



*Photo: Rick Smith, former Resident Assistant*

***Your Responsibility to Know***

# Student Handbook 2011-2012

- Student Services
- Campus Policies
- Student Conduct Code
- Student Housing Guide
- Campus Fire Safety Report
- Campus Security Report

<http://www.fortlewis.edu/studenthandbook>



# STUDENT HANDBOOK

## 2011-2012

### STUDENT SERVICES

### SECTION 1 OF 6

---

## TABLE OF CONTENTS

---

*Should you have a question or concern about a policy or procedure, please contact the Student Affairs Office. Attending orientation or completing the academic registration process at Fort Lewis College obligates the student to comply with all policies and procedures of the College. All policies in this handbook are subject to change without notice. Hard copies are available at the Student Affairs Office, 230 Miller Student Services, (970) 247-7331. Electronic version is available at <http://www.fortlewis.edu/studenthandbook>.*

<b>ACADEMIC CALENDAR.....</b>	<b>SEE HTTP://EXPLORE.FORTLEWIS.EDU/FORMS/ACADEMICCALENDAR11-12.PDF</b>
<b>STUDENT SERVICES.....</b>	<b>1-2</b>
<b>IMPORTANT TELEPHONE NUMBERS.....</b>	<b>1-11</b>

---

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. Inquiries concerning Title VII, Title IX, Section 504, and Americans with Disabilities Act (ADA) may be referred to the Equal Opportunity Coordinator, Fort Lewis College, (970) 382-6977, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204, (303) 844-5695.

---

# Student Services

---

## **ACADEMIC AFFAIRS**

240 Berndt Hall..... 247-7314  
The Academic Affairs Office oversees all academic programs and instruction within the School of Natural and Behavioral Sciences, the School of Arts, Humanities and Social Sciences, the School of Business Administration, the Department of Teacher Education, and the Reed Library, and a variety of academic and advising support services. The office is headed by the Provost and Vice President for Academic Affairs. The following offices are located within the Academic Affairs Office suite: the Associate Vice President for Academic Affairs, who oversees a number of academic and administrative programs and serves as the Provost's designee for resolving student academic misconduct and academic grievance procedures; the Institutional Research Office supports institutional decision-making by providing information and analysis to the campus community and reports to state and national agencies for compliance purposes; the Sponsored Research and Federal Relations Office assists the campus community in identifying research and funding opportunities and in the development and submission of proposals.

**ACADEMIC SUCCESS ADVISING** ..... 382-6985

**ACTIVITIES** (see *Leadership Center*)

## **ADMISSION AND ADVISING**

Kroeger Hall ..... 247-7184  
Upon entering the College, all students are assigned a faculty member as their advisor. As career and academic plans evolve, students may change their advisor to another faculty member whose interests and specializations are more consistent with their desired goals. Fort Lewis College encourages all students to make liberal use of the opportunity to meet and confer with their academic advisors. Every student must meet with his/her advisor at least once prior to registration for the next term. All students also are assigned an Academic Success Advisor through the Office of Admission and Advising to provide additional advising assistance and to help ensure a successful transition to Fort Lewis College.

**ADMISSION** ..... 247-7184

## **ALGEBRA ALCOVE**

147 Jones Hall ..... 247-6392  
The Algebra Alcove creates an environment that supports, encourages and celebrates learning in mathematics. It specifically provides services for students in TRS82, TRS92, Math 105 and Math 110.

## **ASFLC (Associated Students of Fort Lewis College)**

167 Student Union.....asflc@fortlewis.edu  
Associated Students of Fort Lewis College is the College student government and assures FLC students are represented to administration on a number of student issues. By representing the students of Fort Lewis College, the ASFLC President, Vice President, and Senate assist with administrative, academic, legislative, cultural, co-curricular, social, and student fee issues. ASFLC meets every Wednesday at 7 pm in 163 SU. They may be contacted at [asflc@fortlewis.edu](mailto:asflc@fortlewis.edu) or in their office located at 167 SU.

## **ATHLETICS**

110 Aquatic Center..... 247-7571  
The Athletic Department provides a well-rounded schedule of athletic events, providing opportunities for the student body to attend and enjoy athletic competition. The department encourages the development of physical skills and emotional control, and fosters good sportsmanship and school spirit.

## **BOOKSTORE**

060 Student Union..... 247-7415  
In addition to stocking required course textbooks, the Fort Lewis College Bookstore offers a non-required general books, academic supplies, art materials, clothing, gift items and snacks as well as computer hardware and software. Students may shop online or reserve textbooks at the bookstore web site at <http://bookstore.fortlewis.edu>. The bookstore also provides buyback services for students to sell their unwanted textbooks.

## **BUS SERVICE** (see *Durango T*)

## **CAMPBELL CHILD AND FAMILY CENTER**

Campbell Child and Family Center ..... 247-7679  
Fax ..... 247-7682  
The Fort Lewis College Campbell Child and Family Center provides quality childcare for children of Fort Lewis College staff, students, and community members. The developmentally appropriate curriculum is designed to follow the guidelines of the National Association for the Education of Young Children. Children ages 1 to 6 years are accepted.

## **CAMPUS DINING SERVICES (Sodexo)**

Student Union (Ground Floor)..... 247-7335  
San Juan Dining..... First Floor, Student Union  
Animas Perks..... First Floor, Student Union  
Rocket Grill ..... Second Floor, Student Union  
Jazzman's Café.....Berndt Hall  
Café à la Cart .....Jones Hall

See posted hours (or dining brochure) during vacation times. For information on meal plans, please see current dining brochure or FLC website under **Campus Dining**. **SkyCash** may also be used at any campus dining cashier location. **SkyCash** is encoded onto the Fort Lewis College ID card (SkyCard), which is used as a debit card. **SkyCash** is treated as a meal plan and thus no tax is paid. **SkyCash** may be purchased in the SkyCard Office (58 Student Union ), in the lobby of the Student Union (First Floor) near the Information Desk is a deposit machine to load your SkyCard card, or you may go to the Cashier's Window in Berndt Hall.

**CAREER SERVICES**

Arts, Humanities, Social Sciences ..... 247-7582  
 Business Administration ..... 247-7294  
 Natural & Behavioral Sciences ..... 247-7264  
 Teacher Education ..... 247-7150  
 Career Services assists Fort Lewis College students and alumni with career-related concerns and connects them with employers seeking qualified candidates. Students are encouraged to begin using the services in freshman year. Career Services offers tools for achieving career goals, including vocational assessments, resume and cover letter development, mock interviews, job search strategies, job and internship postings, workshops, networking opportunities and more. Career Services specialists are available in the offices of the School of Business Administration, Teacher Education, School of Natural and Behavioral Sciences, and School of Arts, Humanities and Social Sciences.

**THE SKYHAWKS JOB SOURCE**

Students can also search the Skyhawks Job Source by registering at: [www.myinterfase.com/fortlewis/student](http://www.myinterfase.com/fortlewis/student). Once registered, students can view jobs, post resumes and cover letters, and sign up for scheduled interviews. Student profiles can be easily updated as experiences and interests evolve. Employers interested in hiring Fort Lewis College students also have access to the site, and can search for students by major, skills and experience.

**CASHIER/STUDENT BILLING**

140 Berndt Hall..... 247-7380  
 Fort Lewis College Cashier accepts payment of student charges, sells parking permits, cashes checks, and provides change. Also, financial aid refund checks and student paychecks are distributed at the cashier window. Fort Lewis College Student Billing is responsible for all student billing and collection of tuition, fees, and any other student charges such as room, board, fines and miscellaneous charges.

**CENTER FOR CIVIC ENGAGEMENT**

71 and 73 Reed Library ..... 247-7641  
 The Center provides students with opportunities and strategies for engaging in their local community through community-based problem solving, academic courses, national terms of service, Federal Work Study, and/or

volunteer work. The center provides avenues for academic careers to parallel and support a students' interest in community-based work both inside and outside of the classroom. For more information, contact the center at 247-7641 or email us at [civicservice@fortlewis.edu](mailto:civicservice@fortlewis.edu).

**CLUBS & ORGANIZATIONS (see Leadership Center)**

**CLUB SPORTS**

160 Student Life Center..... 247-7575  
 Club Sports are student organizations formed by individuals motivated by a common interest and desire to participate in a sport activity. The emphasis is placed on Club Sport participation in competition with other institutions. The following list is a sampling of typical Club Sports: Baseball, Lacrosse, Skiing, Snowboarding, Soccer, Ice Hockey, Rugby, Track & Field.

**CO-AMP (Colorado Alliance for Minority Participation)**

150 Chemistry Hall..... 247-7569  
 Since 1996, the CO-AMP consortium, consisting of 13 four-year Colleges/Universities and Community Colleges and four tribal nations in the four corners area, has built a strong alliance, working together to double the numbers of historically underrepresented minorities earning their bachelor degrees in Science, Technology, Engineering and Math (STEM). It is funded by a grant from the National Science Foundation with Colorado State University as its headquarters.

CO-AMP is free for minority students pursuing a bachelors in the STEM disciplines. CO-AMP services include:

- Providing early academic intervention services
- Providing career and graduate school information
- Developing leadership skills
- Offering summer research experiences
- Academic awards

**COMPUTING LABS & RESNET**

Our computer labs provide state of the art computing technologies to facilitate student learning and enhance research capabilities. There are over 750 computers available for student use on campus offering a wide range of software packages. We offer many services to students including personal e-mail and secure digital storage space on our servers in addition to web hosting, Web OPUS account, and a 24 hour computer lab. On campus students enjoy a high speed Internet connection, voicemail, and cable television with full technical support. For those students living off campus Fort Lewis College is your Internet service provider through free dial-up.

**STUDENT COMPUTING LABS:**

**Education Business Hall Lab**  
 7, 10, 30, 34 Education Business Hall ..... 247-7119

**Natural Science Lab**  
 570 Berndt Hall..... 247-7118

**Noble Hall Lab**  
 120 Noble Hall..... 247-7116

**Jones Hall Lab**  
 109, 163 Jones Hall..... 247-7023

**Reed Library Lab**  
 2D, 2E Reed Library..... 247-7417

***CONTINUING EDUCATION***

124 Jones ..... 382-6936  
Continuing Education offers to students and the public a variety of outstanding credit and non-credit courses, in the classroom and online. Ask about the Innovative Month course offerings.

***COOPERATIVE EDUCATION***

124 Jones ..... 382-6936  
The Cooperative Education Program (CO-OP) is designed to assist students in applying valuable classroom knowledge to practical work and internship experience for college elective credit. It also provides an opportunity for career exploration. Students must meet specific qualifications. Information can be obtained through the Career Services web page at [cso.fortlewis.edu](http://cso.fortlewis.edu).

***COUNSEL OF LEARNING SUPPORT PROGRAMS***

147 Jones Hall ..... 247-6392  
CLSP represents the student-focused collaboration of eight peer education organization on campus. CLSP promotes academic excellence by developing and providing opportunities for FLC students to obtain peer-led assistance for their classes. CLSP also sponsors CRLA (College Reading and Learning Association) student-tutor program certification to standardize and train tutors on campus.

***COUNSELING—ACADEMIC (see ADMISSION & ADVISING)***

***COUNSELING CENTER (mental health)***

260 Noble Hall..... 247-7212  
 Fax ..... 247-7282

Fort Lewis College counseling services are based on the philosophy that a student’s personal/emotional development is an integral part of his or her intellectual development. Counseling Center strives to:

- Provide support and counseling for students whose emotional state is interfering with their academic progress.
- Provide counseling for students who are experiencing a crisis or trauma in their lives.
- Provide an educational service to promote positive personal development for all students.

- Provide consultation, information and referral services for students, family, faculty, and staff concerning students’ emotional well-being.

Services offered by the Counseling Center include individual counseling, group counseling, substance abuse assessments, anger management and consultation. Services are free to students on a short-term basis. There is a charge for group therapy, individual therapy (after a set number of sessions), and for substance abuse assessments. All counseling services honor student confidentiality.

***DEAN, ARTS, HUMANITIES & SOCIAL SCIENCES***  
 288 Noble Hall ..... 247-7582

***DEAN, NATURAL & BEHAVIORAL SCIENCES***  
 170 Berndt Hall ..... 247-7264

***DEAN, SCHOOL OF BUSINESS ADMINISTRATION***  
 132 Education Business Hall ..... 247-7294

***DISABILITY SERVICES***

286 Noble Hall ..... 247-7459  
Fort Lewis College provides a variety of services for students with disabilities. These include physical access, as well as access to education, printed material, and student activities. This office also provides referrals for students with disabilities to agencies on campus and in the community.

***DURANGO T***..... 259-5438

The Durango T offers bus transportation along a fixed route to and from the Fort Lewis College campus as part of its in town service. Full-time enrolled students may ride the Durango T at no cost by obtaining a special sticker for their Fort Lewis College ID cards, available at the Info Desk in the Student Union. Route maps and times are also available at the Info Desk.

***EL CENTRO***

040 Student Union..... 247-7654  
 Hours: 9am to 5pm, Monday-Friday

El Centro is the home of organizations and activities that serve the needs of Latino students and students who are interested in Spanish and Latin American culture. Information is available on scholarships, academic assistance, and internship opportunities. El Centro hosts a great collection of academic and cultural resources as well as offering campus-wide cultural activities like our Spanish speaking lunch hours. Everyone is welcome at El Centro.

***ENVIRONMENTAL CENTER***

145 Student Union..... 247-7676  
The Environmental Center (EC), funded by the ASFLC, is a resource for social and ecological awareness, dialogue, and activism in the College community and surrounding region. The EC provides opportunities for students to

learn leadership skills while making a difference addressing environmental and social justice issues. The EC has projects covering the areas of waste reduction, local food, and climate change, as well as an organic demonstration garden and a media and communications program.

### ***EQUAL OPPORTUNITY COORDINATOR***

230 Miller Student Services..... 382-6977  
The Equal Opportunity Coordinator advises students on College policies on sexual harassment, discrimination, and other types of grievances.

### ***FACILITIES SCHEDULING AND UNION OPERATIONS***

164 Student Union ..... 247-7502  
Facilities Scheduling reserves and schedules rooms for students in the Student Union building, other non-academic related meeting facilities, and outdoor space on campus. It is very important to book events early and provide as much information as possible about the activity and its requirements so the necessary services (building services, equipment, audio visual, and food service) can be coordinated. The office is located behind the Info Desk on the main floor of the Student Union.

### ***FINANCIAL AID***

101 Miller Student Services..... 247-7142  
Toll Free ..... 800-352-7512  
Fax ..... 247-7108  
Email..... [finaid\\_off@fortlewis.edu](mailto:finaid_off@fortlewis.edu)

The Financial Aid Office is responsible for the administration of programs of financial assistance to students. This includes need-based, as well as merit-based types of aid. This office administers institutional scholarships, student employment, private sector awards, traditional need-based grants, loans, and work-study awards.

### ***HEALTH CENTER***

170 Miller Student Services..... 247-7355  
Fax ..... 247-7621  
Medical Emergency.....9-1-1(off campus phone)  
.....9-9-1-1(on campus phone)

After-hours urgent medical:

Durango Urgent Care

2577 N. Main ..... 247-8382

Mercy Regional Medical Center

1010 Three Springs Blvd ..... 247-4311  
ask for Emergency Room

Open 9-4, M-F, Fall/Winter terms, Limited summer hours

Student Health Center is a convenient and affordable on-campus outpatient medical clinic that provides comprehensive, confidential health care, health promotion and education to Fort Lewis College students. Mid-level providers (Physician Assistant/Nurse

Practitioner), Registered Nurses and local family physicians staff the facility. Immunization records, required for registration for classes, may be mailed or faxed to the Health Center prior to start of classes. Information about the Student Health Insurance Plan is accessible at the website [www.fortlewis.edu/hc](http://www.fortlewis.edu/hc)

Services include:

- Evaluation and treatment for most minor illnesses and injuries
  - Mental health evaluation and lifestyle or medication management (depression, anxiety, eating disorders, sleep issues)
  - Men's and women's health exams, including Pap smear, STI testing, contraception counseling and options
  - Physicals for athletics, employment, etc.
  - Laboratory: strep, mono, HIV, urinalysis, vaginal infections, pregnancy (in-house); others by send-out to local lab
  - Minor surgical procedures, (wart/mole removal, stitches), wound care
  - On-site pharmacy suited to needs of student population
  - Immunizations: tetanus, hepatitis A & B, typhoid, polio, meningococcal, MMR, influenza and HPV (Gardasil)
- Foreign travel consultations, vaccinations and medications

### ***HOUSING (see Student Housing)***

### ***HOUSING JUDICIAL COORDINATOR***

250 Miller Student Services..... 247-7503  
The Housing Judicial Coordinator manages the Student Conduct Code violations of residential students.

### ***ID CARD (see SkyCard Office)***

### ***INDEPENDENT (Student Newspaper)***

Trailer Town..... 247-7405

The *Independent (Indy)* is the student-managed newspaper published every Friday during the Fall and Winter terms. Students can earn credit and valuable job experience by working on the Indy staff as writers, photographers, editors, artists, advertising salespersons, and production workers. The Indy covers national, regional, campus and community news and events.

### ***INFO DESK***

Main Floor Student Union..... 247-7010  
The Info Desk is open Monday through Friday from 8am to 5 pm, and serves as a central information resource. You may purchase student event tickets here using SkyCash, or check out pool and ping pong equipment. Also available are Durango T bus stickers for students, maps, and campus Lost and Found.

**INTERNATIONAL PROGRAMS and  
NATIONAL STUDENT EXCHANGE**

106 Jones Hall ..... 247-7672

The International Programs office advises, directs and supports students who want to include study abroad in their academic career at Fort Lewis College. This office helps students decide where the best study abroad program is located, what institution is best for them, when the optimal time to go may be, and what steps will lead toward an international experience.

National Student Exchange provides students with the opportunity to study--at in-state tuition rates--at nearly 200 member colleges and universities in 48 states, three U.S. territories, the District of Columbia, and six Canadian provinces.

**INTRAMURAL SPORTS**

160 Student Life Center ..... 247-7575

Students can participate in a wide variety of competitive and recreational men's, women's, and co-ed sports throughout the Fall and Winter terms. Team sports include kickball, dodgeball, soccer, softball, flag football, volleyball, and basketball. The Intramural Sports Program is student-oriented, providing stress relief, friendship, fitness, and FUN! For registration information and event dates, please visit

[www.fortlewis.edu/recservices/intramural\\_sports](http://www.fortlewis.edu/recservices/intramural_sports).

**JOBS (see Career Services or Financial Aid)**

**JOHN F. REED HONORS LOUNGE**

158 Jones Hall ..... 247-6211

The Honors Lounge offers space for admitted Honors students to study, use computers and printer, look up items in reference materials, as well as a space to relax. The Honors program office is located here for advising admitted students as well as for students interested in joining the program.

**KDUR-FM (College/Community Radio Station)**

130 Student Union ..... 247-7634

Request Line ..... 247-7262

KDUR, 91.9 and 93.9 FM, licensed to Fort Lewis College, provides an alternative and thoroughly eclectic musical and informative experience to Fort Lewis College, Durango and surrounding communities. KDUR operates through the cooperative efforts of student and professional staff, community and student volunteers, and a board of directors. KDUR is open to all students regardless of major, with opportunities in music, public speaking, web development, digital editing, training, marketing, and promotions.

**THE DR. TERRY R. BACON LEADERSHIP CENTER**

171 Student Union ..... 247-7394

The Dr. Terry R. Bacon Leadership Center is the hub on campus for students wanting to get involved and develop

life-long foundational skills. Our mission is to empower students to develop active and creative minds, compassion for others, and the courage to act and transform the world. We provide opportunities that engage students in leadership education in order to advance their knowledge through enriching co-curricular experiences thereby developing life-long foundational skills. Leadership Center staff specialize in utilizing StrengthsQuest to help students identify their strengths and talents. Nearly 80 Registered Student Organizations call the Leadership Center their home. Our fun, energetic and experienced staff provides assistance and information to registered student organizations regarding the development of co-curricular programs. Our staff develops and maintains close contact with students in order to help them achieve their goals.

Student organizations vary each year depending upon the interest of students. The following list is a sampling of long-standing student organizations: American Indian Business Leaders, American Indian Science and Engineering Society, Anthropology Club, Associated Students of Fort Lewis College, Biology Club, Business Club, Chemistry Club, Club del Centro, Dance Co-Motion, Engineers Without Borders, Environmental Center, Geology Club, *The Independent* student publication, KDUR Community Radio, Master Plan Ministries, Newman Club, PRISM, Sociology Club, Student Athletic Training Association, Student Union Productions (formerly SPC), Uniting Students Through Wellness, Wanbli Ota, and Westerner's Club A current listing of clubs is available online at <http://www.fortlewis.edu/leadershipcenter/>

If you wish to get involved with a Registered Student Organization or create a new one please visit us at 171 Student Union or call 247-7394.

Student Wellness Initiatives (SWI), a division of Student Affairs, is located within the Leadership Center and provides alcohol and other drug prevention programs for Fort Lewis College students. The programs of SWI are designed for individuals, specific groups or campus-wide efforts to promote healthy behavior while decreasing substance use and associated consequences.

- **Individuals** participate in prevention initiatives through online assessment tools, alcohol screenings, in one-to-one peer consultations with peers, or as a peer health educator through the student organization, Uniting Students thru Wellness.
- **Groups**, such as new students, residence assistants, students in a particular major or course of study (i.e. public health or psychology), or higher risk groups benefit from Student Wellness through educational workshops, bystander intervention trainings, or alternative social programming.

- **All students** at FLC have opportunities to interact with student wellness efforts through alcohol and other drug use awareness campaigns, student union programs, media campaigns or indirectly as a result policy advocacy associated with issues relating to student health and safety.

For more information about Student Wellness Initiatives or to get involved as a Peer Health Educator on campus, please come find us in the Leadership Center, Student Union room #178. You can also call Kristen D'Acquisto at 247-7508 or email [dacquisto\\_k@fortlewis.edu](mailto:dacquisto_k@fortlewis.edu)

### **LEGAL AID**

Info Desk, Student Union ..... 247-7010  
 ASFLC student government and student fees support the services of a lawyer who provides free legal advice to students. Mr. Steven Filler, attorney, can give advice regarding any legal issue, but he cannot represent a student in a case. The attorney provides eight 1.5 hour sessions each semester on a first come, first served basis. For information on the hours and office location for Legal Aid, please contact the Info Desk in the Student Union.

### **LIBRARY**

Reed Library ..... 247-7270  
 The John F. Reed Library has more than 200,000 books, 1,000 magazine and journal subscriptions as well as collections of maps, videos and sound recordings. The library's web page provides access to all Reed Library resources, including electronic databases. Reed Library offers both PC and Mac technology rooms for student group work and presentation practice, as well as a variety of individual study spaces, movie watching areas and computer lab. Wireless connection is available throughout the Library.

### **MAIL (see POST OFFICE)**

### **MATH ASSISTANCE CENTER**

700 Berndt Hall..... 247-7535  
 When enrolled in a math department course, students can go to this drop-in tutoring center to get help from both faculty and students. For information, contact Dr. Veronika Furst. Free to all students.

### **MEAL PLANS (see CAMPUS DINING)**

### **MEDIA SERVICES**

007 Reed Library ..... 247-7417  
 Media Services supports learning by providing audiovisual equipment and materials for classroom presentations. Fort Lewis College ID required to check out equipment or materials.

