosed unless a specific written request for non-disclosure is on file with the Institution.

May instructors discuss my grades with anyone besides me?

No, unless consent to disclose to a specific person or organization is granted in advance and in writing and on file with the Institution. Final grades are protected by FERPA and may not be shared in a course in a way that is identifiable with specific Students. Even if YOU choose to discuss grades publicly, it does not waive your FERPA rights.

Note that sharing anonymous grade distributions for an activity or your course is allowed (e.g., number of A, B, C, D, or F grades). Additionally, sharing group-grades with members of a group is allowed. Additionally, Instructors may comment constructively about your progress. For example, "Great job, you aced this activity!" or refer publicly to your progress in a way that furthers your learning and that of course peers. However, sharing grades for specific activities is rare and prohibited without written consent for final course grades.

What can instructors disclose during recommendations?

It is always a good idea to discuss what type of reference information to share if requesting an Instructor serve as a reference or write a letter of recommendation. Perhaps you will give an Instructor's name as a reference for your application to another school, for employment, or other purpose. The Instructor might be asked about your course grade, religious preference, or other "Non-Directory" information. If you have not provided specific written consent for release of the information by that Instructor to that person or organization, it is a violation of FERPA to share the "Non-Directory" information. In a letter of recommendation, Instructors also need written consent allowing her/him to include "Non-Directory" information to the letter's intended recipient.

What can instructors share if contacted on my behalf?

Instructors may discuss "Non-Directory" information if a written consent to disclose to that person is on file with the Institution. Therefore, if you are incapacitated and cannot

contact the Instructor, the person contacting the Instructor needs to allow time for verification of the right to disclose “Non-Directory” information. The Instructor will likely request you contact her/him when able and refuse to discuss anything related to your course progress to avoid violating FERPA. Allowing others to contact an Instructor in an online course by "posing as you" is not allowed. In fact, sharing login information is a violation of CCCS policies.

If I violate policies in a course, do other instructors know?

Not likely. Instructors do not usually have access to disciplinary records for Academic Integrity violations, such as plagiarism, or other policy violations. Access to “Non-Directory” information is released only if there is a legitimate educational interest.

What do I do if I think a FERPA violation occurred?

Contact Student Services at your Institution for guidance on possible violations of FERPA. You may also contact the CCCOnline Student Services team at studentservices@ccconline.org.

Notice of Non-Discrimination and Affirmative Action

CCConline, and all of its partner institutions, are equal-opportunity educational institutions and do not discriminate on the basis of race, color, national or ethnic origin, religion, sex or sexual orientation for programs, activities, or employment, in accordance with the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act; and the Americans with Disabilities Act of 1990.

Complaint, Grievance and Appeal Procedures

If you are taking any CCCOnline courses, and you have a complaint about your experience with CCCOnline, you have three options:

1. You can file an [online complaint form](https://at.ccconline.org/students/login.php) (<https://at.ccconline.org/students/login.php>) with CCCOnline. Your complaint will be forwarded to the appropriate staff member, based on the nature of the complaint. An email will be sent to your student email account regarding the resolution and/or next steps needed to resolve your complaint.
2. You can follow CCCOnline's process for student grievances, which requires contacting your home college, as stated below under "What is a Grievance?" You may also contact the [Higher Learning Commission](http://www.ncahlc.org/information-for-the-public/complaints.html), (<http://www.ncahlc.org/information-for-the-public/complaints.html>) which is the Colorado Community College System's accrediting agency.
3. If you are residing outside of Colorado while attending CCCOnline, in many cases you can file a complaint in the state where you are residing. As required by federal regulations, here is a [list of agencies in each state](#)

(<http://www.sheeo.org/stateauth/Links%20to%20Complaint%20Process.pdf>) where complaints can be filed.

Before exercising any of the above options, you should know that most (if not all) external complaint processes require that the student exhaust all avenues of complaint internal to the institution before a grievance will be considered.

What is a Grievance?

A grievance matter is any alleged action that violates written college policies, state laws, federal law, is arbitrary or capricious or is discriminatory in regards to race, religion, color, national origin, sex, age, or disability. Matters that cannot be grieved include those matters in which the college is without authority to act, academic decisions (unless there is an allegation the decision was influenced by discrimination), and disciplinary actions. Grievances must be filed at your [home college](#). (See page 20 of this handbook).

CCCO Grade Appeal and Academic Misconduct Procedure

For student grade/instructor issues:

- Students will be asked to resolve the student/grade issue with their instructor. If this is unsuccessful, the student should file an [online complaint form](https://at.ccconline.org/students/Complaint_Form/). (https://at.ccconline.org/students/Complaint_Form/). The complaint form will be forwarded to the appropriate CCCO Program Chair, Associate Dean, and Academic Dean accordingly and in this order.
- If the student issue is not resolved at the Associate Dean level, the CCCO Academic Dean will have the final decision. This decision will be communicated to the student.