### **MEXICO PROGRAM**

85 Reed Library ..... 247-7298  
 Fort Lewis College has encouraged a number of Study Abroad opportunities in Mexico. The main purpose of

this program is to provide students with an opportunity to do human service work in rural areas of Mexico. Students live with Mexican families, while they study Spanish and Mexican history and culture.

### **MULTICULTURAL SUPPORT (see EL CENTRO and NATIVE AMERICAN CENTER)**

### **NATIVE AMERICAN CENTER**

020 Student Union ..... 247-7221  
 In its new home in the Student Union, the Native American Center provides a welcoming environment – a home away from home for Native American students. We promote the academic success and personal development of all Native American students who attend Fort Lewis College through academic, cultural, social and spiritual support. The Center offers academic advising, study facilities, computer lab, tutoring, and student clubs. It also creates an atmosphere where students can connect with others through social and cultural events. The Center serves to foster appreciation for the Native American culture and the wider concept of diversity on the Fort Lewis College campus, in the local community, and within the larger Four Corners region.

### **NEWSPAPER (see INDEPENDENT)**

### **OUTDOOR PURSUITS**

145 Student Life Center..... 247-7293  
 The Outdoor Pursuits(OP) program offers a wide range of outdoor recreation and skill building activities for students. Professional staff members guide trips such as rock climbing, rafting, kayaking, backcountry skiing/riding, avalanche safety training, backpacking, mountaineering, peak climbing, fly fishing, mountain and road biking. OP can also provide maps, expert advice, reading material, and other resources to plan individual adventures. Outdoor Pursuits houses extensive professional bicycle repair and ski/board tuning benches. Additionally, OP oversees the management and operation of the climbing wall located in the Student Life Center. The primary goal of the program is to facilitate students' exploration of the open-air wonders of the Four Corners region.

### **POLICE & PARKING SERVICES**

EMERGENCIES ..... 9-1-1  
 From campus phone.....9-9-1-1  
 Administration, Aspen Hall ..... 247-7491  
 To report a non-emergency crime..... 385-2900  
 Officer on duty, non-emergencies ..... 749-6581  
 The primary mission of Fort Lewis College Police Department is to enforce federal, state, and local laws. It also enforces campus rules, regulations, policies, and meets the safety needs of the campus community. The staff includes a Chief of Police, Administrative Assistant and six police officers POST-certified by the State of Colorado. The officers have full arrest authority and are

sworn law enforcement officers. The officers conduct vehicle, bicycle and foot patrols on campus. The department works closely with municipal, county, state and federal law enforcement agencies in enforcing municipal ordinances, state and federal laws.

In compliance with the Clery Act, the Campus Security Report is made available annually to all current students and employees; and all prospective students and employees have a right to request the Campus Security Report. This report includes specific crime statistics for the three previous calendar years relating directly to the Fort Lewis College campus, as well as campus security policies, crime prevention information, and crime reporting procedures. A hard copy of the report is available in the Student Affairs office, 230 Miller Student Services.

### **POST OFFICE**

57 Student Union ..... 247-7541  
Fax ..... 259-1774

The Post Office provides full United States postal services for the student body, as well as a centralized facility for campus-housed students to receive mail. Other services include fax service (for a nominal fee), and receiving of UPS and FedEx packages if addressed in the following format: FLC Four Digit Number, 1000 Rim Drive, Durango, CO 81301. UPS and FedEx packages may not be shipped from the post office.

### **PRESIDENT**

2500 Berndt Hall..... 247-7080

### **PROGRAM FOR ACADEMIC ADVANCEMENT**

308 Reed Library ..... 247-7692  
The Program for Academic Advancement (PAA) is a TRiO program (Student Support Services) funded by a grant from the U.S. Department of Education. PAA provides individualized academic and personal support services to eligible students who want to make the most of their education. The purpose of PAA is to help its participants succeed at Fort Lewis College and graduate. All PAA services are free.

### **PUBLIC AFFAIRS**

2200 Berndt Hall..... 247-7401  
Public Affairs provides information to the campus, community, and media about Fort Lewis news and events. Publicity includes a two-week calendar that is distributed to all local media outlets each Wednesday, and a weekly calendar and announcement e-mail to all students. Student organizations seeking publicity should submit requests at least two weeks prior to the event. These requests may be e-mailed to [davis\\_m@fortlewis.edu](mailto:davis_m@fortlewis.edu). Be sure to include important information about your event, including event name, description, time, date, place, admission price, where

tickets can be purchased, contact name, and contact phone number.

### **RADIO (see KDUR)**

### **RECREATIONAL SERVICES**

148 Student Life Center..... 247-7014  
Recreational Services are housed in the Student Life Center (SLC), a 48,000 square foot recreation facility. Rec. Services include Outdoor Pursuits, Group Exercise Classes, Personal Training, Club and Intramural Sports. For program schedules and contact information, please visit [www.fortlewis.edu/recservices](http://www.fortlewis.edu/recservices).

### **REGISTRAR**

160 Miller Student Services..... 247-7350  
Fax ..... 247-7598  
Email ..... [registrar@fortlewis.edu](mailto:registrar@fortlewis.edu)

The Registrar maintains and upholds the integrity of degrees granted and transcripts distributed by the institution. The functions of the Registrar's Office include, but are not limited to, maintaining academic records through registration, grade processing, graduations, archives, student transcripts, master catalog, class schedule, and information management. Reporting and policy interpretations include full-time equivalent reporting, academic athletic eligibility, tuition classification, veterans benefits, degree requirements, transfer evaluations, transfer agreements, and transfer guides, and all reporting concerning student and course information.

### **ROCA (Residents on Campus Association)**

240 Miller Student Services..... 247-7503  
ROCA is a campus-wide organization that represents all students living in the Fort Lewis College residence hall and apartment communities. It was formed to enable residents to voice concerns and create leadership opportunities as part of the collegiate learning experience. Students involved with ROCA are an integral part of the planning and implementation of social, educational, cultural, and recreational programming for on campus students. ROCA members also get the chance to attend and participate in Regional and National Conferences throughout the year.

### **SKYCARD (ID Card)**

005 Student Union ..... 247-7504  
A Fort Lewis College Identification Card/debit card (SkyCard) is required of all students, and is necessary for access to meal plans, required for door access to certain areas, many campus facilities, campus services, and campus events. This card must be carried at all times and presented when requested by College officials. It is the responsibility of the student to replace a lost ID card immediately. The SkyCard Office is located across from the Post Office.

**SOUTHWEST STUDIES, CENTER OF**

Center of Southwest Studies..... 247-7456  
The Center of Southwest Studies reflects the College’s unique historical identity, supports undergraduate coursework research, offers tours and presentations, and sponsors meetings, seminars, and conferences related to the Center’s mission. The Center is one of the major repositories of historical, archeological, and ethnographic records in the state.

**STEM<sup>3</sup> STUDENT SUCCESS**

772 Berndt Hall..... 247-7455  
The STEM<sup>3</sup> (STEM Cubed) Student Success Center is a TRiO program (Student Support Services) specifically for students at Fort Lewis College in science, technology, engineering, and mathematics who have declared majors in qualifying programs. Funded by a grant from the Department of Education, the program offers eligible students individual and group tutoring, academic and personal advisement, graduate school and employment readiness, financial aid advisement, workshops, a private lab and lounge, and a staff dedicated to the success of the student. All STEM<sup>3</sup> services are free.

**STUDENT AFFAIRS**

230 Miller Student Services..... 247-7331  
The Student Affairs Office provides co-curricular support services for students, including emergency situations and student conduct. The Vice President supervises the following departments: Counseling Center, El Centro, Financial Aid, Health Center, International Programs, Leadership Center, Native American Center, Police and Parking Services, Recreational Services, Student Housing and Conference Services, and Wellness.

**STUDENT GOVERNMENT (see ASFLC)**

**STUDENT HOUSING**

240 Miller Student Services..... 247-7503  
Approximately one-third of the student body lives on campus in one of seven residence halls or apartment complexes. Housing options include traditional style rooms, suites, apartments, family housing units and theme-based Living-Learning Communities. First-year freshmen are required to live on campus as part of Fort Lewis College’s commitment to help every student succeed.

**STUDENT LIFE CENTER**

Student Life Center info desk..... 247-7014  
The Student Life Center is a 48,000-square-foot recreation facility. The facility has a three-court gymnasium, aerobics/dance studio, free weight/cardio area, racquetball court, a state-of-the-art climbing wall, and a club office area. For hours of operation and contact

information, please visit [www.fortlewis.edu/recservices/slc](http://www.fortlewis.edu/recservices/slc).

**STUDENT UNION PRODUCTIONS (formerly Student Programming Council)**

163 Student Union..... 247-7474  
Student Union Productions is a student organization that plans and hosts on-campus programs, including Funday Mondays, live concerts, hypnotists, movie nights and other fun events. Skyfest is a large annual event held each April featuring live music, food and a fun music-festival atmosphere. Students have the opportunity to assist with the planning, contracting, production, and promotion of events. Any and all students are welcome to join. Call them at 247-7474 or stop by their office at 163 Student Union for more information and meeting times.

**STUDENT WELLNESS (see Leadership Center)**

**TEACHER LICENSING**

244 Education Business Hall..... 247-7150  
The Department of Education provides professional education courses that comply with standards set by the Colorado Department of Education. Students who complete early childhood, elementary, secondary, or K-12 program requirements are then eligible to apply for Colorado teacher licensing in their respective areas of focus.

**TELEPHONE SERVICE ..... 247-7444**

Telephones are provided in residence hall rooms. Courtesy phones and pay phones are available in numerous places around the campus. Students may not receive collect calls on campus. Long distance calls may be made using a credit card or by reversing the charges. For your convenience, pre-paid calling cards are available from a dispenser located in the lower level of the Student Union. Profits benefit ASFLC.

**TESTING CENTER ..... 382-6938**

287 Noble Hall  
The Testing Center coordinates the Accuplacer test required for Colorado Basic Skills Policy compliance and math and composition placement challenges. Another important function is coordinating testing for accommodations for students with documented disabilities. It also coordinates all national tests given on campus and provides proctoring services. CLEP testing is also available for students who wish to earn college credit by successfully completing tests.

**TUTORING CENTER**

105B Jones Hall..... 247-7434  
[tutoring@fortlewis.edu](mailto:tutoring@fortlewis.edu)

**WRITING CENTER**

105C Jones Hall ..... 382-6934

The Writing Center offers free assistance to all writers across campus. It is staffed by trained student tutors who are able to assist at all stages of the writing process: developing ideas, organizing a paper, revising content, and polishing a final draft. We can help with writing in any class, from composition and English to history, psychology, biology and beyond.

# IMPORTANT TELEPHONE NUMBERS

## TO REPORT AN EMERGENCY OR CRIME IN PROGRESS:

<b>From a Campus Telephone</b>	<b>9-911</b>	<b>Durango Fire</b>	<b>9-911</b>
<b>From a Cell or Pay Phone (no coins needed)</b>	<b>911</b>	<b>D.F.R.A. Ambulance</b>	<b>9-911</b>

<b>Fort Lewis College Police Administrative Office</b>	<b>247-7491</b>		
<b>Police Assistance (Report a Crime)</b>	<b>385-2900</b>	<b>Fort Lewis College Police (Duty Officer)</b>	<b>749-6581</b>

Academic Advancement, Program for (TRiO)	7693	Dining Services (Sodexo)	7335
Academic Affairs, VP Office	7314	Disability Services	7459
Academic Deans		El Centro	7654
Arts, Humanities & Social Sciences	7582	Environmental Center	7091
Business Administration	7294	Equal Opportunity	6977
Natural & Behavioral Sciences	7264	Facilities Scheduling Office	7502
Academic Department Secretaries		Finance & Administration, VP Office	7196
Anthropology	6923	Financial Aid	7142
Adventure Education	6383	Foundation	6179
Art	7167	Health Center	7355
Biology & Agriculture	7446	Human Resources	7428
Business & Marketing	7408	ID Office	7504
Chemistry	7033	Info Desk	7010
Economics	7408	International Programs & National Student Exchange	6869
English	7255	Intramurals/Club Sports	7096
Exercise Science	7577	Leadership Center	7517
Geosciences	7378	Library	7270
History	7255	Circulation	7270
Mathematics	7050	Administration	7250
Modern Languages	7243	Reference	7551
Music	7243	Media Services	7115
Philosophy	7243	Native American Center	7221
Physics-Engineering	7446	Newspaper-The Independent	7405
Political Science	7243	Outdoor Pursuits	7061
Psychology	7050	Physical Plant	7000
Sociology	7255	Police & Parking	7491
Southwest Studies	6923	Post Office	7541
Teacher Education	7291	President's Office	7080
Admission & Advising	7055	Radio Station-KDUR	7634
Alumni (Foundation)	7427	Registrar's Office	7350
Athletics	7571	Southwest Studies, Center of	7456
Bookstore	7415	Stem Cubed (TRiO)	7455
Campbell Child & Family Development Center	7679	Student Affairs, VP Office	7331
Career Services	7562	Student Government (ASFLC)	7455
Arts, Humanities, & Social Sciences	7582	Student Housing	7503
Business Administration	7294	Student Life Center	7014
Natural & Behavioral Sciences	7264	Student Union Productions	7474
Teacher Education	7150	Student Wellness	7508
Cashier & Student Billing	7380	Swimming Pool	7441
Computing Labs	7022	Talent Search (TRiO)	7348
Concert Hall Box Office	7657	Theater Information	7089
Conference Services	7372	Tutoring Center	7434
Cooperative Education	6936	Upward Bound (TRiO)	7472
Counseling Center	7212	Veteran's Affairs	7374



# STUDENT HANDBOOK

## 2011-2012

### CAMPUS POLICIES

### SECTION 2 OF 6

---

## REFERENCE LISTING

---

*Should you have a question or concern about a policy or procedure, please contact the office listed. Attending orientation or completing the academic registration process at Fort Lewis College obligates the student to comply with all policies and procedures of the College. All policies in this handbook are subject to change without notice. Hard copies are available at the Student Affairs Office, 230 Miller Student Services, (970) 247-7331. Electronic version is available at <http://www.fortlewis.edu/studenthandbook>.*

---

### CAMPUS POLICIES

#### ACADEMIC POLICIES AND PROCEDURES

<http://catalog.fortlewis.edu/content.php?catoid=8&navoid=206>

Contact: Registrar's Office

#### ALCOHOL & OTHER DRUGS

<http://www.fortlewis.edu/businesspolicies/HumanResources/AlcoholDrugs.aspx>

Contact: Student Affairs Office

#### BICYCLES, SKATEBOARDS & IN-LINE SKATES

<http://www.fortlewis.edu/businesspolicies/Safety/WheeledDevices.aspx>

Contact: Fort Lewis College Police Office

#### COF (COLLEGE OPPORTUNITY FUND)

<https://cof.college-assist.org>

Contact: Controller's Office

#### DISABILITY SERVICES

<http://www.fortlewis.edu/disability/home.aspx>

Contact: Disability Services Office

#### DOGS

<http://www2.fortlewis.edu/businesspolicies/OtherCollegePolicies/Dogs.aspx>

Contact: Fort Lewis College Police Office

#### EMAIL

<http://www2.fortlewis.edu/businesspolicies/InformationTechnology/Administration.aspx>

Contact: Information Technology Office

#### EQUAL OPPORTUNITY & ANTI DISCRIMINATION

<https://www2.fortlewis.edu/eo/CollegePoliciesGrievanceProcedures.aspx>

Contact: Equal Opportunity Coordinator

#### FINANCIAL AID

<http://www.fortlewis.edu/financialaid/home.aspx>

Contact: Financial Aid Office

#### FERPA

<http://www.fortlewis.edu/registrar/FERPA.aspx>

Contact: Registrar's Office

**ID CARDS**

<http://www.fortlewis.edu/skycard/Home.aspx>

Contact: SkyCard Office

**INFORMATION TECHNOLOGY ADMINISTRATION**

<http://www2.fortlewis.edu/businesspolicies/InformationTechnology/AcceptableUse.aspx>

Contact: Information Technology Office

**INFORMATION TECHNOLOGY SECURITY**

<http://www2.fortlewis.edu/businesspolicies/InformationTechnology/Security.aspx>

Contact: Information Technology Office

**PARKING & TRAFFIC**

<http://www.fortlewis.edu/police-parking/ParkingTrafficInformation.aspx>

Contact: Fort Lewis College Police Office

**PEACEFUL ASSEMBLY**

<http://www2.fortlewis.edu/businesspolicies/OtherCollegePolicies/PeacefulAssembly.aspx>

Contact: Student Affairs Office

**POSTING**

<http://www2.fortlewis.edu/businesspolicies/OtherCollegePolicies/CampusPosting.aspx>

Contact: Student Affairs Office

**SEXUAL ASSAULT**

<http://www.fortlewis.edu/studenthandbook>

Click on Campus Security Report, then Sexual Assault Policy

Contact: Student Affairs Office

**SEXUAL HARASSMENT**

<https://www2.fortlewis.edu/eo/CollegePoliciesGrievanceProcedures.aspx>

Contact: Equal Opportunity Coordinator

**SMOKING**

<http://www2.fortlewis.edu/businesspolicies/OtherCollegePolicies/SmokingTobaccoUse.aspx>

Contact: Student Affairs Office

**STUDENT GRIEVANCE POLICIES**

<http://www.fortlewis.edu/studentgrievance/Home.aspx>

Contact: Student Affairs Office

**TUITION & FEES**

<http://www.fortlewis.edu/studentbilling/Home.aspx>

Contact: Controller's Office

**WEAPONS**

<http://www2.fortlewis.edu/businesspolicies/Safety/Weapons.aspx>

Contact: Student Affairs Office

---

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. Inquiries concerning Title VII, Title IX, Section 504, and Americans with Disabilities Act (ADA) may be referred to the Equal Opportunity Coordinator, Fort Lewis College, (970) 382-6977, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204, (303) 844-5695.

---



# STUDENT HANDBOOK 2011-2012 STUDENT CONDUCT CODE SECTION 3 OF 6

---

## TABLE OF CONTENTS

---

*Should you have a question or concern about a policy or procedure, please contact the Student Affairs Office. Attending orientation or completing the academic registration process at Fort Lewis College obligates the student to comply with all policies and procedures of the College. All policies in this handbook are subject to change without notice. Hard copies are available at the Student Affairs Office, 230 Miller Student Services, (970) 247-7331. Electronic version is available at <http://www.fortlewis.edu/studenthandbook>.*

---

### STUDENT CONDUCT CODE

<b>I. AUTHORITY AND JURISDICTION .....</b>	<b>3-2</b>
<b>II. PRINCIPLES OF STUDENT CONDUCT .....</b>	<b>3-2</b>
<b>III. PROHIBITED CONDUCT .....</b>	<b>3-3</b>
<b>IV. DISCIPLINARY POLICIES AND PROCEDURES.....</b>	<b>3-5</b>
<b>V. DISCIPLINARY SANCTIONS.....</b>	<b>3-6</b>
<b>VI. JUDICIAL APPEALS .....</b>	<b>3-7</b>
<b>VII. INTERIM SUSPENSION.....</b>	<b>3-8</b>
<b>VIII. INDIVIDUAL STUDENT JUDICIAL RECORDS .....</b>	<b>3-8</b>
<b>IX. PROCEDURES AVAILABLE TO COMPLAINANT(S).....</b>	<b>3-9</b>
<b>X. REVIEW PROCESS.....</b>	<b>3-9</b>

---

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. Inquiries concerning Title VII, Title IX, Section 504, and Americans with Disabilities Act (ADA) may be referred to the Equal Opportunity Coordinator, Fort Lewis College, (970) 382-6977, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204, (303) 844-5695.

---

# STUDENT CONDUCT CODE

*This code is promulgated in accordance with the policies of Fort Lewis College.*

## I. AUTHORITY AND JURISDICTION

The Vice President for Student Affairs is responsible for promoting observance of the *Student Conduct Code* (hereinafter, the “Code”), enforcing the provisions, interpreting the provisions, and acting on violations of the *Code*. The Vice President for Student Affairs (hereinafter, the “Vice President”), acting on behalf of the President of Fort Lewis College, will designate individuals or entities to administer the College judicial system. These individuals/entities include: the Dean of Students, the Judicial Coordinator, and the Judicial Panel. The Vice President may appoint additional individuals/entities as needed. These individuals/entities are considered to be Hearing Authorities.

The Vice President will designate the responsibility for the operation of the *Code* to the Dean of Students or designee (hereinafter, the “Dean”). The Dean may initiate action on violations and may act on referrals made to the Student Affairs Office by faculty, staff, administrators, students, or other sources. In addition, he/she will implement operating procedures for the judicial consideration of conduct violations and the imposition of disciplinary sanctions in an efficient, consistent, fair, lawful, and educational manner.

The Judicial Panel consists of the Dean of Students or the Judicial Coordinator, and two students. Four students will be appointed to serve on the Judicial Panel by the Dean of Students. Students will be nominated by the President of the Associated Students of Fort Lewis College and the Office of Student Housing & Conference Services. The Dean of Student or the Judicial Coordinator will serve as the chair of the Judicial Panel.

Fort Lewis College students are subject to the provisions of the *Code* while on College premises and when involved with off-campus Fort Lewis College-related activities. The term “student” means any person who is currently enrolled in courses, whether full-time or part-time, was enrolled in the previous semester and/or is registered for a future semester, or is a new student at Orientation. Students will also be held accountable to this *Code* for their off-campus conduct when it is determined by the College that the off-campus conduct has a detrimental impact on the College community or the pursuit of the College’s educational objectives.

Fort Lewis College has a vital interest in the conduct of its students and the health and safety of the community, and considers any off-campus behavior to be a reflection

of a student’s fitness to be a member of the College community. As such, students will also be held accountable to this *Code*, for their off-campus conduct that demonstrates disregard for the law and the community standards or involves the health and safety of the College community. The College’s disciplinary action shall be independent of civil and/or criminal proceedings pending in the judicial system.

Student Organizations at the College are subject to the same standards as individuals in the College community and are subject to the provisions of the *Code*. Student Organizations include Registered Student Organizations, club sports, intramurals, and any other student groups or programs. A Student Organization may be held responsible for violating the *Code* when: (1) one or more officers or authorized representatives, acting in the scope of their organizational duties, commit a violation; (2) a violation is committed at an activity funded by the Student Organization; or (3) the violation occurred as a result of a Student Organization-sponsored function or activity. Both an individual student and a Student Organization can be held responsible for violations resulting from one event or activity. In the event that a Student Organization is charged with a violation of the *Code*, the head (e.g., president, chair, etc.) of the Student Organization will represent the Student Organization in the judicial proceeding.

It is the student’s and Student Organization’s responsibility to be familiar with and abide by the *Code*. Lack of knowledge of the *Code* does not relieve the responsibility of any violation of the *Code*.

## II. PRINCIPLES OF STUDENT CONDUCT Procedures and Responsibilities

Fort Lewis College is charged with providing a quality liberal arts education for its students, as well as providing leadership opportunities and career preparation. The College is thus responsible for creating and maintaining an environment that is conducive to the pursuit of learning and the development of students as scholars and citizens. College regulations and policies are necessary to safeguard the mission of the College, ensure the integrity of the educational system, and thus protect the freedom of students to learn without undue interference or disruption by others.

Students at Fort Lewis College must accept their responsibilities, individually and collectively, for the

maintenance of this environment. To meet these responsibilities, students are expected to exhibit at all times self-discipline and standards of personal conduct that demonstrate maturity, good judgment, and respect for persons, property, and the rights of others. Behavior that threatens the health, safety, or welfare of individuals or groups on campus, disregards property, or violates the basic mission of the College will not be tolerated. Students at Fort Lewis College are representatives of the institution. As members of the College and the community, students are expected to observe all Federal, State, and local laws and ordinances.

The judicial process is based on the assumption that disciplinary procedures, when required, are an extension of the teaching mission of the institution and thus educational in intent. As such, the procedures used by the College in executing the *Code* are not subject to rules of civil or criminal proceedings. Some violations of the *Code* may also be violations of Federal, State, or local laws and ordinances, and students may be accountable to both civil actions and the College for their misconduct. Disciplinary sanctions imposed by the College may precede and be in addition to any penalty imposed by an off-campus authority.

The purposes of the judicial process are to provide a fair and educational process for accountability of student conduct and to assist in the personal growth and development of students.

Fort Lewis College provides the following procedures to students and Student Organizations charged with a violation(s) of the *Code*:

1. Written notification of the charges and possible sanctions as a result of the hearing.
2. A pre-hearing interview designed to ensure that the student understands the following in order to adequately prepare for a hearing: the charges, the procedures afforded to him/her, the options for resolution of the charges, and the disciplinary procedures to be followed.
3. Information regarding the identity of witnesses (when feasible), the general content of their testimony, and the content of any written material or physical exhibit which will be presented at the hearing.
4. The option of having an adviser, who may be legal counsel, present at the hearing. The role of the adviser is to consult with the accused student at reasonable intervals during the course of the hearing. The adviser may not speak on the student's behalf or address the Hearing Authority.
5. Consultation with the Dean concerning procedural matters.

6. Two days (excluding weekends or holidays) from the date of the pre-hearing interview before the hearing is held. This can be waived if agreed upon by the student and the Dean.
7. Web address of the *Student Conduct Code*.
8. Confidentiality as allowed by law.
9. An opportunity to appear in person at the hearing and present relevant information, speak on his/her own behalf, hear all information presented, and call witnesses and ask questions of his/her own witnesses.
10. The option not to appear at a hearing, in which case the hearing shall be conducted in the student's absence and a decision will be rendered solely on the available information.
11. The student's responsibility for the allegation will be determined solely on the information presented at the hearing with the preponderance of the evidence standard.
12. Written notification as to the disposition of the charge by the Hearing Authority.
13. An appeal process for a decision of suspension or expulsion.

### III. PROHIBITED CONDUCT

Students, as an individual or a member or representative of a Student Organization, are expected to conduct themselves in a manner that adheres to the educational mission of Fort Lewis College. It is expected that all behavior and discourse will reflect respect and civility. Prohibited conduct is outlined below, and any student who is responsible for misconduct or for being an accessory to misconduct shall be subject to disciplinary action and the sanctions authorized by the *Code*. Accessory to misconduct is defined as: being present while the offense is committed; advising, instigating, or encouraging the act; failing to attempt to discourage or to prevent the offense; or facilitation in the committing of an offense in any way.

Any revisions to this list will be disseminated to the students through appropriate channels. The offenses listed below are not intended to be all-inclusive or exhaustive. Students should be aware that other actions or behaviors might constitute violations of the *Code* and therefore be subject to judicial action. The following is a list of examples of prohibited conduct:

1. Commission of any act that is a violation of local, State, or Federal law shall be a violation of the *Code* whether or not such violation is prosecuted by an off-campus authority.
2. Forgery, alteration, or unauthorized use or possession of College documents, forms, or records, including identification cards, course registration materials, parking permits, or any

- other official College document. This includes, but is not limited to, the unauthorized use of the name, logo, seal and trademark of the College.
3. Unauthorized use of the College computer system or any violation of the Fort Lewis College Information Technology Policies.
  4. Knowingly furnishing false information to a College official or member of any Hearing Authority, or local, county, State, or Federal official acting in the performance of his/her duties which includes, but is not limited to, applications for admission, petitions, requests, or other matters of record or transaction. College officials include students working for the College in para-professional roles such as housing staff, Student Life Center staff, etc.
  5. Failure to truthfully identify oneself when requested to do so by a College official, or local, county, State, or Federal official in the process of discharging his/her responsibilities; or misrepresenting to any other person or organization one's position or identification.
  6. Conduct that substantially disrupts or materially interferes with teaching, research, administration, disciplinary procedures, or other conduct of business of the College.
  7. Physical violence or the threatened use of violence against any member of the College community and/or his/her guests.
  8. Actual or threatened sexual misconduct, either verbal or written. This includes, but is not limited to, unwanted sexual touching, making unwelcome sexual advances, or non-consensual sexual acts.
  9. Hazing. Defined as any activity by which a person endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any group or organization. Hazing includes, but is not limited to, forced and prolonged physical activity; forced consumption of any food, beverage, medication, or controlled substance in excess of the usual amounts for human consumption or forced consumption of any controlled substance or any substance not generally intended for human consumption; and prolonged deprivation of sleep, food, or drink. The willingness of an individual to participate in such activity does not relieve the responsibility for the violation of the *Code*.
  10. Disorderly conduct. Defined as individual or group behavior that substantially disturbs other individuals or groups. Such conduct includes, but is not limited to, unwelcome physical conduct, stalking, and boisterous or threatening conduct that is unwanted and unreasonable for the time, place, or manner in which it occurs.
  11. The unauthorized use, abuse, or destruction of College property or the property of any members of the College community or their guests. This includes, but is not limited to, defacement as a result of a deliberate action or as a result of reckless behavior.
  12. Theft of property or possession of stolen property of the College, College community members or their guests.
  13. Unauthorized occupancy of or forceful entry into College property, facilities, or College-related premises.
  14. Tampering with locks of College buildings or unauthorized possession, use, transfer or duplication of keys belonging to the College, including campus housing keys.
  15. Behavior or activities that endanger the safety of oneself or others. This includes, but is not limited to, destructive behavior by individuals or groups, self-destructive behavior, arson, and tampering, damaging, or misusing safety equipment (e.g., fire extinguishers, lighted exit signs, smoke detectors, etc.).
  16. Drugs. The use, possession, or distribution of illegal drugs or drug paraphernalia; unlawful use, possession, or distribution of controlled substances; alteration of a drug prescription; or inappropriate behavior resulting from the use of drugs or other substances. Possession or use of medical marijuana on the Fort Lewis College campus, including residential buildings, is a violation of this policy.
  17. Alcohol. The abuse or unlawful use, consumption, transportation, offer for sale, manufacture, dispensing, sale, distribution, possession of alcohol, or inappropriate behavior resulting from the use of alcohol.
  18. Violations of Housing alcohol policies.
  19. Making a false report. False fire alarm, false reporting of bomb, crime, or any other emergency.
  20. Violations of Housing drug policies.
  21. Violations of the College's Housing Contract and Housing rules and regulations.
  22. Possession of weapons of any kind (functional or not), ammunition, explosive substances or chemicals, hazardous chemicals or materials, or any incendiary devices, as listed in the Fort Lewis College *Weapons Policy*, on the Fort Lewis College campus, including all residential facilities.
  23. Violations of any of the restrictions, conditions, or terms of any disciplinary sanctions.
  24. Failure to comply with directions of College officials, faculty members, or para-professionals acting in the performance of their duties

- including, but not limited to, a request for a meeting.
- 25. Misuse of telephone. Making or assisting in making unauthorized telephone calls, harassing telephone calls, or otherwise misuse or abuse telephone equipment or access codes.
- 26. Misappropriation or misuse of a Student Organization's funds or property.
- 27. Violation of other College policies, rules, and procedures.

## **IV. DISCIPLINARY POLICIES AND PROCEDURES**

### **Charges and Hearings**

#### **1. INITIATION OF CHARGES**

- a. Any member of the Fort Lewis College community may report a student for *Student Conduct Code* violations. The description of the alleged violation must be in writing and sent to the Dean as soon as possible after the incident has occurred, preferably within one week of the event.
- b. The Dean may conduct a preliminary investigation to determine if there is enough information available to proceed with disciplinary action. In the absence of sufficient information as determined by the Dean, no charge will be filed against the student.

#### **2. NOTIFICATION**

- a. When it is determined that there is sufficient information to justify charging a student with a violation of the *Code*, the Dean will send a written notification electronically to the student's Fort Lewis College email address. Additionally, if the student lives on campus, the hard copy will be hand-delivered to the student's campus housing. If the student lives off campus, the hard copy will be mailed to the student's most current local mailing address as indicated in the database compiled by the Registrar's Office. When the local mailing address is not available and the student does not contact the Dean in a timely manner, the hard copy of the notification will be mailed to the student's permanent or parent address.
- b. If charges are made against a Student Organization, a written notification will be addressed to the head of the Student Organization and mailed to the Student Organization's campus address.
- c. The notification will include the web address of the *Code*, specify the alleged

violation of the *Code*, and inform the student to contact the Dean to schedule a pre-hearing interview within three days (excluding weekends and holidays) of the date of the notification.

- d. The purpose of the pre-hearing interview is to ensure that the student is sufficiently familiar with his/her rights and the disciplinary process to adequately prepare and present a response at the hearing.
- e. The Dean may, with the consent of the charged student, hold a pre-hearing interview by telephone if (1) the student is not currently enrolled; or (2) it creates a hardship for the student to come to the campus. The Dean has the sole discretion on this matter.

#### **3. FAILURE TO RESPOND**

If the charged student or a Student Organization does not contact to arrange a pre-hearing interview within three days of the date of notification, the Dean may set a hearing time and notify the student or the Student Organization via campus email, hand delivery to campus housing, and/or postal delivery. If the charged student or Student Organization has been properly notified of the charges and hearing date and still does not attend the scheduled hearing, the Dean will conduct the hearing in the absence of the student or the Student Organization, determine the responsibility for the charge, and decide a disciplinary sanction based upon the available information.

#### **4. DISMISSAL OF CHARGES**

If the Dean determines, as a result of the pre-hearing interview, that insufficient information exists to justify a hearing, the charge(s) will be dismissed.

#### **5. OPTIONS FOR RESOLUTION OF DISCIPLINARY CHARGES**

The options for the resolution of disciplinary charges will be fully explained at the pre-hearing interview. The charged student or Student Organization has the following options:

- a. To claim "not responsible" to the charge(s), and request a hearing before the Judicial Panel (available only for potential Suspension from Housing or the College) or the Dean. If the Judicial Panel finds the student or the Student Organization was responsible as charged, the Dean will determine appropriate sanctions. If the Dean determines, based on the available

information, that the student or Student Organization is summarily responsible as charged, he/she has the discretion of not forwarding the case to the Judicial Panel.

- b. To accept responsibility for the charge(s), in which case a hearing will be held before the Dean to determine an appropriate disciplinary sanction.

## 6. HEARING PROCEDURES

- a. Student disciplinary hearings are designed to be administrative proceedings conducted in an educational and fair manner. Federal or State rules of evidence do not apply. Hearings will be closed and confidentiality will be maintained as allowed by law.
- b. The Dean is responsible for scheduling, coordinating, and presenting all relevant information of hearings.
- c. The Dean may, with the consent of the charged student, hold a hearing by telephone if the student is not currently enrolled or if it creates a hardship for the student to come to the campus for a hearing. The Dean has the sole discretion on this matter.
- d. For a Judicial Panel hearing, the Panel will convene each hearing by introducing those present, introducing copies of relevant materials, and explaining the basic rules of procedure.
- e. The Hearing Authority will exercise control over the hearing to avoid repetition of information and/or to prevent the harassment or intimidation of participants. Hearings can be recessed at any time.
- f. A charged student or Student Organization shall have the opportunity:
  - 1. To appear in person, hear all information presented, and present his/her version of the events by personal statements, as well as written statements, and witnesses.
  - 2. To elect not to appear at the hearing, in which case the hearing shall be conducted in his/her absence.
- g. Witnesses shall be present only during the time they are testifying, and the charged student or the Student Organization shall have the opportunity to question them.
- h. An audio recording of all hearings will be made when a charged student or Student Organization does not accept responsibility for the allegations. The recording can be waived by the student. This recording shall be the property of the College.

- i. At the conclusion of the hearing, the Hearing Authority shall consider the information presented in order to determine responsibility of the charges by the preponderance of the evidence standard, which indicates that it is more likely than not that a violation of the *Code* did occur. If the Hearing Authority is the Judicial Panel, a majority vote of members present shall be required to find the charged student or Student Organization responsible.
- j. If the decision of the charged student or the Student Organization is found responsible for conduct violation(s) by the Hearing Authority, the Dean will then determine an appropriate sanction.

The Dean will notify the student or the Student Organization of the decision at the conclusion of the hearing and/or in writing within five days after the decision has been reached. This notification shall consist of the determination of responsibility and complete description of any disciplinary sanction imposed.

## V. DISCIPLINARY SANCTIONS

The purposes of imposing sanctions as a result of a disciplinary hearing are to assist students in identifying alternative modes of conduct that are more suitable to his/her successful attainment of his/her academic goals, to protect the College community from behaviors that are detrimental to the educational process, and to give restitution to complainants for loss or destruction of property. One or more of the following disciplinary sanctions may be imposed upon students and Student Organizations. The severity of the sanctions imposed is intended to correspond with the severity or frequency of the violation, as well as the student's willingness to recommit to good citizenship by choosing behaviors consistent with his/her educational goals and the College's mission.

- 1. **DISCIPLINARY WARNING:** Notice in writing that the student or the Student Organization has violated the *Student Conduct Code* and that continuation or repetition of similar misconduct may be cause for further disciplinary action and more severe sanctions. Warning may also involve conditions that are intended to be educational in nature.
- 2. **DISCIPLINARY PROBATION:** A period of review and observation during which a student or a Student Organization has been officially notified that the misconduct, although not serious enough to warrant suspension, was

very inappropriate. Subsequent violations of the *Code*, College rules, regulations, or policies (even after a particular probationary period expires) could result in a more severe sanction.

Disciplinary probation is a status that may involve restrictions, conditions, or terms imposed for a definite period of time. Restrictions, conditions, or terms of probation may include, but are not limited to, the following:

- a. Ineligibility to run for or hold office in any Fort Lewis College Student Organizations.
- b. Ineligibility to represent the College, including participation in intercollegiate athletics.
- c. Ineligibility to have certain jobs on campus such as housing staff and orientation leader.
- d. Ineligibility to participate in or sponsor campus activities or events.
- e. Ineligibility to recruit new members.
- f. Ineligibility to receive College financial assistance.
- g. Periodic contact with a designated member of the campus community.
- h. Completion of an assessment at the campus Counseling Center
- i. Campus/community service.
- j. Restitution.
- k. Educational activities.
- l. Restrictions on accessibility to College facilities, housing areas, and/or change of housing assignment.

Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of the probationary period. Failure to comply with the terms and conditions of the probation or additional conduct in violation of this *Code* during the probationary period will result in more serious disciplinary action.

### 3. HOUSING SUSPENSION/

**REMOVAL:** Involves removal from the campus residential housing community for conduct that clearly demonstrates an inability to function appropriately in the residential living situation. Such removal may be permanent or for a specified number of terms, and it prohibits accessibility to all or designated residence halls.

### 4. DISCIPLINARY SUSPENSION:

Defined as the involuntary separation of a student from Fort Lewis College for a specified period of time. For a Student Organization, this means temporary cancellation of recognition. Suspension shall be effective on the date of notice of the suspension or later as stated in said

notice. The student or the Student Organization will be notified of the date and conditions, if any, upon which he/she may petition for re-admission or re-recognition. Students separated from the College due to disciplinary suspension are prohibited from the College campus or College-related premises and activities without securing written authorization in advance from the Vice President or the Dean. Any violation of this restriction shall subject the student to arrest for trespassing. NOTE: Any student who is convicted of a riot offense shall be immediately suspended for a period of 12 months upon notification of such conviction (C.R.S. § 23-5-124).

### 5. DISCIPLINARY EXPULSION:

Expulsion is permanent disciplinary separation from the College involving denial of all student privileges. For a Student Organization, this means permanent cancellation of recognition. An expelled student is prohibited from the College campus or College-related premises and activities without securing written authorization in advance from the Vice President or the Dean. Any violation of this restriction shall subject the student to arrest for trespassing. Expulsion will be effective on the date of notice of the expulsion or later as stated in said notice.

## VI. JUDICIAL APPEALS

Judicial appeals are available only for disciplinary suspension or expulsion cases. An appeal is defined as a request for review of the original decision made by the Hearing Authority. If an appeal is sought, the appeal must be submitted to the Vice President for Student Affairs in writing and it must be received within five days (excluding weekends or holidays) of the day the decision letter is written by the Dean. Failure to submit a request for appeal in writing in time will render the decision final and conclusive.

The burden is on the appellant to demonstrate why the decision should be reviewed. An appeal may be sought only on the grounds listed below and reasons for the appeal must be stated in the written request. Appeal requests will be denied in cases not having sufficient or appropriate grounds for appeal.

#### A. Grounds for Appeal

1. On a claim of procedural error.
2. On a claim of significant and relevant new information to the case that was not available at the time of the hearing.

## B. Appeal Authority

The Appeal Authority for decisions made by any Hearing Authority is the Vice President or designee.

The Appeal Authority will review the appeal and the entire record of the case if there are sufficient grounds for the appeal. The Appeal Authority may also meet with the appellant to discuss the case. After review, the Appeal Authority shall take one of the following actions:

1. Affirm or alter the original decision; however, the alteration may not result in a more severe sanction.
2. Return the case to the original Hearing Authority for further consideration.

The written decision of the Appeal Authority will be mailed to the appellant. The Appeal Authority's decision is final for the Fort Lewis College judicial proceedings.

## VII. INTERIM SUSPENSION

- A.** When the serious nature of the alleged misconduct or immediacy of the threat makes it impractical to follow normal disciplinary procedure, the College may summarily exercise its right to temporarily suspend a student or Student Organization or restrict his/her/its access to College facilities and programs. For an individual student, this action requires the student to immediately leave College property and not return during the interim suspension period, and/or comply with stated conditions for a specified period. For a Student Organization, this action requires the Student Organization immediately to close its campus office, suspend its activities and programs, and comply with stated conditions for a specified period. Interim suspension may be imposed by the Vice President or designee when there is reason to believe, based on available information, that the student or a Student Organization represents an immediate threat to the safety, health, or welfare of oneself or others on campus, or an ongoing threat of substantially disrupting or materially interfering with the teaching, research, administration, disciplinary procedures, or other conduct of business of the College.
- B.** When a student or a Student Organization is on an interim suspension, he/she/it is given a copy of the *Code* and notice explaining the reason for the interim suspension, as well as any conditions that may apply. A student or a Student Organization notified of such summary action

shall, upon written request, be given an opportunity to meet with the Vice President or designee. The written request must be submitted to the Vice President within five days (excluding weekends or holidays) from the effective date of the interim suspension. This meeting shall be held to consider only the following issues related to the interim action:

1. The reliability of the information alleging the student's or the Student Organization's misconduct, and
2. Whether the conduct and surrounding circumstances reasonably indicate that the student's or the Student Organization's presence on campus or continued unrestricted participation in campus affairs poses an immediate threat to the safety, health, or welfare of oneself or others on campus, or a threat of substantially disrupting or materially interfering with the teaching, research, administration, disciplinary procedures, or other conduct of business of the College. After the meeting, the Vice President or designee shall either affirm or remove the interim suspension.

- C.** Following the imposition of interim suspension, standard College disciplinary procedures shall be provided as expeditiously as possible. Unless circumstances render the implementation of standard disciplinary procedures impossible or unreasonably difficult, these procedures shall be initiated as quickly as possible, but no more than five days (excluding weekends and holidays) from the effective date of the interim action.
- D.** Permission to come to campus for a specific purpose during the interim suspension period must be requested and obtained in writing or by telephone prior to any conduct contrary to the interim suspension or its conditions, and may be granted by the Vice President or designee.

## VIII. INDIVIDUAL STUDENT JUDICIAL RECORDS

Individual student judicial proceeding records are maintained in the Student Affairs Office. These records are confidential and will be released only with the charged student's written waiver, by court order, or as otherwise permitted by law.

- A. Access.** A student may request access to his/her judicial proceeding record as provided by the Family Education Rights and Privacy Act and the College judicial process allows the charged student to review all of the information

in his/her file that may be presented in a judicial hearing.

**B. Retention.** No permanent record of the judicial proceedings may be made except as authorized by the Dean. Student disciplinary files are kept for seven years from the final decision date except for expulsion cases. Files for expelled students are kept indefinitely.

## IX. PROCEDURES AVAILABLE TO COMPLAINANT

A “complainant” is defined as any member of the Fort Lewis College community who reports a student or a Student Organization for alleged violation of the Code to the Dean. A complainant is allowed certain procedures during the disciplinary process; however, the ultimate disposition of the case rests with the College. The College reserves the right to proceed with the disciplinary process of the case even if the complainant withdraws the complaint during the course of the proceedings. During the course of a disciplinary proceeding, complainants are allowed the following procedures:

1. To meet with the Dean to discuss the incident and the disciplinary process.
2. To submit a written account of the alleged incident.
3. To be notified if their participation in a hearing is required.
4. To be accompanied by an adviser at a hearing, although the adviser will not be allowed to speak, except to advise the complainant.
5. To testify as a witness during a hearing.
6. To decline to participate in the judicial process or to testify at a hearing even though this may result in dismissal of the case due to lack of information.
7. To submit a written impact statement or appear in person to offer such a statement during a hearing.
8. To be informed of the outcome of the judicial proceedings, as allowed by law.

Additionally, in order to ensure their safety in participating in the judicial process, complainants are allowed the following:

1. To have confidentiality maintained as permitted by law and College policy. If an investigation necessitates the disclosure of a student's name, the College will take all reasonable steps to notify the student prior to such disclosure.
2. To receive referral information for support services.
3. To receive assistance in using College procedures to deter harassment or retribution.

4. To expect that the College will take objectively reasonable steps to deter retaliation or retribution as a result of the exercise of any procedures under College policy.

## X. REVIEW PROCESS

A review of the *Student Conduct Code* will take place annually. This review will be initiated by the Dean and will include the following: the Vice President and his/her Program Assistant, and the Director of Student Housing & Conference Services.

The purpose of this review is to conduct an evaluation of the existing judicial process and make recommendations for changes, if and when necessary that are consistent with the educational goals, the law, and the current practices in judicial affairs.

Approved by the Fort Lewis College Board of Trustees, June 4, 2003.

Revised, August 2010.