For student misconduct issues:

- Students will be asked to resolve the conflict with their instructors. If this is unsuccessful, the appropriate CCCO Program Chair, Associate Dean, and Student Services Director will be brought in accordingly and in this order.
- If the student issue is not resolved at the Associate Dean level, the CCCO Student Services Dean will have the final decision. This decision will be communicated to the student.
- At the jurisdiction of the CCCO Student Services Director and/or for repeated student misconduct offenses, the CCCO Student Services Director will contact the student's home college and notify the appropriate person(s) of the student's misconduct.

For all student grade/instructor and misconduct issues, the CCCO Academic Dean and the Student Services Director will work with the student's home college to resolve these issues as appropriate.

Sexual Harassment

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs. All of the partner institutions of CCCOnline, by virtue of their commitment to the ideals of dignity, equality, and mutual respect for all people, deplore and condemn any form of sexual harassment. It is the intent of the partner institutions to comply with both the letter and the spirit of Title IX to make certain discrimination does not occur or adversely affect the educational environment. All of the partner institutions have a legitimate and compelling interest in prohibiting sexual harassment and have an obligation to discipline those who do engage in sexually harassing behavior.

Sexual harassment is a violation of federal law, a violation of professional ethics, and a form of discrimination. It is the policy of the partner institutions of CCCOnline that unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunity;
- submission to or rejection of such conduct by an individual is the basis for employment or educational decisions affecting such individuals; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or learning environment.

Such conduct will not be tolerated. Substantiated charges will result in disciplinary action, which may include expulsion.

Home College Contact Info

Arapahoe Community College (ACC)

- Admissions: 303.797.5621
- Academic Advising: 303.797.5664
- Accommodations: 303.797.5937
- Financial Aid: 303.797.5661

Community College of Aurora (CCA)

- Admissions: 303.360.4700
- Academic Advising: 303.360.4700
- Accommodations: 303.340.7548 (Voice) 303.361.7395 (TDD/VP)
- Financial Aid: 303.360.4709

Community College of Denver (CCD)

- Admissions: 303.556.2497
- Academic Advising: 303.556.2481
- Accommodations: 303.556.3300
- Financial Aid: 303.556.5503

Colorado Northwestern Community College (CNCC)

- Admissions: 800.562.1105
- Academic Advising: 800.562.1105
- Accommodations: 800.562.1105 x 3205 (Rangely)
 - 800.562.1105 x 1126 (Craig)
- Financial Aid: 800.562.1105 x 3204

Dawson Community College (Montana)

- Admissions: 800.821.8320
- Academic Advising: 406.377.9409
- Accommodations: 406.377.9416
- Financial Aid: 406.377.9409

Front Range Community College (FRCC)

- Admissions: 303.404.5000
- Academic Advising: 303.404.5438
- Accommodations: 303.404.5676
- Financial Aid: 303.404.5250

Lamar Community College (LCC)

- Admissions: 719.336.1588
- Academic Advising: 719.336.1590
- Accommodations: 719.336.1533
- Financial Aid: 719.336.1590

Morgan Community College (MCC)

- Admissions: 800.622.0216
- Academic Advising: 970.542.3157
- Accommodations: 970.542.3157
- Financial Aid: 970.542.3151

Northeastern Junior College (NJC)

- Admissions: 800.626.4637
- Academic Advising: 970.521.6608
- Accommodations: 970.521.6791
- Financial Aid: 970.521-6801

Otero Junior College (OJC)

- Admissions: 719.384.6831
- Academic Advising: 719.384.6869
- Accommodations: 719.384.6862
- Financial Aid: 719.384.6834

Pueblo Community College (PCC)

- Admissions: 719.549.3200
- Academic Advising: 719.549.3006
- Accommodations: 719.549.3449
- Financial Aid: 719.549.3020

Pikes Peak Community College (PPCC)

- Admissions: 719.502.2345
- Academic Advising: 719.502.3232
- Accommodations: 719.502.3333 V/TTY, 800.456.6847
- Financial Aid: 719.502.3000

Red Rocks Community College (RRCC)

- Admissions: 303.914.6600

- Academic Advising: 303.914.6255
- Accommodations: 303.914.6737 TTY, 303.914.6732 V
- Financial Aid: 303.914.6256

Trinidad State Junior College (TSJC)

- Admissions: 800.411.8382
- Academic Advising: 719.846.5557
- Accommodations: 719.846.5456
- Financial Aid: 719.846.5553