# STUDENT HANDBOOK 2011-2012

## STUDENT HOUSING GUIDE SECTION 4 OF 6

### TABLE OF CONTENTS

*Hard copies are available at the Student Affairs Office, 230 Miller Student Services, (970) 247-7331. Electronic version is available at <http://www.fortlewis.edu/studenthandbook>.*

<p><b>ACCESSIBILITY FOR PHYSICALLY CHALLENGED..... 4-4</b></p> <p><b>ALCOHOL ..... 4-5</b></p> <p><b>APPLYING FOR NEXT ACADEMIC YEAR..... 4-3</b></p> <p><b>ASSIGNMENT OF ACCOMMODATIONS..... 4-2</b></p> <p><b>CHECK-IN PROCEDURES ..... 4-3</b></p> <p><b>CHECK-OUT PROCEDURES..... 4-3</b></p> <p><b>CLEANLINESS OF ROOM &amp; COOKING ..... 4-5</b></p> <p><b>CLEANING REQUIREMENT AT WINTER BREAK..... 4-4</b></p> <p><b>CONTROLLED SUBSTANCES ..... 4-6</b></p> <p><b>DISCIPLINE GUIDELINES ..... 4-12</b></p> <p><b>DISCIPLINARY PROCESS..... 4-13</b></p> <p><b>DISCIPLINARY SANCTIONS..... 4-13</b></p> <p style="padding-left: 20px;"><b>WARNING OR REPRIMAND ..... 4-13</b></p> <p style="padding-left: 20px;"><b>COMMUNITY SERVICE/EDUCATIONAL ACTIVITY... 4-13</b></p> <p style="padding-left: 20px;"><b>RESTITUTION ..... 4-13</b></p> <p style="padding-left: 20px;"><b>HOUSING PROBATION ..... 4-13</b></p> <p style="padding-left: 20px;"><b>HOUSING SUSPENSION/REMOVAL..... 4-13</b></p> <p><b>ELIGIBILITY FOR ON-CAMPUS HOUSING ..... 4-2</b></p> <p><b>FAMILY HOUSING ..... 4-6</b></p> <p><b>FIREARMS &amp; DANGEROUS WEAPONS..... 4-6</b></p> <p><b>FIRE SAFETY ..... 4-6</b></p> <p><b>FIRE SAFETY PROCEDURES..... 4-7</b></p> <p><b>FOOD SERVICE CHARGES &amp; REFUNDS..... 4-7</b></p> <p><b>GRADUATING/WITHDRAWING AFTER FALL..... 4-8</b></p> <p><b>GUEST RESPONSIBILITY OF RESIDENT ..... 4-8</b></p> <p><b>HOLIDAY &amp; BREAK CLOSINGS ..... 4-4</b></p> <p><b>INTRODUCTION..... 4-2</b></p> <p><b>KEYS..... 4-8</b></p> <p><b>LAUNDRY FACILITIES..... 4-8</b></p> <p><b>MAIL..... 4-8</b></p> <p><b>MAINTENANCE OF FACILITIES &amp; EQUIPMENT ..... 4-8</b></p> <p><b>NOISE &amp; QUIET HOURS ..... 4-8</b></p>	<p><b>PETS ..... 4-9</b></p> <p><b>PHONES..... 4-9</b></p> <p><b>POSTING ..... 4-9</b></p> <p><b>PRIVATE ROOM ACCOMMODATIONS ..... 4-9</b></p> <p><b>PROPERTY LOSS &amp; LIABILITY TO INDIVIDUALS ..... 4-9</b></p> <p><b>ROOM ACCESS ..... 4-9</b></p> <p><b>ROOM/Common Area Damage ..... 4-10</b></p> <p><b>ROOM CHARGES UPON WITHDRAWAL..... 4-10</b></p> <p><b>ROOM CONSOLIDATION &amp; CHANGES ..... 4-10</b></p> <p><b>SAFETY, TRAFFIC &amp; PARKING..... 4-11</b></p> <p><b>SMOKING ..... 4-11</b></p> <p><b>SPORTS ACTIVITIES INDOORS ..... 4-11</b></p> <p><b>STORAGE..... 4-11</b></p> <p><b>STUDENT HOUSING ACTIVITY FEE ..... 4-11</b></p> <p><b>STUDENT HOUSING APPLICATION CANCELLATION .... 4-3</b></p> <p><b>STUDENT HOUSING APPLICATION PROCESS ..... 4-2</b></p> <p><b>STUDENT HOUSING CONTRACT INFORMATION ..... 4-3</b></p> <p><b>STUDENT HOUSING CONTRACT TERMINATION ..... 4-4</b></p> <p><b>STUDENT HOUSING DEFINITIONS..... 4-2</b></p> <p style="padding-left: 20px;"><b>RESIDENCE DIRECTORS..... 4-2</b></p> <p style="padding-left: 20px;"><b>ASSISTANT RESIDENCE DIRECTORS..... 4-2</b></p> <p style="padding-left: 20px;"><b>RESIDENT ASSISTANTS ..... 4-2</b></p> <p style="padding-left: 20px;"><b>RESIDENTS ..... 4-2</b></p> <p style="padding-left: 20px;"><b>OCCUPANTS ..... 4-2</b></p> <p><b>STUDENT HOUSING POLICIES..... 4-5</b></p> <p><b>SUBLETTING ROOM OR APARTMENT ..... 4-11</b></p> <p><b>SUMMER STUDENT HOUSING ..... 4-11</b></p> <p><b>THEFT, VANDALISM OR DAMAGE..... 4-11</b></p> <p><b>TRASH PICK-UP..... 4-11</b></p> <p><b>VISITATION..... 4-11</b></p> <p><b>WINDOW SCREENS..... 4-12</b></p>
--	---

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. Inquiries concerning Title VII, Title IX, Section 504, and Americans with Disabilities Act (ADA) may be referred to the Equal Opportunity Coordinator, Fort Lewis College, (970) 382-6977, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204, (303) 844-5695.

## INTRODUCTION

The Student Housing and Conference Services Office (“Student Housing Office”) is responsible for the management and program development of all Fort Lewis College residential facilities. On-campus housing consists of eight residence halls (capacity 1263), the Centennial Apartments (47 one-bedroom and 37 two-bedroom apartments) and the Mears Apartments (100 two-bedroom apartments). The Fort Lewis College Student Housing Program houses approximately one-third of the student population.

The basic objective of on-campus housing is to provide students with a living and learning environment conducive to academic success and personal growth. Each resident is expected to consider how his or her behavior will affect other residents in the hall or immediate area. Each resident is considered to be an adult and is expected to make adult decisions. The rules and procedures governing campus living reflect this philosophy. They are designed to enhance group living in an educational environment, enforced by warnings, individual consultations, educational sanctions and housing probation. Removal from the residential facility and termination of the Student Housing Contract (Housing Suspension/Removal) is used when it is determined that a student has made no effort to comply with the above procedures or is engaged in behavior that is dangerous or disruptive to the education and comfort of other residents. **Unlawful use, abuse, possession or distribution of illegal drugs will result in severe disciplinary action and could result in suspension from the College.**

## STUDENT HOUSING DEFINITIONS

### Residence Directors

The Residence Director (RD) is a full-time professional responsible for the supervision of resident students and their development. The Residence Director and his or her staff are important to the student’s success in adjusting to collegiate community living. They are responsible for the implementation of Student Housing and College policies. This includes the enforcement of those policies, as well as the care and protection of the residential facilities and students.

### Resident Assistants

Each hallway in the residence halls and cluster of apartment units has a Resident Assistant (RA). This is a student trained to help students to get the most out of their on-campus living experience and to act as a resource and liaison to the Student Housing Office.

### Residents

All students living in on-campus residential facilities are considered to be residents.

## Occupants

Residents who have signed a Student Housing Contract for a specific accommodation on campus are considered to be occupants of the assigned accommodation.

## STUDENT HOUSING APPLICATION PROCESS

### Eligibility for On-Campus Housing

In keeping with the Fort Lewis College philosophy to ensure the best chance to achieve success, freshman students are **REQUIRED** to live on campus unless they meet the exceptions listed on the FLC Student Housing website. Any exception to this policy must be approved by the Director of Student Housing.

Only persons regularly enrolled as full-time students (nine or more credit hours per term) are **ELIGIBLE** to reside in the College residential facilities (including apartments). Requests for exceptions must be submitted to the Director of Student Housing for approval. The College reserves the right to terminate an assignment if any of the following occur:

- a. The occupant does not meet the eligibility requirement as stated above.
- b. It becomes apparent that the occupant misrepresented facts on the Student Housing Application.
- c. The occupant fails to pay rent or other bills when due, in which case the College may take possession of the dwelling unit within 24 hours after notice from Accounts Receivable that the account is delinquent.
- d. The occupant is removed from on-campus housing due to disciplinary action (Housing Suspension/Removal). Please note that Housing Suspension/Removal results in financial penalties as well. Occupants removed from residential facilities may also be suspended from the College.

Receipt of the Student Housing Contract does not guarantee that the student will be assigned an accommodation. Qualified students for whom there is not available space will be placed on a wait list and notified of their status. **THE STUDENT HOUSING CONTRACT IS FOR THE CONTRACTED STUDENT ONLY AND MAY NOT BE TRANSFERRED TO ANOTHER PARTY.**

### Assignment of Accommodations

Subject to the availability of space, the College will assign accommodations according to student requests, and in accordance with established guidelines as outlined herein, but the College does not guarantee assignment to a particular building, type of accommodation, nor with a specific roommate. The College reserves the right to assign or reassign space for the benefit of the College, an individual student, or living unit. The College practices non-discriminatory procedures with respect to making assignments and will not entertain requests that are based on bias or prejudice toward a group of people.

Assignment priority is based upon the date of receipt of the Student Housing Application, Student Housing Contract and the required \$100 housing deposit (first-come, first served basis).

When necessary, occupants who, for a variety of reasons, are without a roommate in a double occupancy room may be required to move to another room to **consolidate** unassigned space. These students may also be eligible for the option of "buying out" unassigned space in their assigned room at additional cost.

Occupants residing in a room/apartment modified for various disabilities may be required to change rooms in the event another resident is in need of such accommodations.

### **Student Housing Application Cancellation**

Cancellation prior to occupancy will receive consideration for refund of deposit if given **IN WRITING** to the Student Housing Office by July 15 for the fall term, December 1 for the winter term and 30 days prior to the contract period for summer term housing. Should the student cancel and no assignment has been made, a full refund is applicable. Cancellations from **ASSIGNED** students received **AFTER** July 15 (for fall term) or December 1 (for winter term) will be considered "Cancellations with Penalty" and forfeiture of the deposit will apply. Cancellations from **ASSIGNED** students received **AFTER** August 1 (for fall term) and January 5 (for winter term) will be considered "Cancellations with Late Penalty" and a 10% charge of the term room rate and forfeiture of the deposit will apply. **CANCELLATIONS MUST BE RECEIVED IN WRITING FROM THE ASSIGNED STUDENT WITH APPROPRIATE SIGNATURES** (emails from a student's FLC account and faxes are acceptable, - telephone cancellations will not be accepted). Please refer to the sections titled "Check-Out Procedures" and "Student Housing Contract Termination by Occupant" for information pertaining to cancellations occurring after occupancy has commenced.

### **Applying for Next Academic Year**

Rooms and/or apartments in the campus residence halls are reserved on a space-available basis upon receipt of an application form, signed Student Housing Contract, and payment of the \$100 housing deposit. The housing deposit will remain with the Student Housing Office as long as the student continues as a resident student. To continue as a resident student for the next academic year, students must submit an application to the Student Housing Office during the re-application period, starting in the winter term preceding the academic year for which the student is applying. Students will sign a Student Housing Contract for each succeeding academic year/summer term that they are assigned campus accommodations.

## **STUDENT HOUSING CONTRACT INFORMATION**

The Student Housing Contract is a legal document. **The occupant's agreement acknowledges his/her understanding and acceptance of ALL of the terms and conditions stated therefore.** For convenience and information, the conditions are outlined in this portion of the *Student Housing Guide*.

It is understood and agreed that the Student Housing Contract grants only the authority to use said premises for residential purposes of the occupant in accordance with such standards and regulations as may be promulgated by the College, and that it does not authorize the occupant to allow additional persons to live in the unit, to run a business, to alter or change in any manner said premises, or to remove furniture, fixtures or equipment.

### **Check-In Procedures**

The occupant may move into the assigned unit on the date specified in the move-in letter. One key is issued to each occupant of the assigned unit. Acceptance of the key constitutes "occupancy" by the resident. The occupant will be required to complete and sign a check-in form and should carefully inspect the residence hall room or apartment. Repairs needed, damages, missing items, and the general condition of the unit are to be recorded by the occupant and a College official before the check-in form is signed. The signed check-in form establishes acceptance of the unit's condition as described on the check-in form, and is used to determine damage assessment when the student moves from the unit.

### **Check-Out Procedures (for withdrawals, suspensions, or end of term):**

**Because your Student Housing Contract is for the fall and winter terms (eight months), residents withdrawing from school or not returning to the College for the winter term must formally check-out with the student housing staff, and cancel in writing with the Student Housing Office; otherwise, occupancy charges will continue into the winter term.** *Residents uncertain about returning to Fort Lewis College for the winter term are advised to take their personal belongings home with them at the end of the fall term and check out of their accommodations.*

- At least 24 hours prior to the time you are ready to move out, make an appointment to check out *in person* with a staff member. This is essential during final exams. Residents are expected to vacate within 24 hours of their last final examination.
- Remove all possessions.
- Leave your room or apartment clean. The staff members will hold a hall meeting to discuss check-out procedures and provide printed instructions for cleaning.
- Have staff member inspect your room. Confirm with the staff member any damage that was present when you moved in.

- Turn in key.
- Sign the check-out form. Signature of the occupant on the check-out form confirms the review of damages and/or cleaning fees to be charged to the occupant identified during the check-out. Student Housing staff will evaluate your room after you vacate and make a final assessment of charges. The occupant is responsible for any damages and/or cleaning fees.

**• Failure to properly check out will result in a \$100 charge. \$10 per half hour will be charged to students who check out after their scheduled time.**

### **Holiday & Break Closings**

Fort Lewis College residence halls are **closed** during official vacation periods (Thanksgiving, winter break, and spring break) and regular room and board charges do not apply. Temporary accommodations during break periods are offered at an additional fee (contact the main student housing office for more information). Residents residing in apartment accommodations will be permitted to remain in their units throughout the academic year with authorization from the Student Housing Office.

### **Room/Apartment Cleaning Requirement at the Winter Break:**

Prior to departing for the winter break (December), ALL campus residents are required to clean their living quarters. Housing staff will assess the cleaning prior to the student's departure.

Dining facilities are closed during vacation periods, and no meals are served. Generally, a snack bar is open for limited hours during vacation periods. Specific hours of operation are posted.

### **Thanksgiving Break:**

**Halls Close: November 19, 2011, at 9:00 a.m.**

**Halls Open: November 27, 2011, at 1:00 p.m.**

### **Winter Break:**

**Halls Close: December 16, 2011, at 1:00 p.m.**

**Halls Open: January 8, 2012, at 1:00 p.m.**

### **Spring Break:**

**Halls Close: March 3, 2012, at 9:00 a.m.**

**Halls Open: March 11, 2012, at 1:00 p.m.**

### **Term End for Halls and Apartments:**

**Close: April 27, 2012 at 1:00 p.m.**

**Graduates: April 29, 2012 at noon.**

In order to facilitate snowplowing and monitoring safety, vehicles left on campus must be parked in the designated lots only during Thanksgiving, winter and spring breaks. Vehicles in other lots may be towed at the owner's expense.

### **Contract Termination by College**

Please see Housing Suspension/Removal.

### **Contract Termination by Occupant**

**First-time freshmen are not eligible for mid-year termination of the Student Housing Contract.** The Housing Contract may be terminated, according to the pro-rata schedule, if the occupant **officially withdraws from College** and the Records Office confirms the withdrawal. Student Housing Contracts that begin with the fall term are in effect for the fall and winter terms. Requests for mid-year termination by non freshmen must be received by December 1 of the relevant academic year in order to be eligible for deposit refund. Occupants enrolled in nine or more credit hours for the winter term who request and are granted a mid-year termination will be assessed an \$800 penalty. **Absolutely no mid-year contract termination requests will be approved after December 23** and the original terms of the academic year-long contract will remain in effect.

### **Accessibility Procedures for Physically Challenged Students**

The Student Housing Program strives to provide service and information to students and visitors who may be physically disabled, or are unable to come to the Student Housing and Conference Services Office on the second floor of the Miller Student Services Building, or any other residential facility.

The following procedures will insure accessibility for all students to student housing staff members:

- While visiting another campus office, request that office personnel telephone ahead to the Student Housing Office, (970) 247-7503, and student housing staff will meet the student as arranged.
- Prior to visiting the campus, telephone the Student Housing Office, (970) 247-7503, and set an appointment to meet with student housing staff.

Physically challenged students may refer to the Campus Housing Brochure or the Student Housing website for a description of accommodations offered. Wheelchair accessible units and units with strobe lights are available upon request. Service animals are permitted when students living on campus require such assistance, and the specific accommodation is documented and approved by the Fort Lewis College Disability Services Office.

For further information, please contact the Student Housing Office, (970) 247-7503. Inquiries concerning Title VII, Title IX, Section 504 and Americans with Disabilities Act (ADA) may be referred to the Disability Services Office, Fort Lewis College, (970) 247-7459, or to the Office of Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver, Colorado 80204, (303) 844-5695.

## STUDENT HOUSING POLICIES

### Alcohol

Fort Lewis College ordinances and penalties may differ from those of other locales familiar to our newcomers. The Student Housing Office is taking this opportunity to explain several local ordinances that are particularly unique and/or might be easily overlooked.

Pursuant to the Code of Ordinances for the City of Durango, it shall be unlawful for any persons in the city to carry or have any **open containers** of malt, vinous or spirituous liquors or fermented malt beverages on any street, sidewalk, alley, parking lot, or other public place in the city, or in any motor vehicle in the city or on the grounds of any public or private school, college or university in the city. Student housing policy has determined that the sidewalks, parking lots, grounds, laundry rooms, lounges and hall corridors are public places. **An open container is any container that has been opened, and liquor is still in it.** Putting the cap back on or covering the hole in any manner does not alter the fact that the container has been opened. Anyone violating this policy is subject to disciplinary action.

All students, conference groups, and any other groups staying in Fort Lewis College residential facilities will comply with the following:

**The use or possession of beer kegs of any type, including party balls (full or empty), or beer bong devices is prohibited in all Fort Lewis College rooms, apartments or residential facilities property.**

Violation of this policy will result in Housing Suspension/Removal.

Under no circumstances is the sale of beer, malt, vinous or spirituous liquor permitted in residence halls or campus-operated apartment complexes. Such a beverage furnished with the price of admission constitutes a sale, whether the charge is made at the event or after the event is immaterial. Residence Hall/Apartment activity funds may not be used to purchase alcoholic beverages.

Any alcohol in the possession of a minor in or around any student housing facilities will be disposed of by student housing staff, and the student will be subject to disciplinary action.

Residents in violation of Fort Lewis College alcohol use policies WILL be subject to disciplinary action. All students present in a residence hall room or apartment while a policy violation occurs will be subject to disciplinary action. The disciplinary sanctions may include any or all of the following:

- Formal Student Housing sanctions (i.e., warnings, educational activities, housing probation).
- Referral to Fort Lewis College Counseling Center.

- Referral to community Alcohol Education Programs or Detox Unit.
- Housing Suspension/Removal.
- Suspension from the College.

### Alcohol Policies Specific to Campus Residence Halls

The consumption of alcoholic beverages is prohibited in **all** Fort Lewis College residence halls **at all times**. Fort Lewis College residence halls include Animas, Escalante, West, Cooper, Crofton, Camp, Bader and Snyder Halls. This restriction applies to **all** residence hall occupants and **all** Fort Lewis College students, regardless of age. The possession and/or display of empty alcohol bottles, cases or paraphernalia are not allowed.

### Alcohol Policies Specific to Campus Apartment Complexes

Apartment complexes (Mears and Centennial) are subject to the following:

- No person under 21 years of age may have in his/her possession malt, vinous, or spirituous liquor;
- Alcohol may not be consumed in any public place, including lounges and halls. This limits consumption to within the apartment of an individual who is 21 or over.

Student Housing expects all residents of the apartment complexes to exercise good judgment and responsible behavior at all times and condemns the misuse and abuse of alcoholic beverages.

All students are expected to comply with Fort Lewis College regulations and policies, as well as with Colorado state and local (City of Durango) laws, regarding the consumption of alcoholic beverages. In addition to meeting age requirements, residents are reminded of the City of Durango Open Container ordinance (see above).

Alcohol-related disruptive behavior is unacceptable in Fort Lewis College residential facilities. Residents are reminded that they are held responsible and accountable for their behavior and the behavior of their guests. Host responsibilities include:

- Assuming responsibility to make certain that minors are NOT served or allowed to consume alcoholic beverages or to be present in the room/apartment of the host.
- The host must realize that by providing alcoholic beverages, s/he is responsible, and perhaps liable, for the safety and well being of the guests. The host must make certain to observe published courtesy/quiet hour standards.

Residents in violation of the Fort Lewis College alcohol policies WILL be subject to disciplinary action. The disciplinary sanctions may include, but are not limited to any listed under Disciplinary Sanctions in this *Guide*.

### Bicycles

Bicycle storage is limited to inside a resident's suite, room or apartment OR to bicycle racks provided outside

each residential facility. Bicycles secured to buildings, trees, lamp posts, railings, or other features are subject to confiscation.

### **Cleanliness of Room & Cooking Equipment**

Students are expected, for health and safety reasons, to keep rooms clean. An acceptable standard of room cleanliness, as defined by student housing staff, is expected of all residents. Residents not complying with standards will be expected to clean the room to standard when requested. Food may be kept in the rooms of the residence halls and must be properly contained in closed metal or plastic containers. Cooking is limited in the residence halls. Kitchen facilities are not available in residence halls and therefore health, safety, and sanitation standards cannot be adequately met. Students are allowed to have popcorn poppers, soup warmers, microwaves and refrigerators (that meet size requirements) in their rooms. Appliances with open coils such as toaster ovens, hot plates, grills and toasters are also prohibited in residence hall facilities. Students in the residence halls may be assessed charges for clogged sinks where food items are put in the sink.

Prior to departing for the winter break (December), ALL campus residents are required to clean their living quarters. Student housing staff will assess the cleaning during monthly maintenance inspections and at the end of winter term.

### **Drugs**

The use, possession, or distribution of illegal drugs or drug paraphernalia; unlawful use, possession, or distribution of controlled substances; alteration of a drug prescription; or inappropriate behavior resulting from the use of drugs or other substances is prohibited at all times on the Fort Lewis College campus and at any sanctioned college activity whether on or off campus. Possession or use of medical marijuana on the Fort Lewis College campus, including residential buildings, is a violation of this policy.

All persons present during a drug violation will be subject to disciplinary action. Specifically relating to the use of Marijuana: smoke and odor of ARE sufficient evidence for disciplinary action.

### **Family Housing**

Students with families are eligible to apply for a family housing apartment, located in the Centennial Apartment complex. Dating couples with no children are not eligible for family housing. Billing for these units is per *apartment* per semester, rather than per *student/occupant* per semester. Assignments are made in order of when applications are received and priority is given to students with family members living with the student full time. Birth certificates, guardianship/custody decrees, marriage certificates and/or other documentation will be required when applying. When assigned to family housing, the

contracted student is responsible for notifying the Student Housing Office of any changes to the occupant list for his/her apartment and updating documentation.

All family members living in the apartment and guests/visitors are subject to all college and housing policies. Violations of policies by any family member, guest, or visitor can jeopardize the status of the housing contract and the contracted student may face college disciplinary action up to and including housing removal/suspension for the entire family. Any relevant charges and fees will be added to the student's account.

It is expected that children are properly supervised and cared for at all times in a manner commensurate with their ages and developmental needs. Children under 12 years of age are not permitted to provide direct care and supervision for children less than 5 years of age. Should child neglect occur, the contracted student may face college disciplinary action in addition to reports made to external authorities.

### **Firearms and Dangerous Weapons**

The full campus-wide weapons policy weapons can be found at:

<http://www2.fortlewis.edu/businesspolicies/Safety/Weapons.aspx>  
Weapons of any kind (functional or not), ammunition (that which could be fired or used as a projectile), gun powder, explosive substances or chemicals, or any other incendiary devices are expressly prohibited at all times on the Fort Lewis College campus and in all on-campus residential facilities. Items specifically prohibited include, but are not limited to, the following: explosive or incendiary devices (small butane lighters excepted), sheath knives, stilettos, switchblades, dirks, daggers, or pocket knives with blades over three and one half inches in length, and firearms of any description, BB guns, paint ball guns, pellet guns, air and gas-operated guns, blowguns, potato guns, toy guns (including air soft guns and water guns), bows and arrows, crossbows, any device capable of propelling a projectile, and any other item or object deemed potentially harmful by the Fort Lewis College Police Department. **Violation of this policy will result in HOUSING SUSPENSION/REMOVAL and possible suspension from the College.**

### **Fire Safety**

Any resident who purposely and maliciously attempts to set fire to, or burn, or cause to be burned or procures the burning of any building in the Student Housing Program, or any of the furnishings or equipment in, attached to, or around such buildings will be subject to prosecution and penalty under the laws of the State of Colorado. Violation of this policy will result in Housing Suspension/Removal.

Individuals intentionally causing false fire alarms are in violation of state and local laws and will be

suspended/removed from campus housing. In addition, residents tampering with any fire-fighting equipment (i.e., extinguishers, hoses, alarms, exit signs, smoke detectors, etc.) may be suspended/removed from campus housing and may be subject to further disciplinary action by Fort Lewis College officials, and/or the criminal justice system.

Fireworks, firecrackers, open flames (candles or oil lamps), explosive materials of any kind, halogen lamps, kerosene or gasoline containers (or motorized devices using fuel), live Christmas trees and the burning of incense or cigarettes are prohibited at all times in Fort Lewis College residence halls or apartments. Fog machines are also prohibited because they interfere with the operation of campus smoke detectors. Only power strips with internal circuit breakers may be used (no extension cords). Residents found to be in violation may receive a Housing Suspension/Removal. Residents are reminded of the danger of fire and are expected to keep their rooms from becoming a fire hazard. The College reserves the right not to permit any electrical devices in the residence halls or apartments that may overload existing circuits or in any way constitute a fire hazard.

### **Fire Safety Procedures**

The Fort Lewis College residence halls are equipped to provide for adequate fire safety. The alarm system and extinguishers are checked on a regular basis. Fire safety instructions, which are designed to enhance safety and minimize the hazard of fire, are posted in the halls. Residents are to make note of smoke detector devices and must NOT disconnect smoke detectors. Should mechanical problems exist, please contact Fort Lewis College staff members. Residents will be assessed charges where applicable. Students are prohibited from burning candles, and covering light fixtures with material or paper.

In spite of the above mentioned precautions, it is recognized that fires can still happen, that fire prevention is everyone's concern, and that the manner in which residents react in the event of fire can mean the difference between life or death. For these reasons, please read carefully and be familiar with fire safety procedures.

During the start of the fall and winter terms, all residence hall facilities will conduct fire drills. All residents are expected to participate and be familiar with evacuation procedures. Fire Marshals will be appointed on each floor/wing to assist student housing staff in the event of a fire. Residents are asked to give Fire Marshals and emergency personnel their fullest attention and cooperation.

### ***In Case Of Fire:***

#### ***When Moving into a Room or Apartment:***

- Make note of fire exit plans and the alternative routes.

- Make note of fire exits, alarm boxes, smoke detectors and extinguishers.

#### ***What to Do in the Event of a Fire:***

- Sound the alarm and call 911 (9-911 from a campus phone).
- Upon discovering a fire, put it out with the nearest fire extinguisher if it can be done safely.
- Leave the building via posted instructions or the nearest safe exit.
- Contact student housing staff (RA, SRA or RD) or Fire Marshal. Provide as much information as possible about the fire. Be mindful of disabled residents or the sound sleepers in the area.

#### ***Where to Go:***

- Keep low to the floor if there is smoke in the room. Feel the doorknob and door before opening any doors. If it's hot, DO NOT open the door. If the knob is not warm, open the door slowly. If heat and heavy smoke are in the corridor, close the door and stay in the room.
- If it is not possible to exit the room, seal cracks under the door with clothing items or a rug. Hang an object (sheet or shirt) out the window and close the window. The hanging object will notify fire personnel that the room is occupied.
- When exiting the room, close all doors and windows. When exiting through a smoke-filled corridor/room, move quickly in a crouched position (remember, smoke rises), place a wet towel or clothing item over your head to prevent serious smoke inhalation. Take short breaths through your nose.
- Exit the building according to the evacuation plan and meet student housing staff at the designated area for your community. Do not re-enter the building for any reason. Stay calm until the re-enter signal is given.

### **Food Service Charges & Refunds**

All students living in a Residence Hall (this includes all living accommodations except the Centennial and Mears Apartments) must have a meal plan. Students living in the residence halls may choose a meal plan with 14, 12, or 10 meals a week. A meal plan with 2 meals a week is offered only to students living in the Mears or Centennial Apartments and to off-campus students. Students may alter their meal plan by using WebOPUS via TheFort until Census Date for each term (September 13 for fall, January 24 for winter). Meal plans may be added anytime during the term and will be pro-rated accordingly.

**Students who live in a residence hall may alter their meal plan; however, canceling the meal plan is not an option.**

Refund of meal plan charges, upon receipt of appropriately approved withdrawal notices for reasons other than disciplinary action, will be calculated according to the schedule found in the current Fort Lewis College Tuition and Fee Schedule.

Contact the SkyCard Office at 247-7504 for any meal plan related questions or requests.

### **Graduating or Withdrawing at the end of the Fall Term**

Residents graduating or withdrawing from Fort Lewis College at the end of any term must vacate their residence on or prior to the last calendar date of that particular term. *Students must cancel in writing by December 1 of the relevant Academic year, if graduating or withdrawing during or at the end of the fall term.* Cancellations received after the due date will result in forfeiture of the housing deposit, and/or additional charges.

### **“Guest” Responsibility of Resident**

It is understood and agreed that the resident assumes all risk and/or liability to resident’s self, guests, invitees, or persons entering the resident’s room/apartment for the purpose of transacting business with the resident, or being a guest of the resident. The occupant of the room/apartment is responsible for the behavior of his/her guests/invitees at all times throughout the residential facilities.

### **Keys and Locks**

Students are issued a key when checked into the dwelling unit. Either a key or swipe card access to open the exterior door of the respective residence hall is also issued. If a key or swipe card is lost, regardless of situation and location, notify the appropriate Residence Director. For a lost swipe card, also notify SkyCard Services at (970)247-7504 or go on-line at <https://skycard.fortlewis.edu/>. A temporary replacement can be obtained from the Residence Director. If the lost key is not located within three days, or the temporary replacement key is not returned to the Residence Director, an automatic charge will be assessed for each lock change. The fee for changing a room/apartment lock in all residential facilities is \$50.00. Students should retain keys at all times. Keys should not be given to friends or family members. The making of duplicate keys or changing of locks (by anyone other than College personnel) is strictly prohibited for maximum security of all residents. Residents not returning College issued keys, making duplicate keys, or altering locking hardware will be charged for a lock change and potentially face additional discipline. Residents who have not lost their key(s) and are simply locked out will be admitted to the unit by contacting a staff member, and may be assessed a \$5.00 fee. Replacement ID cards are issued by the Skycard Office.

### **Laundry Facilities**

All on-campus residential facilities have coin operated and one-card operated washers and dryers located in the designated laundry rooms. Fort Lewis College is not responsible for any lost, stolen or damaged items as a result of laundry facility use. Contact the laundry service

vendor at the number posted in the laundry room for lost money or other maintenance issues.

### **Mail**

The campus Post Office is located in the north end of the Student Union, directly across from Noble Hall. All on-campus residents are assigned a post office box and a combination by the Post Office. Students should inquire at the campus Post Office for combination information.

To ensure prompt delivery (USPS and UPS) students should inform correspondents of their mailing address:

Student Name  
FLC (4 digit mailbox number)  
1000 Rim Drive  
Durango, CO 81301-3999

It is the responsibility of the student to inform the Post Office and Records Office of a change of address. NOTE: Anyone tampering with mail or mailboxes will be subject to College disciplinary action.

The College accepts no responsibility for anything shipped directly to the general campus address. Items sent by UPS are received at the Fort Lewis College Central Stores Shipping and Receiving Office. Items may be sent to new students; however we suggest not before two weeks prior to arrival on campus. Items not retrieved by the student will be returned to sender after 30 days.

### **Maintenance of Student Housing Facilities & Equipment**

General/routine maintenance, incidental repair, pest extermination, furniture maintenance, special cleaning and light bulb replacement in residents’ rooms or apartments should be requested through the Resident Assistant (RA), Residence Director (RD) or apartment office staff (not the Physical Plant). Emergency maintenance is reserved for problems that cannot wait overnight. Emergency maintenance requests are reported at the discretion of residence hall/apartment staff. If repairs are not attended to, please notify the residence hall/apartment staff.

### **Noise & Quiet Hours**

Residents are expected to respect the rights of others and to exercise self-discipline and good judgment (such as keeping stereos at a reasonable level). Scheduled courtesy and quiet hours are posted. Common courtesy is expected of each resident 24 hours a day.

Quiet Hours provide each resident with an environment conducive to studying and sleeping. Quiet Hours have the potential to improve overall grade point averages of the residents in the Student Housing Program.

Radios, stereos, and some musical instruments are permitted in the residential facilities unless the privilege is abused. The use of amplified musical instruments or

drum sets in any residential facility is prohibited. When playing stereos in or around any residential facility, the resident is expected to be considerate of others. If problems exist due to abuse of the stereo (too loud or too often) the resident will, at the discretion of the Residence Director, be required to box up and return his/her equipment home at the owner's expense. In addition, the resident may be subject to further disciplinary action.

### **Pets**

The ownership, care or boarding of pets in or around Fort Lewis College residential facilities (residence halls/apartments) is strictly prohibited at all times. The only exception is fish in a 10-gallon or less aquarium. Pets are prohibited out of a concern for severe allergies of other residents, for cleanliness and health/safety matters as well as for an animal's welfare, as the residence hall setting is generally not conducive to proper pet care. Residents found to be in violation of this pet policy are subject to termination of the Student Housing Contract. Pets are not allowed on the Fort Lewis College Campus. Visitors in residential facilities are not exempt from this policy.

### **Phones**

There is a telephone jack with voicemail in each unit. Students in the residence halls may bring their own phone or request to check one out (at no additional fee) by inquiring with housing staff or ResTech staff. One phone is in each apartment on campus. To dial on-campus numbers, dial the last four digits. To dial off-campus, dial 9 before dialing the rest of the number. Students are not allowed to receive collect calls or make long distance calls charged to any campus phone at Fort Lewis College. Students may make long distance calls by using either a long distance calling card or by reversing the charges. Violation of this policy will result in criminal prosecution. Voicemail may be accessed by calling #7690 and entering your access code. Voicemail boxes will be cleared and reset at the end of each term. Telephones are the property of Fort Lewis College; any damage or loss will be charged directly to the occupant(s). Telephone repair by Fort Lewis College is limited to College property phones only. Residents using College phones are responsible for returning them at check-out.

### **Posting**

Only items approved by the Resident Director can be posted on bulletin boards and in hallways. Students may post items on their room and apartment doors as long as it is nondiscriminatory and does not foster an environment of sexual harassment. Students found with questionable materials posted on their doors will be asked to remove the material.

### **Private Room Accommodations**

When space is available, students may occupy a double room as a private (single) accommodation by making an

application with the Student Housing Office and paying the private room rate as established by Fort Lewis College. Any student occupying a room without a roommate, at anytime may be subject to the private room billing and/or relocation of assignment. Please refer to the "Assignment of Accommodations" section for more information on consolidation policies.

### **Property Loss & Liability to Individuals**

The College shall accept no responsibility for the damage, theft, or loss of money or other personal effects of students or visitors. It is understood and agreed that the resident will assume all risk and/or liability to the resident's self, guests, invitees, or persons entering upon the premises for the purposes of communicating or transacting business with the resident, or being a guest of the resident. The resident further agrees to save and hold Fort Lewis College harmless from any liability, charge, or cost incurred by the resident, guests, invitees, or persons entering upon the premises for the purposes of communicating or transacting business with the resident, or being a guest of the resident. It is further understood and agreed that the resident shall notify and expect any guests or invitees to comply with all the standards and regulations of Fort Lewis College.

To guard against loss or theft, students should mark all belongings in such a way that they can be readily identified. It is advisable to keep doors locked and it is expected for all residents to keep outside doors closed (not propped open) at all times, and to keep valuables in a safe place. Students and their guests who forcibly open or prop doors will be subject to disciplinary action. Fort Lewis College shall exercise appropriate care and judgment in the operation of the accommodations, but shall not be held liable or responsible in any way for the injury to any person, or for loss or damage of the property of the resident or guest or other person from any cause whatsoever.

Occupants are encouraged to carry private insurance for protection from such liability, fire, theft, and personal injury. Any property of the resident shall be removed from the premises upon vacating. In the event such property is not removed from the premises within 30 days, Fort Lewis College may dispose of same at its discretion, without any liability to the College. The resident shall pay for all costs of removal of such property.

### **Room Access**

The Residence Director or other student housing staff generally will not enter a resident's room/ apartment unless accompanied by the resident, authorized representative, or a second authorized College representative. However, the College reserves the right to enter any resident's room/apartment for the purpose of inspection or when an authorized College official has

reason to believe that conditions, which include, but are not limited to, the following may exist:

- An occupant of the dwelling unit may be physically harmed or endangered.
- Significant damage is being done to College property.
- There has been a violation of the provisions of the Student Housing Contract, the Student Housing Guide, or subsequent written notice applicable to the operation and administration of residence halls and apartments of Fort Lewis College.
- Maintenance and/or repairs are necessary.
- **Routine Maintenance and Safety Checks:** once every month the residence hall staff in all residence hall facilities conducts a maintenance and safety check.
- **Occupancy Verification Checks:** student housing staff will check each room or apartment to verify occupancy as necessary.
- A request for maintenance repairs submitted to the appropriate College official automatically authorizes entrance to a dwelling unit to perform requested repairs even when the resident is not present. Appointments are not made; however a door tag will be left on the resident's door notifying the resident of the entrance to the dwelling.

### Room/Common Area Damage

The student is liable for any damage or excessive cleaning needs that they or their guests cause to the residence hall room/suite/apartment and its contents, and agrees to pay for restoration of property to its original condition. Reasonable wear and tear is expected and will be defined by the Student Housing Office and Physical Plant Services.

A blanket assessment for damage to common areas (i.e., corridors, breezeways, community baths, laundry, vending and lounge areas) is levied against all occupants of a unit, floor, hall, or complex when no individual responsibility for damage has been determined. The responsibility for determining the cost of damages and assessing charges is solely that of Fort Lewis College. The student may not repair damages to College and Vendor property. If this happens, students are charged to restore property to its original condition.

The following additions and/or alterations to residence hall/apartment facilities are prohibited:

- Nails driven into the block walls.
- Waterbeds (all types) are prohibited in all Fort Lewis College facilities.
- Dartboards are strictly prohibited in residents' rooms.
- Lofts may be constructed in some room types, or where pre-approved by housing staff. Specific guidelines must be followed, and the Assistant Director for Facilities must approve the loft unit. Contact the Student Housing Office for loft specifications.

Students or their guests causing damage to Fort Lewis College property or not exercising proper care and cleanliness are subject to damage and/or cleaning fees.

Each residence hall room, suite and apartment is furnished, as are lounges. All furniture has been inventoried. All items must stay within the room, suite, apartment, or lounge; and they are not to be traded or placed in any other area. Violation of this policy could result in disciplinary action and the student responsible will be charged the cost of moving or replacing the furniture.

### Room Charges Upon Withdrawal

Room or apartment charges, upon receipt of appropriately approved withdrawal notices, for reasons other than disciplinary action, will be based on the following schedule:

Beginning with the first week and before the end of the ninth week, charges are assessed according to the pro-rata schedule found in the current Fort Lewis College Tuition and Fee Schedule. Beginning with the tenth week, full charges are assessed. The Student Housing Activity Fee and housing deposit are not refundable for mid-term withdraws.

**HOUSING SUSPENSIONS/REMOVALS shall result in FORFEITURE of room deposits and payments made or due under the Student Housing Contract and may result in additional charges. Housing Suspensions/Removals occurring on or after December 1 of the fall term shall result in CONTINUED FINANCIAL RESPONSIBILITY for the winter term portion of the Student Housing Contract.**

### Room Consolidation & Changes

It is understood and agreed between the College and occupant that the College reserves the right to move residents from one unit to another for best utilization of the facilities at the discretion of the Student Housing Office. For example, when a student is assigned to the one-bedroom apartment option and becomes the only occupant in a unit that normally accommodates two people, that student will be requested to move to another room in the same complex or to other facilities. If the student chooses not to move and there is available space, a single room charge will be computed at the rate established by the Student Housing Office. However, should a room change request from one unit to another be initiated by the occupant, upon final approval by the Student Housing Office, a room change fee of \$25.00 shall be due and payable prior to the move. **There are absolutely no room changes made until the third week of the term;** during this week ONLY, students may move without charge.

Occupants residing in a room/apartment modified for various disabilities may be required to change rooms in the event another resident is in need of such accommodations.

### **Safety, Traffic & Parking Information**

On behalf of the on-site housing personnel, Campus Police Officers have an open invitation to patrol through the residence halls and apartment communities, as well as the entire campus. They work in conjunction with the student housing staff and local agencies to provide the safest campus atmosphere possible.

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 may be obtained through the Campus Police, Cashier's Office or the Information Desk. Parking or driving on the grass or sidewalk is prohibited.

Snow removal efforts on campus are prioritized in order of impact to safety and access. When an entire lot needs to be cleared, students will be notified to move vehicles to alternate lots. It is expected that parked bicycles are not obstructing sidewalks or under eaves where snow falls from roofs. The College assumes no liability for damage to personal property in such pathways or in parking lots where snow removal notices have been announced.

**For any emergencies on-campus, please dial 9-911.**

### **Smoking**

All Fort Lewis College residence halls and apartments are SMOKE-FREE facilities. The use of tobacco, cigars, – pipes, or hookas is strictly prohibited at all times in the Fort Lewis College residential facilities. Smoking legal substances is permitted outside College facilities, as long as it is 50 feet away from all doorways, windows, and ventilation systems to prevent smoke from entering enclosed buildings and facilities. Smokers are to use receptacles provided outside each residence hall for their waste.

### **Sports Activities Indoors**

The playing of sport activities indoors is prohibited due to the likelihood of personal injury, property damage, and noise.

### **Storage**

There is no space available for the storage of students' personal belongings during the term. Students are asked to bring their belongings in containers that can be stored in the students' rooms. Personal belongings may not remain in the building when the student has no contract with Student Housing to live on-campus. There is no over-summer storage for students presently living in the residential facilities. **Any items left over 30 days will be disposed of by the College.**

### **Student Housing Activity Fee**

Each student living on campus is assessed \$10 for the Student Housing Activity Fee. This fee is assessed each term and is included in the room charges. It is non-refundable.

### **Subletting Room or Apartment**

Under no circumstances may the resident sublet their room/apartment to another individual. Residence hall rooms or apartments are to be occupied by persons holding current, signed Student Housing Contracts only.

### **Summer Student Housing**

An application and \$100 housing deposit are required when applying for any summer session. Residents currently having a \$100 housing deposit on file need only to submit a new application. Cancellations can be made, in writing, to the Student Housing Office if received 30 days prior to the beginning date for the contracted period. Contracted (assigned) residents who cancel their summer accommodations after the deadline date will be assessed a \$50 fee. The College will bill residents for each five-week summer session they attend. Payment is due in full on the first Friday (Census Date) of each summer session.

### **Theft, Vandalism or Damage to Property**

Any theft, vandalism, or damage to property should be reported immediately to the Fort Lewis College Police by dialing 385-2900.

The College does not accept or assume responsibility for loss under any circumstances, including theft, vandalism and malicious behavior. It is recommended that parked cars be locked at all times.

### **Trash Pick-up**

Large trash receptacles are located outside of the on-campus residential facilities. Do not leave trash outdoors next to the buildings or inside the hallways/breezeways, as this attracts rodents and insects and can be a general safety hazard.

Any trash left in hallways/breezeways (or in rooms during scheduled closings) will be removed and a fee will be assessed to the resident.

### **Visitation**

To promote resident safety and personal comfort levels, all overnight guests who are not residents of the facility must be registered with the appropriate Resident Assistant (RA) or Residence Director (RD); **roommate approval is also necessary.** Registration forms may be obtained from the appropriate RA or RD. Overnight guests are typically permitted Thursday through Sunday nights. **No guest may stay longer than three consecutive nights.** During the last two weeks of each term, in preparation for and during the final exams, overnight guests who are not enrolled Fort Lewis College students are not permitted.

## Window Screens

Window screens and window coverings in residence halls and apartments are not to be removed or tampered with for any reason. Removal of screens contributes to the damage of the screen itself. It also contributes to a reduction in security, insect problems and other related problems. If a student removes or damages a screen, the fine is \$55. Occupants may be held liable for any and all damage to screen/window coverings.

## STUDENT HOUSING DISCIPLINE GUIDELINES

Students are subject to the Student Conduct Code and Student Housing Discipline Guidelines.

Violations of one or more of the following disciplinary restrictions may result in **Housing Suspension/Removal**. Being in the presence of, an accessory to or violating one or more of the following disciplinary restrictions may result in Housing Suspension/Removal. Accessory to a violation is defined as being present while the offense is committed and advising, instigating, or encouraging the act, or failing to attempt to discourage or to prevent the offense; or facilitation in the committing of an offense in any way.

1. Unlawful or unauthorized use, abuse, possession or distribution of alcoholic beverages or the use of alcoholic beverages in violation of College, state, or local policy. The use or possession of beer kegs of any type, including party balls (full or empty), or beer bong devices is prohibited in all Fort Lewis College rooms, apartments or residential facilities property.
2. Unlawful use, abuse, possession, or distribution of prescription or nonprescription drugs or drug paraphernalia, or alteration of a drug prescription or inappropriate behavior resulting from the unlawful use of drugs. This policy expressly applies to medical marijuana.
3. Participation in unauthorized group activities such as riots, raids, or illegal entry.
4. Failure to observe and abide by community quiet hours and appropriate noise levels.
5. Disorderly, vicious, unlawful activity or conduct, repeated domestic (or personal) problems that affect the rightful peace, tranquility, education, and/or safety of oneself or other campus residents. This includes physical assaults and verbal harassment of other persons as well.
6. Possession, care or harboring of animals, reptiles or birds. Certain fish kept in a maximum of 10-gallon aquariums shall be allowed. Visitors in College residential facilities will not be granted exception to the above-stated regulation.

7. Misuse, abuse, theft, or destruction of College, vendor and/or other applicable property or unauthorized entry to College facilities.

8. Sales, solicitation, or advertising unless authorized by the Student Housing Office.

9. Weapons of any kind (functional or not), ammunition (that which could be fired or used as a projectile), gun powder, explosive substances or chemicals, or any other incendiary devices are expressly prohibited at all times on the Fort Lewis College campus and in all on-campus residential facilities. Items specifically prohibited include, but are not limited to, the following: explosive or incendiary devices (small butane lighters excepted), sheath knives, stilettos, switchblades, dirks, daggers, or pocket knives with blades over three and one half inches in length, and firearms of any description, BB guns, paint ball guns, pellet guns, air and gas-operated guns, blowguns, potato guns, toy guns (including air soft guns and water guns), bows and arrows, crossbows, any device capable of propelling a projectile, and any other item or object deemed potentially harmful by the Fort Lewis College Police Department and/or referenced in the campus-wide weapons policy. Kitchen implements (knives) that are stored and used for cooking purposes in the apartment kitchens are excluded. **Violation of this policy will result in HOUSING SUSPENSION/REMOVAL and possible suspension from the College.**

10. Tampering with or unauthorized use of fire equipment (i.e., extinguishers, alarms, lighted exit signs, smoke detectors, etc.). Being in possession of prohibited fire hazards including, but not limited to fireworks, firecrackers, open flames (candles or oil lamps), explosive materials of any kind, halogen lamps, kerosene or gasoline containers (or motorized devices using fuel) Christmas trees and the burning of incense or cigarettes or other smoking devices are prohibited at all times in Fort Lewis College residence halls or apartments. Fog machines are also prohibited because they interfere with the operation of campus smoke detectors. Only power strips with internal circuit breakers may be used (no extension cords).

11. Failure to cooperate with student housing staff or College officials in College-related matters.

12. Failure to report accurate information to student housing staff or any College official. This includes, but is not limited to, giving a false name or incorrect ID number information.

13. Hosting of a guest(s) who is in violation of College or Student Housing policies. For family housing residents, the contracted student is accountable for the actions of his/her family members and guests.

#### 14. Creating a safety hazard of any kind.

It is understood and agreed that the College reserves the right to refuse housing to any student who has demonstrated an unwillingness to abide by Student Housing standards and regulations; or who demonstrates behavior that is incompatible with maintenance of order and acceptable standards of civility.

#### **Student Housing Disciplinary Process**

To ensure that due process is provided to the student, and that disciplinary actions are not initiated without cause, the following procedures will be followed. Exceptions are made when the extreme nature of the infraction endangers the safety and well being of other residents and immediate removal is necessary.

Allegation of violations will be investigated by the student housing staff member responsible for the area concerned.

Should the evidence warrant action, the staff member would file an incident report with the Residence Director.

The Student Housing official will interview the student, and present the student with the incident report information and evidence collected. At this interview, the student may present his/her perspective regarding the incident. During the interview, the Student Housing official will explain the charges, the disciplinary procedure, and any possible disciplinary action. After the student has presented information on his/her own behalf, the Student Housing official, or his/her designee, will render a decision and impose the appropriate disciplinary action. Students may not be represented by a lawyer or other legal counsel in Student Housing disciplinary procedures. Failure to appear for the scheduled interview or refusal to cooperate in the interview process will result in the rendering of a decision based on the evidence available. Failure to complete the imposed sanction will result in further disciplinary action under the Student Conduct Code.

It is the obligation of the resident to be responsible for knowing and complying with the regulations contained in official Fort Lewis College publications. The resident makes himself/herself subject to disciplinary action by failing to adhere to these regulations and standards. Parents are viewed as partners in helping students make positive decisions for their futures. With that, parents or legal guardians of students under 21 years old may be notified once it has been determined that a student has violated one or more policies and/or jeopardized his/her status in the housing system. Further information about parental notification guidelines may be found in the federal FERPA law (Family Educational Rights and Privacy Act).

The College may terminate the Student Housing Contract at any time for violation of any of the provisions herein. Due to the contractual nature of the Student Housing Contract, there is no appeal process for Student Housing disciplinary sanctions. Any questions may be directed to the Judicial Coordinator.

#### **Disciplinary Sanctions**

Violations of the Student Housing policies may result, but are not limited to, in one or more of the following disciplinary sanctions and/or community service assignments.

#### **Warning or Reprimand**

Defined as a written or oral censure of a student for less serious violations of the Student Housing policies, accompanied by a warning that repetition of such violations would warrant the imposition of more serious sanctions. Warnings or reprimands are cumulative and Student Housing Program-wide throughout the academic year and are considered official College actions.

#### **Community Service/Educational Activity**

Defined as community service hours and/or educational activities, which are directly tied to the nature of the violation that contributes to personal reflection and/or service to others.

#### **Restitution**

Defined as reimbursement to the College, or other appropriate parties, for damage to or destruction of property. Other disciplinary sanctions may also be imposed.

#### **Housing Probation**

Defined as a written notification of one's disciplinary standing within Student Housing. The probation specifically outlines behavioral expectations and provisions that sanction the continued occupancy of the resident in College housing. It is also an indication that further violation of policies shall result in Housing Suspension/Removal and may result in suspension from the College. The duration of the contracted period is established during the disciplinary interview. In the event of issuing housing probation, parents/legal guardians will be notified by letter of such action.

#### **Housing Suspension/Removal**

The College may terminate the Student Housing Contract at any time for violation of any of the provisions herein. Any violation of stated regulations and guidelines while on housing probation WILL result in **the immediate termination of the Student Housing Contract and removal from the residential facility**. In the event of such notification, the resident will be given a maximum of 48 hours to vacate the residence.

Suspension from the Housing System will remain effective for one (1) year or more. After the suspension

period passes, should the student wish to be housed on-campus, it will be necessary to interview with the Director of Student Housing or his/her designee before the student's Student Housing Application can be accepted.

*For additional information about living on campus, please address questions to the Student Housing and Conference Services Office, 240 Miller Student Services Building, or by calling ( 970) 247-7503.*



# STUDENT HANDBOOK 2011-2012 CAMPUS FIRE SAFETY REPORT SECTION 5 OF 6

---

## TABLE OF CONTENTS

---

*Hard copies are available at the Student Affairs Office, 230 Miller Student Services, (970) 247-7331. Electronic version is available at <http://www.fortlewis.edu/studenthandbook>. Please see the Campus Security Report in Section 6 of this Student Handbook.*

---

### CAMPUS FIRE SAFETY REPORT

DEFINITIONS .....	5-2
FIRE LOG .....	5-2
CAMPUS HOUSING FIRE SAFETY INFORMATION .....	5-2
CAMPUS HOUSING FIRE SAFETY SYSTEM .....	5-4
FIRE SAFETY STATISTICS .....	5-5
FIRE SAFETY STATISTICS SUMMARY .....	5-5

---

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. Inquiries concerning Title VII, Title IX, Section 504, and Americans with Disabilities Act (ADA) may be referred to the Equal Opportunity Coordinator, Fort Lewis College, (970) 382-6977, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204, (303) 844-5695.

---

# CAMPUS FIRE SAFETY REPORT

*This is the compliance document to the Higher Education Opportunity Act of 2008, also known as the Campus Fire Safety Right-to-Know Regulations. The Campus Security Report is found in Section 6 of the Student Handbook.*

Fort Lewis College places a high priority on the personal safety of its students, faculty, staff, and visitors. A campus community relies on a peaceful, safe, and secure environment. Preserving this environment is a responsibility everyone on campus must share.

Under the Higher Education Opportunity Act of 2008 ("Act"), all colleges receiving federal funds are required to report fire safety statistics. Instructions on how to access this information will be distributed on an annual basis to all faculty, staff, and students, and to any applicant for enrollment or employment. Please keep this report as a resource document and refer to it throughout the year. This report is descriptive only. It is not intended to serve as a contract between the College and any other party. College security policies and procedures are subject to change at any time without notice. Any inquiries concerning information presented in this brochure may be directed to the Vice President for Student Affairs at (970) 247-7331.

## **DEFINITIONS (as defined by the Act)**

**Fires:** any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Safety Systems:** any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. Examples include sprinkler systems, fire detection devices, stand-alone smoke alarms, and fire doors and walls.

**Fire Drills:** a supervised practice of a mandatory evacuation of a building for a fire.

**Fire-Related Injuries:** injuries that resulted in treatment at a medical facility, including at an on-campus health center.

**On-Campus Student Housing Facilities:** a dormitory or other residential facility for students that is located on an institution's campus.

## **FIRE LOG**

A public Fire Log is maintained by the Assistant Director for Facilities and may be accessed by visiting the Student Housing Office at 240 Miller Student Services Building. The Fire Log records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. It includes the nature, date, time, and general location of each fire. Entries are entered into the log within two days of receipt of the report of the fire.

## **CAMPUS HOUSING FIRE SAFETY INFORMATION**

### **Fire Safety Equipment**

- All residence halls have smoke detectors in the hallways, student rooms and public areas.
- All apartments have smoke detectors in each bedroom, kitchens, living rooms, and public areas.
- Fire alarm pull stations are located in the hallways and breezeways of all buildings.
- The smoke detectors and pull stations are linked to a Central System, monitored by Simplex-Grinnell, which notifies the Durango La Plata Emergency Communications Center, which in turn notifies the Campus Police and Durango Fire and Rescue Authority. The Central System also notifies Fort Lewis College Physical Plant Services through a computer-monitored system of all alarms.
- All residence halls have at least one fire extinguisher on each floor and all apartments have one fire extinguisher in each unit. Fire extinguishers are checked and serviced once a year unless they have been used then they are replaced immediately.

### **Fire Protocols**

- Each fall, the Student Housing staff spend two hours in fire training provided by the Durango Fire and Rescue Authority, covering how to use a fire extinguisher, how to evacuate a building, how to check hot doors and other issues related to fire safety.
- Within the first two weeks of occupancy during the fall and winter trimesters, fire drills are conducted in all residential facilities.
- Fire safety rules and procedures are provided to students in the *Student Housing Guide* in the *Student Handbook*.
- Any resident who purposely and maliciously attempts to set fire to, or burn, or causes to be burned or procures the burning of any building in the Student Housing Program, or any of the furnishings or equipment in, attached to, or around such buildings will be subject to prosecution and penalty under the laws of the State of Colorado. Violation of this policy will result in removal from the Student Housing Program and termination of the Housing Contract.

- Individuals intentionally causing false fire alarms are in violation of state laws and will be removed from the Student Housing Program.
- In addition, residents tampering with any fire-fighting equipment (i.e., extinguishers, hoses, alarms, exit signs, smoke detectors, etc.) will be removed from the Student Housing Program and may be subject to further disciplinary action by Fort Lewis College officials, and/or the criminal justice system.

**Handbook Policies** – The following items are published and can be referenced in *Student Housing Guide* in the *Student Handbook*.

- Fireworks, firecrackers, open flames (candles or oil lamps), explosive materials of any kind, and the burning of incense are prohibited at all times in the Fort Lewis College residence halls or apartments.
- Smoking is not permitted in any of the residence halls or public areas.
- Smoking is allowed in individual apartments upon approval of all other occupants.
- Appliances with open coils such as toaster ovens, hot plates and toasters are prohibited in the residence hall facilities.
- Only one microwave and small refrigerator are permitted in each residence hall room.

FORT LEWIS COLLEGE Campus Housing Fire Safety System

<i>LOCATION (RESIDENCE HALL)</i>	<i>SPRINKLER SYSTEM?</i>	<i>% SPRINKLER</i>	<i>MONITOR FIRE ALARM</i>	<i>SMOKE DETECTION</i>	<i>EXTINGUISHER DEVICES</i>	<i># ANNUAL EVACUATION/ DRILLS</i>
<i>Apartments</i>	No		Yes	Yes	Yes	2
<i>Animas Hall</i>	Yes	100%	Yes	Yes	Yes	2
<i>Baders/Snyders</i>	Yes	24%	Yes	Yes	Yes	2
<i>Camp Hall</i>	No		Yes	Yes	Yes	2
<i>Crofton Hall</i>	No		Yes	Yes	Yes	2
<i>Cooper Hall</i>	Yes	6%	Yes	Yes	Yes	2
<i>West Hall</i>	Yes	100%	Yes	Yes	Yes	2
<i>Escalante Hall</i>	No		Yes	Yes	Yes	2

FORT LEWIS COLLEGE FIRE SAFETY STATISTICS 2010

<i>DATE OF EACH FIRE</i>	<i>LOCATION (RESIDENCE HALL)</i>	<i>CAUSE OF EACH FIRE</i>	<i>NUMBER OF PERSONS WHO RECEIVED FIRE-RELATED INJURIES</i>	<i>NUMBER OF DEATHS RELATED TO A FIRE</i>	<i>VALUE OF PROPERTY DAMAGE CAUSED BY A FIRE</i>
<i>April 11, 2010</i>	<i>Cooper</i>	<i>Human Error: flat iron ignited tissue and hot pad</i>	<i>0</i>	<i>0</i>	<i>\$1.00</i>
<i>July 9, 2010</i>	<i>Apartments</i>	<i>Human Error: incense left to burn on window sill</i>	<i>0</i>	<i>0</i>	<i>\$4.97</i>
<i>September 12, 2010</i>	<i>West</i>	<i>Arson: two paper signs burned</i>	<i>0</i>	<i>0</i>	<i>\$4.17</i>
<i>October 21, 2010</i>	<i>Cooper</i>	<i>Arson: poster burned</i>	<i>0</i>	<i>0</i>	<i>\$0.10</i>

FORT LEWIS COLLEGE FIRE SAFETY STATISTICS SUMMARY

<i>LOCATION (RESIDENCE HALL)</i>	<i>NUMBER OF FIRES</i>			<i>NUMBER OF PERSONS WHO RECEIVED FIRE-RELATED INJURIES</i>			<i>NUMBER OF DEATHS RELATED TO A FIRE</i>			<i>VALUE OF PROPERTY DAMAGE CAUSED BY A FIRE</i>		
	<i>11</i>	<i>10</i>	<i>09</i>	<i>11</i>	<i>10</i>	<i>09</i>	<i>11</i>	<i>10</i>	<i>09</i>	<i>11</i>	<i>10</i>	<i>09</i>
<i>Calendar Year</i>												
<i>Apartments</i>		1	2	0	0		0	0		\$4.97	\$0.20	
<i>Animas Hall</i>		0	0	0	0		0	0		0	0	
<i>Baders/Snyders</i>		0	0	0	0		0	0		0	0	
<i>Camp Hall</i>		0	0	0	0		0	0		0	0	
<i>Crofton Hall</i>		0	1	0	0		0	0		0	\$0.10	
<i>Cooper Hall</i>		2	0	0	0		0	0		\$1.10	0	
<i>West Hall</i>		1	0	0	0		0	0		\$4.17	0	
<i>Escalante Hall</i>		0	0	0	0		0	0		0	0	



# STUDENT HANDBOOK 2011-2012 CAMPUS SECURITY REPORT SECTION 6 OF 6

## TABLE OF CONTENTS

*Hard copies are available at the Student Affairs Office, 230 Miller Student Services, (970) 247-7331. Electronic version is available at <http://www.fortlewis.edu/studenthandbook>. Please see the Campus Fire Safety Report in Section 5 of this Student Handbook.*

### YOUR RIGHT TO KNOW

YOUR RIGHT TO KNOW ..... 6-2

### CAMPUS SECURITY REPORT

TO REPORT A CRIME IN PROGRESS ON CAMPUS..... 6-4

FORT LEWIS COLLEGE POLICE DEPARTMENT ..... 6-5

GEOGRAPHIC LOCATION ..... 6-5

GENERAL CRIME PREVENTION ..... 6-5

SECURITY PROCEDURES AND ACCESS TO CAMPUS BUILDINGS..... 6-5

REQUIRED NOTIFICATION ..... 6-6

CLERY ACT ..... 6-6

EMERGENCY PLAN..... 6-6

EMERGENCY RESPONSE & EVACUATION PROCEDURES..... 6-6

FIRE SAFETY REPORT..... 6-6

MISSING STUDENT NOTIFICATION PROCEDURES ..... 6-7

REGISTERED SEX OFFENDER INFORMATION..... 6-8

RIOT OFFENSE INFORMATION ..... 6-8

SAFE HAVEN FOR NEWBORNS INFORMATION ..... 6-8

NOTIFYING CAMPUS OF CRIMINAL ACTIVITY ..... 6-8

SPECIAL ALERTS..... 6-8

CRIME LOG ..... 6-8

CRIME STATISTICS..... 6-8

CRIME STATISTICS SUMMARY..... 6-11

### ALCOHOL AND OTHER DRUG POLICY

ALCOHOL AND OTHER DRUG POLICY ..... 6-12

CAMPUS RESOURCES ..... 6-12

AVAILABLE ALCOHOL AND OTHER DRUG PROGRAMS  
AND TREATMENT FACILITIES ..... 6-13

LEGAL SANCTIONS FOR DRUG AND ALCOHOL OFFENSES  
UNDER APPLICABLE LAWS ..... 6-13

HEALTH RISKS ASSOCIATED WITH THE USE OF  
ILLICIT DRUGS AND THE ABUSE OF ALCOHOL ..... 6-15

SEXUAL ASSAULT POLICY ..... 6-16

WEAPONS POLICY ..... 6-18

IMPORTANT TELEPHONE NUMBERS ..... 6-19

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. Inquiries concerning Title VII, Title IX, Section 504, and Americans with Disabilities Act (ADA) may be referred to the Equal Opportunity Coordinator, Fort Lewis College, (970) 382-6977, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204, (303) 844-5695.

# “YOUR RIGHT TO KNOW” ....

*The following information is being made available according to the Higher Education Amendments of 1998. The table below summarizes information that is available through Fort Lewis College’s web site at <http://www2.fortlewis.edu/studentaffairs/YourRightToKnow.aspx>. Hard copies of information may be obtained from the office listed for that information.*

<b>Your Right to Know</b>	<b>Where to Find It</b>
<p><u>Accreditation and Recognitions</u>  <a href="http://www2.fortlewis.edu/accreditation/Home.aspx">http://www2.fortlewis.edu/accreditation/Home.aspx</a>            Guidelines for meeting accreditation standards are available through the Academic Affairs Office.</p>	<p><b>Academic Affairs Office</b>            240 Berndt Hall            Phone: 970-247-7314            FAX: 970-247-7680</p>
<p><u>Athletic Program</u>  <u>Participation Rates, Financial Support for Athletes</u>  <a href="http://www.goskyhawks.com/">http://www.goskyhawks.com/</a>. A hard copy of this report is available upon request from the Director of Athletics.  <u>Graduation Rates for Athletes</u>  <a href="http://web1.ncaa.org/app_data/nH8einst2009Div2/1083.pdf">http://web1.ncaa.org/app_data/nH8einst2009Div2/1083.pdf</a>            Refer to Section 1. b.</p>	<p><b>Athletic Department</b>            110 Aquatic Center            Phone: 970-247-7571            FAX: 970-247-7574</p>
<p><u>Campus Security Report</u> (Part of Student Handbook)  <a href="http://www.fortlewis.edu/studenthandbook">http://www.fortlewis.edu/studenthandbook</a>. In compliance with the Clery Act, the Campus Security Report is made available annually to all current students and employees; and all prospective students and employees have a right to request the Campus Security Report. This report includes specific crime statistics for the three previous calendar years relating directly to the Fort Lewis College campus, as well as campus security policies, crime prevention information, and crime reporting procedures. A hard copy of the report is available in the Student Affairs Office.  <u>Alcohol and Other Drug Policy</u>            In compliance with the Drug-free Schools and Campuses Act and the Drug-free Workplace Act, the Alcohol and Other Drug Policy is intended to inform all members of the College community of the College's policy concerning alcohol and other drugs. This policy applies to all students and to all employees (faculty and staff). This policy is included in the Campus Security Report.</p>	<p><b>Student Affairs Office</b>            230 Miller Student Services            Phone: 970-247-7331            FAX: 970-382-6935</p> <p><b>Fort Lewis College Police</b>            Aspen Hall            Phone: 970-247-7491            FAX: 970-247-7386</p>
<p><u>Cost of attending Fort Lewis College, including tuition and fees, room and board</u>  <a href="http://www.fortlewis.edu/studentbilling/academic_year.asp">http://www.fortlewis.edu/studentbilling/academic_year.asp</a> and  <a href="http://www2.fortlewis.edu/housing/RoomRates/201112academicyear.aspx">http://www2.fortlewis.edu/housing/RoomRates/201112academicyear.aspx</a></p>	<p><b>Cashier's Office</b>            140 Berndt Hall            Phone: 970-247-7380            FAX: 970-247-7284</p>
<p><u>Degree Programs</u>  <a href="http://www2.fortlewis.edu/directories/AcademicPrograms.aspx">http://www2.fortlewis.edu/directories/AcademicPrograms.aspx</a></p>	<p><b>Admission Office</b>            Kroeger Hall            Phone: 970-247-7184            FAX: 970-247-7179</p>
<p><u>Disability Services</u>  <a href="http://www.fortlewis.edu/disability/index.asp">http://www.fortlewis.edu/disability/index.asp</a>            Fort Lewis College provides access, accommodation and advocacy for students with disabilities. Reasonable accommodations are made on an individual basis for students with documented disabilities. Contact the Disability Services Office for more information.</p>	<p><b>Disability Services Office</b>            282 Noble Hall            Phone: 970-247-7459            FAX: 970-247-7689</p>
<p><u>Facilities &amp; Maps of Fort Lewis College</u>  <a href="http://explore.fortlewis.edu/campusmap.pdf">http://explore.fortlewis.edu/campusmap.pdf</a></p>	<p><b>Finance and Administration Office</b>            236 Education Business Hall            Phone: 970-247-7196            FAX: 970-247-7175</p>
<p><u>Faculty and Instructional Personnel</u>  <a href="http://faculty.fortlewis.edu/">http://faculty.fortlewis.edu/</a></p>	<p><b>Academic Affairs Office</b>            240 Berndt Hall            Phone: 970-247-7314            FAX: 970-247-7680</p>

<b>Your Right to Know</b>	<b>Where to Find It</b>
<p><u>Family Educational Rights and Privacy Act</u>  <a href="http://www2.fortlewis.edu/registrar/FERPA.aspx">http://www2.fortlewis.edu/registrar/FERPA.aspx</a>            Family Educational Rights and Privacy Act (FERPA)            FERPA affords students certain rights with respect to their educational records by defining the requirements for access to, and release of those records.</p>	<p><b>Registrar's Office</b>            160 Miller Student Services            Phone: 970-247-7350            FAX: 970-247-7598</p>
<p><u>Financial assistance available to students enrolled at Fort Lewis College</u>  <a href="http://www2.fortlewis.edu/financialaid/home.aspx">http://www2.fortlewis.edu/financialaid/home.aspx</a>  <u>Return of Title IV Grants or Loans upon withdrawing from Fort Lewis College</u>            Available in the <i>Financial Aid Handbook</i>.</p>	<p><b>Financial Aid Office</b>            101 Miller Student Services            Phone: 970-247-7142            FAX: 970-247-7108</p>
<p><u>Fire Safety Report</u>  <a href="http://www.fortlewis.edu/studenthandbook">http://www.fortlewis.edu/studenthandbook</a>. In compliance with the Higher Education Opportunity Act of 2008, the Campus Fire Safety Report is made available annually to all current students and employees; and all prospective students and employees have a right to request the Campus Fire Safety Report.</p>	<p><b>Student Affairs Office</b>            230 Miller Student Services            Phone: 970-247-7331            FAX: 970-382-6935</p>
<p><u>Graduation Rates</u>  <a href="http://web1.ncaa.org/app_data/nH8einst2009Div2/1083.pdf">http://web1.ncaa.org/app_data/nH8einst2009Div2/1083.pdf</a>            Refer to Section 1. a.</p>	<p><b>Institutional Research Office</b>            242 Berndt Hall            Phone: 970-247-7426</p>
<p><u>Refund policies for tuition and fees, housing</u>  <a href="http://www2.fortlewis.edu/studentbilling/RefundPolicies.aspx">http://www2.fortlewis.edu/studentbilling/RefundPolicies.aspx</a></p>	<p><b>Cashier's Office</b>            140 Berndt Hall            Phone: 970-247-7380            FAX: 970-247-7284</p>
<p><u>Registered Sex Offender</u>  <a href="http://sor.state.co.us/">http://sor.state.co.us/</a>            Pursuant to CRS 23-5-125, each institution of postsecondary education in the state shall provide a statement to its campus community identifying the name and location at which members of the community may obtain the law enforcement agency information collected pursuant to section 16-22-110(3.5), CRS, concerning registered sex offenders.</p>	<p><b>Fort Lewis College Police</b>            Aspen Hall            Phone: 970-247-7491            FAX: 970 247-7386</p>
<p><u>Riot Offense</u>  <a href="http://www.fortlewis.edu/shared/content/student_affairs/Riot_Offense.pdf">http://www.fortlewis.edu/shared/content/student_affairs/Riot_Offense.pdf</a>            Pursuant to CRS 23-5-124, Colorado law prohibits persons convicted of rioting from enrolling in state-supported universities/colleges for 12 months following the date of a conviction.</p>	<p><b>Fort Lewis College Police</b>            Aspen Hall            Phone: 970-247-7491            FAX: 970 247-7386</p>
<p><u>Safe Haven for Newborns</u>  <a href="http://www.fortlewis.edu/shared/content/student_affairs/Safe_Haven_for_Newborns.pdf">http://www.fortlewis.edu/shared/content/student_affairs/Safe_Haven_for_Newborns.pdf</a>            In 2000, the Colorado General Assembly passed Senate Bill 00-171, which allows a parent to relinquish control of a newborn baby to a hospital or a fire station within 72 hours after birth without fear of criminal prosecution as long as the baby is unharmed.</p>	<p><b>Student Affairs Office</b>            230 Miller Student Services            Phone: 970-247-7331            FAX: 970-382-6935</p>
<p><u>Studying Abroad Guidelines for Fort Lewis College Credits &amp; Financial Aid</u>  <a href="http://www2.fortlewis.edu/studyabroad/home.aspx">http://www2.fortlewis.edu/studyabroad/home.aspx</a></p>	<p><b>International Programs Office</b>            106 Jones Hall            Phone: 970-247-7672            FAX: 970-247-7190</p>
<p><u>Voter Registration</u>            In accordance with the 1998 Higher Education Act, Fort Lewis College distributes Voter Registration Application Forms to each student enrolled in a degree or certificate program and physically in attendance at the institution through:  <a href="https://ssl.capwiz.com/congressorg/nvra/?language=en&amp;state=CO">https://ssl.capwiz.com/congressorg/nvra/?language=en&amp;state=CO</a>. In addition, Colorado Voter Registration Forms (<a href="http://www.elections.colorado.gov">http://www.elections.colorado.gov</a>) are available at the Info Desk in the Student Union. Absentee Ballot information for out-of-state students who are already registered in their home state and want to vote in that state is available through:  <a href="http://www.eac.gov/voter_resources/contact_your_state.aspx">http://www.eac.gov/voter_resources/contact_your_state.aspx</a></p>	<p><b>Info Desk</b>            Student Union            Phone: 970-247-7010</p>
<p><u>Withdrawing from Fort Lewis College</u>  <a href="http://www2.fortlewis.edu/registrar/CurrentStudents/Withdrawing.aspx">http://www2.fortlewis.edu/registrar/CurrentStudents/Withdrawing.aspx</a></p>	<p><b>Registrar's Office</b>            160 Miller Student Services            Phone: 970-247-7350            FAX: 970-247-7598</p>

# CAMPUS SECURITY REPORT

*This is the compliance document to the Federal Student Right-to-Know and Campus Security Act of 1990 (Clery Act), the Federal Drug-free Schools and Campuses Act of 1989, and the Higher Education Amendments of 1992 and 1998. Please see the Campus Fire Safety Report in Section 5 of this Student Handbook.*

Fort Lewis College places a high priority on the personal safety of its students, faculty, staff, and visitors. A campus community relies on a peaceful, safe, and secure environment. Preserving this environment is a responsibility everyone on campus must share.

Under the Federal Student Right-to-Know and Crime Awareness and Campus Security Act of 1990 (now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act), all colleges receiving federal funds are required to report crime statistics. Instructions on how to access this information will be distributed on an annual basis to all faculty, staff, and students, and to any applicant for enrollment or employment. Please keep this report as a resource document and refer to it throughout the year. This report is descriptive only. It is not intended to serve as a contract between the College and any other party. College security policies and procedures are subject to change at any time without notice. Any inquiries concerning information presented in this brochure may be directed to the Vice President for Student Affairs at (970) 247-7331.

## **FOR EMERGENCY ASSISTANCE:**

**For emergency help from a campus telephone: 9-911**

**For emergency help from a pay or cellular telephone: 911 (no coins necessary)**

Or use one of the campus emergency phones located at:

- Clock Tower
- Cooper Quad south of Cooper Hall
- Between Berndt Hall and the Theatre
- Lot X by the College Union
- Between the Bader and Sheridan Residence Halls
- Between Lot R and the Centennial Apartments
- Lot L east of Sage Hall
- Lot N east of the Concert Hall
- Lot D north of the football stadium
- Between Lot B (gymnasium) and Lot D north of the football stadium
- Between Lot Q and the Center for Southwest Studies

Emergency response for fire, ambulance, or hazardous materials is the joint responsibility of the Fort Lewis College Police Department and the Durango Fire

Department. The Durango Police Department may also respond.

## **TO REPORT A CRIME IN PROGRESS ON CAMPUS: Call 9-911 or 911.**

Community members, students, faculty, staff and guests are encouraged to report any suspicious incident or hazardous conditions that they witness. For example, situations such as altercations, assaults, verbal arguments, vehicles blocking access, and/or unsafe driving should be reported. Anonymous callers wishing to report a crime in progress are encouraged to do so.

## **TO FILE A REPORT FOR A CRIME THAT HAS ALREADY OCCURRED:**

**Call Durango La Plata Emergency Communications Center at 385-2900 or Fort Lewis College Police at 749-6581 to talk with an officer on duty.** Reports can also be filed via the Fort Lewis College Police Department Web site at [www.fortlewis.edu](http://www.fortlewis.edu). Click on Administrative Services, then Campus Police and Parking. Persons making false crime reports are subject to campus discipline and/or legal sanctions.

*To assist with campus safety, it is imperative that all students, faculty, and staff take responsibility to immediately report any suspicious incident or hazardous conditions that they witness.*

Persons wishing to file a report confidentially or anonymously may do so; however, if the complainant wants to file criminal charges against another for a crime, he/she cannot remain anonymous or confidential.

**FOR QUESTIONS REGARDING PARKING PERMITS, PARKING TICKETS, OR OTHER ADMINISTRATIVE POLICIES/PROCEDURES RELATED TO THE FORT LEWIS COLLEGE POLICE AND PARKING SERVICES DEPARTMENT: Call the Fort Lewis College Police Department administrative office at 247-7491.**

## **FORT LEWIS COLLEGE POLICE DEPARTMENT**

The Fort Lewis College Police Department, in partnership with the campus community, is responsible for public safety, campus parking enforcement, law enforcement, after-hours emergency maintenance (notification of Physical Plant Services staff), and emergency response. The Fort Lewis College Police Chief/Director and six (6) police officers are Commissioned Peace Officers through the State of Colorado, the City of Durango, and the La Plata County Sheriff's Department; they are Colorado POST-certified and receive the same training given to any police officer in the State of Colorado as required by the Colorado Peace Officer Standards and Training Board. Fort Lewis College police officers enforce all Federal, State, local laws/ordinances, and official College policies, and have full arrest authority. The Department operates twenty-four hours per day, seven days per week, and is staffed with an administrative assistant during regular business hours Monday through Friday.

## **GEOGRAPHIC LOCATION**

Fort Lewis College is a state-supported institution of higher education located on approximately 707 acres within the city of Durango and La Plata County. Fort Lewis College also owns approximately 6,319 acres located in Hesperus, Colorado, ten miles west of the Durango campus. The Hesperus site contains facilities used by the Fort Lewis College Biology/Agriculture and Forestry department.

The Fort Lewis College community contains approximately 4,000 enrolled students and 670 faculty and staff members.

## **GENERAL CRIME PREVENTION**

A campus community must do more than just react to crime; it must look for opportunities to deter crime. A variety of programs inform students, faculty, and staff about campus security policies and procedures; and various practices have been developed to aid in crime prevention and to encourage responsibility. These include, but are not limited to:

- Safety tips and information on crime prevention are distributed regularly to the student newspaper, *The Independent*, the campus radio station, KDUR, and by campus e-mail.
- Educational programs (often through cooperation with other agencies) are held at least once per term in the residence halls and elsewhere on campus. Topics include, but are not limited to, the following: crime prevention, sexual assault awareness, personal safety, first aid, fire prevention, and alcohol and other drug abuse prevention.
- Escorts are provided based on officer availability. Call the Fort Lewis College Police Department at 749-6581 to arrange the escort.

Students, faculty, and staff are encouraged not to walk alone in isolated areas.

- An Identification Program is available to engrave personal property. Interested students should contact the Fort Lewis College Police Department at 749-6581.

The Office of Student Affairs establishes and enforces standards of conduct at Fort Lewis College. Students charged with law violations may expect to have the matter handled both through the criminal justice system and the College judicial system.

## **SECURITY PROCEDURES AND ACCESS TO CAMPUS BUILDINGS**

Fort Lewis College police officers conduct regular vehicle, foot, and bicycle patrols on campus.

Fort Lewis College installed 113 new sidewalk lights and 17 new parking lot lights totaling more than \$500,000 as part of its \$40 million construction program. In addition, 12 emergency telephones have been installed in parking lots and residential areas of campus. Campus lighting is routinely assessed for needed improvements. Night-shift campus police officers review campus lighting and report necessary repair or replacement needs to the Physical Plant. Individuals may report light outages directly to the Physical Plant by calling 247-7000.

Non-residential campus buildings and facilities are open to members of the campus community and visitors during regular business and class hours. Admission to any non-residential facility after hours is limited to authorized persons with a building key. Access hours may be extended to accommodate evening classes or special events. Computer labs have specific hours set by the Office of Information Technology. Reed Library publishes its business hours at the beginning of each term. Buildings are secured by Fort Lewis College police officers, and parking lots and buildings are periodically patrolled by officers twenty-four hours per day, seven days per week.

The outside doors of the residence halls lock automatically when closed, requiring a key for entry.

**Students have the responsibility to assist in maintaining their safety by keeping these doors closed at all times and are encouraged to report unsafe conditions or maintenance, if needed.** Student rooms are individually keyed and the procedure for replacing a lost key includes a lock change. Student Housing staff and police officers patrol all residential facilities.

The Residence Director or other Student Housing official generally will not enter an occupant's room/apartment unless accompanied by the occupant, the occupant's authorized representative, or a second authorized College representative. However, the College reserves the right to

enter any occupant's apartment/room for the purpose of inspection when an authorized College official has reason to believe that the following conditions may exist, which include but are not limited to:

- An occupant of the living unit may be physically harmed or endangered.
- Significant damage is being done to College property.
- There has been a violation of the provisions contained in the Housing Contract, the *Student Housing Guide*, or subsequent written notice applicable to the operation and administration of residence halls and apartments of Fort Lewis College.
- Maintenance and/or repair is necessary.
- Routine maintenance checks.
- Occupancy verification checks.

The College will not search a room without the occupant's permission or a court-authorized search warrant. See the *Student Housing Guide* in the *Student Handbook* for more information concerning Student Housing policies and procedures.

Fort Lewis College incorporates environmental security design practices in the planning, building, and maintenance stages of all structures and grounds keeping. Fort Lewis College police officers on patrol will routinely file work orders with Physical Plant Services to report any problems with lighting, shrubbery, or any other maintenance concerns. Testing of emergency phone blue lights will be conducted by Fort Lewis College police officers on a quarterly basis.

## REQUIRED NOTIFICATION

### Clery Act

- A brief, written summary of the *Campus Security Report*, including the exact URL and information on how to obtain a hard copy, is e-mailed to all currently enrolled students and all current employees before October 1 of each year.
- A brief, written summary of the *Campus Security Report*, including the exact URL and information on how to obtain a hard copy, is also provided to all prospective employees who contact the Fort Lewis College Human Resources Office.
- A brief, written summary of the *Campus Security Report*, including the exact URL and information on how to obtain a hard copy, is also provided to all prospective students who contact the Fort Lewis College Admission Office.

### Emergency Plan

The Fort Lewis College Emergency Response Plan is available at [http://www.fortlewis.edu/administrative\\_services/police\\_parking/default.aspx](http://www.fortlewis.edu/administrative_services/police_parking/default.aspx)

## Emergency Response & Evacuation Procedures

### Immediate Notification

If there is an immediate threat to the health or safety of students or employees occurring on campus, the College Emergency Notification System will communicate what action to take as directed by the Fort Lewis College Emergency Response Plan: The methods of communication are as follows:

1. E-mail to Students, Faculty, Staff, Parents and Affiliates.
2. College Emergency Web Site, [www.fortlewis.edu/emergency](http://www.fortlewis.edu/emergency)
3. e2campus text message alert system, to those registered
4. Fort Lewis College Emergency Information Line: 1-888-433-0046 or 247-6334
5. College radio station, KDUR, 91.9 FM or 93.9 FM
6. A follow up notification will occur when further information is available on the status of the situation, and when it is safe to return.

### Significant Emergency or Dangerous Situation

Upon receiving information of a significant emergency or dangerous situation, the individual receiving the information shall call 911 or 9-911 from a campus phone. The La Plata County Central Communications Center will dispatch the Fort Lewis College Police Department, in addition to any required medical and/or fire personnel.

- The Fort Lewis College Police Department will investigate reports of any emergency or dangerous situation to confirm the report.
- If the responding police officer(s) determines the report is a significant emergency or dangerous situation, they will notify the Chief of Police or his/her designee as soon as practical to advise them of the situation.
- The Chief of Police or designee will determine the appropriate segment of the campus community to notify.
- The Chief of Police and Public Affairs Officer will determine the content of the notification. The Public Affairs Officer or designee will initiate the notification system. The notification will take into account the safety of the community, based on assisting the victims, containing the situation, and mitigating the emergency.

### Disseminating Emergency Information to Large Community

In the event of a significant emergency or dangerous situation occurring on the Fort Lewis College campus which could have a potential impact on the surrounding community:

- The Fort Lewis College Police Department will notify the La Plata County Communications Center of the potential impact to the surrounding community.
- Per the College's Emergency Response Plan, the Public Affairs Officer or designee will act as the College liaison with the media.

### Testing the Emergency Response System

One Annual test of the College's emergency response system

- The Fort Lewis College Police Department will annually conduct an emergency test of the College's emergency response system.
- The test may announced or unannounced.
- The College's emergency notification system will indicate that the drill is a test only.
- A debriefing will be held following the annual test to follow through on any corrections necessary.
- The College's emergency response and evacuation procedures will be available in the Emergency Response Plan.

Procedures to test the College emergency response system

- The Fort Lewis College Police Department will determine the type of test to be conducted on an annual basis. The type of test may vary annually.
- The Fort Lewis College Police Department will notify the Public Affairs Officer, College Administrators, and the La Plata County Central Communications prior to conducting the test to ensure emergency responders are aware the test is not a real event.
- The test shall utilize the emergency response of the College along with evacuation procedures. The test will include an evacuation of at least one building on campus, and a notification on the campus emergency notification system.

### Fire Safety Report

- A brief, written summary of the *Campus Fire Safety Report*, including the exact URL and information on how to obtain a hard copy, is e-mailed to all currently enrolled students and all current employees before October 1 of each year.
- A brief, written summary of the *Campus Fire Safety Report*, including the exact URL and information on how to obtain a hard copy, is also provided to all prospective employees who contact the Fort Lewis College Human Resources Office.

- A brief, written summary of the *Campus Fire Safety Report*, including the exact URL and information on how to obtain a hard copy, is also provided to all prospective students who contact the Fort Lewis College Admission Office.
- The *Campus Fire Safety Report* is found in Section 5 of the *Student Handbook*.

### Missing Student Notification Procedures

A statement of policy regarding missing student notification procedures is described below:

Anyone with knowledge or concern that a student has been missing for 24 hours, should report this information to: a Resident Assistant, Residence Director, Assistant Director, Director of Student Housing and Conference Services, or campus police. This does not preclude a person from making a missing-student report sooner if s/he thinks it is warranted.

Upon notification of the concern, the Student Housing Staff will try to determine if the student is actually missing. Some or all of the following steps will be taken:

- Contact RAs or RDs where the student lives (if report came from elsewhere).
- Call the student's cell phone, email, or check on-line networking accounts (e.g., Facebook).
- Contact roommate(s).
- Contact professors or other FLC community members who may have had contact.
- Contact any known friends or employers.
- Contact parents or emergency contacts on file.
- Check the last time the student used his/her Skycard and where.
- Key into the student's room.

If Student Housing Staff verifies the student is missing or simply cannot determine from the efforts above, the staff will notify the FLC Police Department within 24 hours of the original notification to the staff.

All residents of campus housing are asked at the time of check-in to list emergency contacts in the Personal Identification Form. The Form includes information regarding the notification process to law enforcement and how the emergency contacts will be used in case a student is reported missing.

When the Fort Lewis College Police Department receives a report of a possible missing student, the officer receiving the report will conduct a full investigation of the incident as follows. If the student in question has been missing beyond 24 hours, a missing person's entry into NCIC / CCIC will be requested of Central Communications by the investigating officer.

- Investigating Officers will utilize the Fort Lewis College data base system to obtain emergency

contact information for students. As part of the investigation, the officer may choose to contact the emergency contact and/or parents of the missing student to aid in the investigation.

- After investigating the missing person report, should FLCPD determine that the student is missing and has been missing for more than 24 hours, FLC will notify the student's emergency contact within 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, FLC will notify the student's parent or legal guardian within 24 hours after FLCPD has determined that the student is missing.

### **Registered Sex Offender Information**

According to the Campus Sex Crimes Prevention Act, information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed, or volunteering at Fort Lewis College, may be obtained from the Fort Lewis College Police Department, 534 Berndt Hall, Fort Lewis College, 1000 Rim Drive, Durango, CO 81301, (970) 247-7491; or the Durango Police Department, 990 East 2<sup>nd</sup> Avenue, Durango, CO 81301, (970) 385-2940; or the La Plata County Sheriff's Department, 742 Turner Drive, Durango, CO 81301 (970) 247-1157; or the Colorado Department of Public Safety, Convicted Sex Offender Site <http://sor.state.co.us/>

### **Riot Offense Information**

Colorado Statute 23-5-124 prohibits any person convicted of a riot offense from enrolling in a state-supported institution of higher education for a period of twelve months following the date of conviction. CRS 23-5-124 also requires that any enrolled student who is convicted of a riot offense be immediately suspended from the institution for a period of twelve months from the date of conviction or from the date of suspension imposed by the institution for the same riot activity. The full text of CRS 23-5-124 is available on Fort Lewis College's Web site. Click on "Administrative Services" then "Student Affairs" then "Your Right to Know" then "Riot Offense."

### **Safe Haven for Newborns Information**

In 2000, the Colorado General Assembly passed Senate Bill 00-171, which allows a parent to relinquish control of a newborn baby to a hospital or a fire station within 72 hours after birth without fear of criminal prosecution as long as the baby is unharmed. In 2007, the Colorado legislature asked colleges to publicize this resolution to their students. The full text of Senate Joint Resolution 07-029 is available on Fort Lewis College's Web site. Click on "Administrative Services" then "Student Affairs" then "Your Right to Know" then "Safe Haven for Newborns."

## **NOTIFYING CAMPUS OF CRIMINAL ACTIVITY Special Alerts**

If circumstances warrant (i.e., the event constitutes an ongoing or continuing threat), the College community will be notified of a crime alert by the Fort Lewis College Police Department through electronic mail, Fort Lewis College staff, notices in residence halls, and/or special bulletins.

### **Crime Log**

Fort Lewis College police maintain a daily crime log that is open for public inspection in the Fort Lewis College Police Department administrative office during regular business hours. This log contains a brief description of the nature, date, time, general location, and disposition of crimes occurring on campus. Victims of a crime of violence may be informed of the general outcome of the related campus disciplinary hearing.

### **CRIME STATISTICS**

Fort Lewis College believes that a community that is well informed about the nature of its crime is a safety-conscious public. It is to the student's advantage to know the information that is included in this report and to act on it. Students and staff should develop personal routines that enhance their own safety, and become actively involved in campus crime prevention programs. Questions may be directed to the Fort Lewis College Police Department at 247-7491.

In preparing the Fort Lewis College Crime Statistics Summary at the end of this section, all incidents reported to the Fort Lewis College Police Department during the immediately preceding calendar year are reviewed by the Chief of Police, the Administrative Assistant for the Police Department, the Vice President for Student Affairs, and the Student Affairs Office Program Assistant. Any incident reports meeting the definitions of crimes listed below are counted. In addition, the Student Affairs Office collects information from the following College departments concerning reported crimes and concerning disciplinary referrals for alcohol, drug, and weapons law violations: Athletics Department, Auxiliary Services, Career Services, Disability Services, Human Resources/Equal Opportunity Office, Recreational Services, Student Activities, Student Affairs Office, the Student Housing and Conference Services, and the campus TRIO programs. The Counseling Center and the Health Center may report crimes to the Student Affairs Office on a voluntary basis, but are not required to do so under the Clery Act. As a matter of policy, the professional counselors in the Counseling Center are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. Fort Lewis College police officers also file a report whenever crimes occurring on campus or its boundaries, or on its Hesperus site are reported to the

La Plata County Sheriff's Office, and these reports are included in Fort Lewis College's crime statistics. All reports are reviewed by the Student Affairs Office to eliminate any duplicate reports. Reported crimes are then categorized as required by law. These statistics are published in both electronic and hard copy formats within the Campus Security Report and distributed as described in the section titled "Required Notification, Clery Act."

## **DEFINITIONS**

The Crime Awareness and Campus Security Act of 1990 (now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act), and the Higher Education Amendments of 1998 require colleges and universities that receive federal funds to report those crimes that are classified by the Federal Bureau of Investigation Uniform Crime Reports (UCR) as criminal homicide including murder, non-negligent manslaughter, and negligent manslaughter; sex offenses including forcible and non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; and arson. In addition, colleges must report any hate crimes (by category of prejudice) for the crime categories listed below or any other hate crime involving bodily injury. Colleges are also required to report any arrests or referrals for campus discipline for liquor law violations, drug law violations, and illegal weapons possessions. These definitions are:

### **Criminal Homicide--Murder and Non-negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

### **Criminal Homicide--Manslaughter by Negligence**

The killing of another person through gross negligence.

### **Sex Offenses**

The Higher Education Amendments of 1992 require that sex offenses that have been reported to campus security authorities or the local police department be classified as forcible or non-forcible offenses for the purpose of statistical reporting. Forcible sex offenses include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. The term "forcible" is described as any sexual act directed against another person forcibly and/or against the person's will; or not forcibly or against a person's will where the victim is incapable of giving consent. Non-forcible sex offenses are acts of unlawful, non-forcible sexual intercourse such as incest or statutory rape.

### **Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

### **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

### **Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit the aforementioned.

### **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (According to the Federal Bureau of Investigation Uniform Crime Reporting practices, Fort Lewis College classifies as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. This includes joy riding.)

### **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### **Hate Crimes**

Any crime involving bodily injury reported to local police agencies or to a campus authority, in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

### **Arrests for Liquor Law Violations**

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

### **Arrests for Drug Abuse Violations**

Violations of State, Federal, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic

narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

### **Arrests for Weapons Law Violations**

The violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

### **Disciplinary Referrals for Liquor Law Violations, Drug Law Violations, or Weapons Law Violations**

The referral of any student to any campus official that initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction for any of the alcohol, drug, or weapons law violations listed above. It is possible that students may be both arrested and referred for campus discipline for liquor, drug, or weapons violations. In such instances, the action is counted only in the arrest category and not the referral category.

### **On Campus**

Any building or property owned or controlled by Fort Lewis College within the geographic area of the campus and used by the institution in direct support of, or in a manner related to, the institution's educational purposes including residence halls and campus dining facilities.

### **Non-Campus Building or Property**

Any building or property owned or controlled by Fort Lewis College that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the campus. Fort Lewis College does not have any buildings or property off campus that are owned or controlled by officially recognized student organizations.

### **Public Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus. For the purposes of Fort Lewis College's crime statistics, this includes Fort Lewis Drive, sections of Rim Drive, sections of 8<sup>th</sup> Avenue, and property up to and including sections of the east side of South College Drive (Goeglein Gulch Road) and a section of North College Drive. A map outlining this area is available for review in the Fort Lewis College Police Department and in the Student Affairs Office.

FORT LEWIS COLLEGE CRIME STATISTICS SUMMARY

CRIME CATEGORY	ON CAMPUS <sup>†</sup>			IN OR ON A NON-CAMPUS BUILDING OR PROPERTY*			ON PUBLIC PROPERTY			IN RESIDENCE HALLS OR OTHER RESIDENTIAL FACILITIES ON CAMPUS			TOTALS		
	10	09	08	10	09	08	10	09	08	10	09	08	10	09	08
<i>Calendar Year</i>															
<i>Murder/Non-negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sex Offenses—Forcible</i>	1	2	0	0	0	0	0	0	0	1	2	0	1	2	0
<i>Sex Offenses—Non-forcible</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault<sup>^</sup></i>	0	2	1	0	0	0	0	0	0	0	1	1	0	2	1
<i>Burglary (Including Attempted Burglary)</i>	17	11	13	0	0	0	0	0	0	14	8	9	17	11	13
<i>Motor Vehicle Theft (Including Attempts)</i>	2	1	0	0	0	0	0	0	0	0	0	0	2	1	0
<i>Arson</i>	2	3	1	0	0	0	0	0	0	2	3	0	2	3	1
<i>Hate Crime<sup>^</sup> (Involving bodily injury, other than above)</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Arrests for Liquor Law Violations</i>	62	103	91	0	0	0	1	0	2	44	83	71	63	103	93
<i>Arrests for Drug Law Violations</i>	78	88	60	0	2	0	2	5	0	53	65	33	80	95	60
<i>Arrests for Illegal Weapons Possessions</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Campus Discipline Referrals<sup>‡</sup> for:</i>															
<i>Liquor Law Violations</i>	174	264	262	0	1	0	0	0	1	173	259	260	174	265	263
<i>Drug Law Violations</i>	91	58	82	0	1	0	0	2	0	85	51	73	91	61	82
<i>Illegal Weapons Possessions</i>	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
<i>Thefts (Including Theft From Vehicles)</i>	44	62	73	0	1	0	0	0	0	17	23	19	44	63	73

<sup>†</sup>This category includes incidents reported in the "In Residence Halls or Other Residential Facilities on Campus" category.

<sup>‡</sup>If both an arrest and a referral are made for an alcohol or drug law violation or illegal weapons possession, only the arrest is counted.

<sup>^</sup>As of the 2003 reporting year, simple assaults are no longer included in the Assault category.

\*As of the 2004 reporting year, locations on the Nature Trail were further identified as non-campus property or public property.

**Note: Any statistic resulting in bodily injury that is motivated by a type of bias or prejudice will have a superscript notation for the type of bias. Numbers in superscripted parentheses indicate the number (out of the total number of incidents) that were motivated by each type of bias. Key to Hate Crimes Notations by Type of Bias or Prejudice: Race = ra, Gender = g, Religion = re, Sexual Orientation = s, Ethnicity = e, Disability = d. In addition to crimes listed above, bias-motivated crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are also counted.**

# ALCOHOL AND OTHER DRUG POLICY

*In compliance with the Drug-free Schools and Campuses Act and the Drug-free Workplace Act, this policy is intended to inform all members of the College community of the College's policy concerning alcohol and other drugs. This policy applies to all students and to all employees (faculty and staff).*

## ALCOHOL

The abuse or unlawful use, consumption, transportation, offer for sale, manufacture, dispensing, sale, distribution, possession of alcohol, or inappropriate behavior resulting from the use of alcohol is prohibited at all times on the Fort Lewis College campus and at any sanctioned College activity whether on or off campus.

Further, the consumption of alcoholic beverages is prohibited in all Fort Lewis College residence halls at all times. This restriction applies to all residence hall occupants regardless of age. In the apartment complexes, a person 21 years of age or older is permitted to consume alcohol in the privacy of his/her apartment only; however, lounges and common areas are considered public spaces and open containers are prohibited. As specified in the *Student Housing Guide*, at no time are any beer kegs permitted in the residence halls, or in on-campus apartments. Providing alcoholic beverages to individuals who are under 21 years of age or possession of alcohol by individuals who are under 21 years of age is prohibited on the College campus.

## OTHER DRUGS

The use, possession, or distribution of illegal drugs or drug paraphernalia; unlawful use, possession, or distribution of controlled substances; alteration of a drug prescription; or inappropriate behavior resulting from the use of drugs or other substances is prohibited at all times on the Fort Lewis College campus and at any sanctioned college activity whether on or off campus. Possession or use of medical marijuana on the Fort Lewis College campus, including residential buildings, is a violation of this policy.

## SANCTIONS

Students found to be in violation of this Alcohol and Other Drug Policy will be subject to Student Housing policy sanctions as outlined in the *Student Housing Guide* and/or College sanctions as outlined in the *Student Conduct Code*. College sanctions may include substance abuse education, warning, probation, removal from College housing, suspension, or expulsion from the College itself. Students found in violation of this policy may also be subject to ineligibility for financial assistance and/or ineligibility for athletics.

Employees (including student employees, faculty, and staff), who are found to be in violation of the Alcohol and Other Drug Policy, may be subject to participation in a

rehabilitation program, or disciplinary action such as reprimand, suspension, salary reduction, demotion, or termination of employment. Any employee whose act, in violation of the Alcohol and Other Drug Policy, also results in a conviction under a criminal drug statute must report the conviction in writing to his/her supervisor within five days.

Alcohol and drug testing of applicants for employment and employees may be performed when positions require a commercial driver's license or the performance of safety sensitive functions. See the addendum to the Fort Lewis College Alcohol and Drug Policy available in the Human Resources Office, 210 Berndt Hall.

Many of the acts that violate this policy also violate the criminal code and may be referred for prosecution. In such cases, law enforcement authorities may administer a separate penalty.

## CAMPUS RESOURCES

Fort Lewis College has established several services and programs to assist students and employees.

The Fort Lewis College Counseling Center offers confidential individual and group therapy to currently enrolled students. Each student may have four counseling sessions per year without charge. The Counseling Center also offers referral/consultation services.

Students who are in recovery from drug or alcohol abuse can obtain information about AA, NA, or Al-Anon meetings by contacting the Counseling Center at 247-7212, 260 Noble Hall or Student Wellness at 247-7153, 112 College Union.

The Fort Lewis College Student Wellness Program provides services to students that are designed to raise awareness of drug and alcohol issues. The program helps students to understand and assess their own involvement and to increase their knowledge concerning alcohol and drugs. The Student Wellness Program assists in the development of good decision-making skills and lifestyle choices. Alcohol-free/drug-free events and activities are readily available throughout the campus.

The Student Housing Office, through its staff and in conjunction with the Counseling Center, addresses the use and abuse of alcohol and drugs by resident students. The Health Center offers educational materials and literature on substance abuse. Western Employee Assistance Services provides confidential counseling services to employees of Fort Lewis College and their immediate families for assistance with drug and/or alcohol problems, as well as other personal matters. For more information, contact WEAS at the number listed below.

**Available Alcohol and Other Drug Programs and Treatment Facilities:**

**Arapahoe House Comprehensive Alcohol and Drug Treatment Center**

8801 Lipan Street  
Thornton, Colorado 80260  
(303) 657-3700

**Columbia Presbyterian St. Luke's Hospital**

1719 East 19<sup>th</sup> Avenue  
Denver, Colorado 80218  
(303) 869-1999

**Cortez Addictions Recovery Services, Inc.**

35 No. Ash  
Cortez, Colorado 81321  
(970) 565-4109

**Durango Detox/Crossroads**

1125 Three Springs Boulevard  
Durango 81301  
(970) 259-8732

**St. Mary's Recovery Services**

436 S. 7<sup>th</sup> Street  
Grand Junction, Colorado 81501  
Outpatient: (970) 255-1855  
Inpatient: (970) 245-4214

**Southern Ute Alcoholism Recovery Center**

296 Mouache Drive  
Ignacio, Colorado 81137  
(970) 563-4555

**Axis Health Systems.**

281 Sawyer Drive, Ste 100  
Durango, CO 81303  
(970) 259-2162

**Western Employee Assistance Services**

1010 Three Springs Blvd.  
Durango, CO 81301-5089  
(970) 764-3760

controlling drugs and alcohol. Statutory references are included for those who wish to study the language of the statute. This section does not describe all prohibited conduct or all applicable sanctions.

**FEDERAL**

Every conceivable act related to the possession, use, production, and distribution of controlled substances is covered by Title 21 U.S.C. (United States Code). The list of controlled substances that may be found under Title 21 U.S.C. 812 and 21 C.F.R. (Code of Federal Regulations 1300.11 through 1300.15) is updated frequently to assure that all designer drugs are covered.

Persons convicted on Federal charges of drug trafficking within 1,000 feet of a university (21 U.S.C. 860) face penalties of prison terms and fines that are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year.

Secondary civil consequences also may flow from criminal drug violations. Property associated with criminal acts (including homes and/or vehicles) can be confiscated by State or Federal governments.

Those convicted of felony violations may be barred from governmental employment and from licensed professions such as law, medicine, and teaching.

The maximum penalty for the most serious offense is 16 years in prison and a \$750,000 fine.

**STATE**

State criminal statutes (which may generally be found under Titles 12 and 18 of the Colorado Revised Statutes) cover the same scope of conduct; and although the sentences and fines are generally less severe than Federal laws, life sentences are possible for repeat offenders. The maximum penalty for the least serious state offense is a fine of \$100 (C.R.S. 18-18-406(1)).

State laws concerning driving under the influence of alcohol apply equally to driving under the influence of drugs.

State laws regulating the production, dispensation, possession, and use of alcohol may be found in Title 12 of the Colorado Revised Statutes. Perhaps their most significant aspect for a college campus is the prohibition of the distribution of alcoholic beverages to any person under the age of 21, to a visibly intoxicated person, or to a known drunkard. They also prohibit any form of assistance to these categories of people in obtaining alcoholic beverages. Violation of these laws is a misdemeanor punishable by fines of \$1,000 and jail sentences of a year. However, such conduct may, in some

**LEGAL SANCTIONS FOR DRUG AND ALCOHOL OFFENSES UNDER APPLICABLE LAWS**

This section summarizes the legal sanctions that may be imposed for violations of local, State, and Federal laws

circumstances, constitute contributing to the delinquency of a minor, which is a felony offense punishable by an eight-year prison sentence and a \$500,000 fine.

Criminal sanctions also apply to those who operate motor vehicles while under the influence of alcohol and/or drugs. Under Section 42-4-1301, Colorado Revised Statutes, the maximum penalty for such an act is two years in jail and a \$5,000 fine. If someone is injured as a result, the act is a felony punishable by four years in prison and a \$100,000 fine. If someone is killed, the sentence can be eight years and a \$500,000 fine. All such convictions also result in the revocation of driving privileges.

State law requires drivers who are stopped by the police for suspected violation of this law to submit to scientific tests that determine the amount of alcohol in their blood. Those who refuse automatically lose their driver's license.

#### **DURANGO CITY ORDINANCES**

The Code of Ordinances for the City of Durango makes it unlawful for any person in the city to carry or have any open containers of alcohol on any street, sidewalk, alley, parking lot, or other public place in the city, or in any motor vehicle in the city or on the grounds of any public or private school, college or university in the city. It is also unlawful for any person to drink alcohol in any of the above-mentioned places in the city.

*Academic performance, health, personal relationships, and safety suffer when people abuse alcohol and other drugs.*

**HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS  
AND THE ABUSE OF ALCOHOL**

<b>Commonly Abused Substances</b>		
<b>Substance</b>	<b>Possible Long-term Effects</b>	<b>Dependence Potential</b>
Alcohol	Toxic psychosis, addiction, neurological and liver damage, fetal alcohol syndrome	Yes
Amphetamines uppers, speed	Loss of appetite, delusion, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis	Yes
Barbiturates barbs, bluebirds, blues	Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression	Yes
Cocaine & cocaine freebase coke, crack	Loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury	Yes
Codeine	Addiction, constipation, loss of appetite, lethargy	Yes
Heroin H, junk, smack	Addiction, constipation, loss of appetite, lethargy	Yes
LSD Acid	May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, hallucinations	Possible
MDA, MDMA, MOMA, MDE ecstasy, xtc	Same as LSD, sleeplessness, nausea, confusion increased blood pressure, sweating	Possible
Marijuana (cannabis) pot, grass, dope, weed, joints	Bronchitis, conjunctivitis, possible birth defects	Yes
Mescaline (peyote cactus) mesc, peyote	May intensify existing psychosis, anxiety, incoordination, sweating, chills and shivering	Possible
Methaqualone Ludes	Coma, convulsions	Yes
Morphine M, morf	Addiction, constipation, loss of appetite	Yes
PCP crystal, tea, angel dust	Psychotic behavior, violent acts, psychosis	Yes
Psilocybin magic mushrooms, shrooms	May intensify existing psychosis	Possible
Steroids roids, juice	Cholesterol imbalance, acne, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage	Yes
Combining any of the above substances with prescription anti-depressants, anti-anxiety medications or attention deficit and hyperactivity disorder (ADHD) medications such as Ritalin is dangerous.		

# SEXUAL ASSAULT POLICY

*The Student Right-to-Know and Campus Security Act of 1990 (Clery Act), the Higher Education Amendments of 1992 and 1998, and the Violent Crime Control and Law Enforcement Act of 1994 (Title IV, Violence Against Women) require that colleges and universities provide information for preventing, reporting, and investigating sex offenses that occur on campus and also require that colleges provide statistics on reported incidents of forcible and non-forcible sex offenses.*

Fort Lewis College is a community that encourages students' social and emotional development as well as their intellectual growth. As a community of trust governed by standards of conduct, men and women should be free to socialize without fear of bodily harm or psychological coercion. Fort Lewis College believes in gender equality, responsible decision-making, and the right of every individual to decide upon the appropriate degree of intimacy he or she wishes in dealing with the rest of the community.

To assist with this process, an educational program on sexual assault is required during freshman orientation for all new students and their parents. In addition, the Student Housing Office provides programs for all campus residents at least once per trimester. This program covers sexual misconduct and substance abuse. The Student Wellness Program and the Fort Lewis College Police Department coordinate sexual assault programs providing campus-wide information. The Health Center provides informational brochures and wellness-related counseling to help prevent sexual misconduct. A resource library of videotapes, pamphlets, and other educational materials is available in the Student Housing Office and the Counseling Center.

Sex offenses are considered reported when a report has been made to a Fort Lewis College police officer and/or officials of the College who have significant responsibility for student and campus activities. Incidents that occur on or off campus and are reported to local law enforcement officials may result in College disciplinary action under the *Student Conduct Code*. False reporting of a sexual assault will result in disciplinary action being taken against the complainant.

The following policy outlines the procedures governing the reporting of cases of sexual assault.

## **DEFINING SEXUAL ASSAULT**

Sexual assault is defined as sexual contact without consent and includes, but is not limited to, intentional touching, either of the victim or when the victim is forced to touch another person's genitals, breasts, thighs, or buttocks; rape (sexual intercourse without consent whether by an acquaintance or stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or penetration with an object without consent. However, this

definition does not exclude instances of sexual assault that are defined by Colorado State Law.

***Acquaintance rape is the most prevalent type of sexual assault on college campuses.***

Under certain circumstances, sexual assault may also be considered sexual harassment. The Fort Lewis College Equal Opportunity and Anti-Discrimination Policy states, "Sexual harassment may include, but is not limited to, actions such as: sexual assault, including but not limited to date rape, and sexually-oriented hazing." Students who wish to file a complaint of sexual harassment can refer to the Equal Opportunity and Anti-discrimination Policy in the *Student Handbook* or call the Student Affairs Office, (970) 247-7331, for more information.

## **CONSENT OR LACK OF CONSENT**

One of the most critical issues regarding sexual assault is consent. Sexual activity should not take place unless both parties have freely given consent, and consent is understood by both parties. Sexual assault frequently occurs when one party refuses to take "no" for an answer to sexual advances. A verbal "no," no matter how indecisive or insincere it may sound, constitutes a lack of consent. Resistance, no matter how passive, also constitutes a lack of consent. Acquaintance rape is the most prevalent type of sexual assault on college campuses.

Silence does not mean consent. For instance, an individual who has lost consciousness while under the influence of alcohol or drugs does not have the ability to give consent, even if that person does not explicitly say "no." Similarly, someone who is physically or mentally incapacitated may not be able to object to sexual advances. Consent, when it is given, must be given willingly and freely. Consent given under duress (physical or emotional threats) does not constitute freely or willingly given consent.

Fort Lewis College expects all students to refrain from using intoxicants to the point of physical, mental or emotional impairment; however, the College realizes students cannot be shielded from the consequences of

substance abuse (see the Fort Lewis College Alcohol and Other Drug Policy).

### INFORMAL REPORTS OF SEXUAL ASSAULT

The student may choose not to file criminal charges or seek sanctions through the campus judicial process; however, the College does encourage the student to seek support through the Fort Lewis College Counseling Center where the student will be assured confidentiality. When there is the potential for danger to other members of the community, confidentiality may not be guaranteed. Incidents occurring off campus may also be reported to the College.

The student may choose the following options:

1. Do nothing.
2. Contact the Fort Lewis College Counseling Center or a community service organization for support and discussion of options. Students living on campus should contact a member of the Student Housing Staff.
3. Request an internal investigation for the purpose of a College disciplinary review.

### FORMAL PROCEDURES

A formal report of a sexual assault will automatically create a record of the incident with the Fort Lewis College Police Department and/or with the Durango Police Department or La Plata County Sheriff's Office, depending on where the act occurred.

To file a formal report of a sexual assault, the student should file a report with the Fort Lewis College Police Department, **if the assault occurred on campus**; or with the Durango Police Department or La Plata County Sheriff's Office, **if the assault occurred off campus**.

After the formal report has been made, the student may choose from the following options:

1. File criminal charges through the appropriate police agency, as listed above. The College reserves the right to pursue College disciplinary action, even if College disciplinary action is not requested by the student filing the report.
2. File criminal charges through the appropriate police agency, as listed above, **and** pursue College disciplinary action through College judicial procedures. This is not double jeopardy as the College's rules are designed to establish and preserve an environment that supports the academic mission of the College.
3. **Not** file criminal charges through the police agency, as listed above, **but** pursue College disciplinary action through the College judicial procedures.

It is important to obtain immediate medical attention following a sexual assault, both to provide for the victim's well being and to document and collect physical evidence of the assault.

If requested, options for and assistance with changing academic and/or campus living arrangements will be provided by the College, if these changes are reasonably available.

The Counseling Center offers counseling and support groups for victim survivors. Counselors and Housing staff are available to support students through the reporting process.

### DISCIPLINARY PROCESS

All students at Fort Lewis College are required to adhere to the *Student Conduct Code*. Students found responsible for these violations will be subject to sanctions that include removal from housing, restrictions from activities, disciplinary probation, suspension, or expulsion. Students accused of sexual assault may be subject to disciplinary proceedings under violations #1, #7, and/or #8 of the *Student Conduct Code* as follows:

- #1. Commission of an act that is a violation of local, State, or Federal law shall be a violation of the *Code* whether or not such violation is prosecuted by an off-campus authority.
- #7. Physical violence or the threatened use of violence against any member of the College community and/or his/her guests.
- #8. Actual or threatened sexual assault, either verbal or written. This includes, but is not limited to, unwanted sexual touching, making unwelcome sexual advances, non-consensual sexual acts.

When a request is made to bring formal charges against the accused person, the complainant will be required to write a statement describing the events that transpired and be interviewed by a College official. The College will coordinate with local law enforcement agencies in order to minimize the number of interviews. Both the complainant and the accused may have an advocate with them during all proceedings through the College disciplinary process, and both the complainant and the accused will be informed of the outcome.

The College may proceed with a judicial hearing to determine if its own rules have been violated at the same time that the matter is before a criminal court. This is not a double-jeopardy situation because the institution's rules are designed to establish and preserve an environment that supports the academic mission of the College.

Students should be aware that the College will attempt to maintain students' confidentiality within the bounds of

the law and College policy. However, in certain situations, the College has an independent obligation to investigate and/or take actions that may necessitate the disclosure of a student's name. In those situations where such disclosure is necessary, the College will take all reasonable steps to notify the student prior to such

disclosure. Further, students should be aware that the College will take all steps necessary to deter retaliation or retribution as a result of the exercise of any rights under this policy.

## WEAPONS POLICY

*This policy is pursuant to Colorado State Law (Colorado Revised Statute 18-12-105.5), and applies to all students and to all employees (faculty and staff).*

The possession of firearms, ammunition, explosives, incendiary devices, and other weapons anywhere on the Fort Lewis College campus is inconsistent with and seriously undermines the academic mission of Fort Lewis College. Such possession creates a threat to the safety and welfare of students, employees and visitors on the Fort Lewis College campus, threatens the tranquility of the educational environment on the campus in an intimidating way, and contributes in an offensive manner to an unacceptable climate of violence.

Therefore, the possession of firearms, ammunition, explosives, incendiary devices, or other weapons on the Fort Lewis College campus is prohibited. A "weapon" shall include anything likely to be used, or designed to be used, in destroying, defeating, or injuring a person or property; an instrumentality designed or likely to produce bodily harm or property damage; or an instrument by the use of which a fatal wound may probably or possibly be given or damage to property may be inflicted. A "weapon" may include, but is not limited to, the following: any firearm, BB gun, pellet gun, paint ball gun, soft air gun, taser, ammunition, bow and arrow, cross-bow, slingshot, cross-knuckles, knuckles of lead, brass or other metal, any bowie knife, dirk, dagger or similar knife, or any knife having the appearance of a pocket knife, the blade of which can be opened by a flick of a button, pressure on the handle or other mechanical contrivance. This policy is not intended to include standard cosmetic, wardrobe or convenience items such as tweezers, nail clippers, scissors, pocket knives with blades three and half inches in length or less, butane cigarette lighters or belts and belt buckles. Kitchen implements (knives) that are kept in the Apartment Complexes are excluded.

The following is also expressly included within the meaning of a "weapon" under this policy: (1) An unloaded firearm or gun of any sort; any gun which fires a projectile by means of compressed air or spring, including paint ball guns, soft air guns and tasers, or (2) a harmless instrumentality designed to look like a firearm, explosive, or other weapon which is used by or is in the possession of a person with the intent to cause fear in or assault to another person. **When in doubt about whether an item is a "weapon," persons are expected to contact the Fort Lewis College Police Department for assistance.**

This policy applies to all Fort Lewis College students, employees (faculty and staff) and contractors or visitors on the Fort Lewis College campus and to all property, facilities, buildings, residence halls, and motor vehicles on the Fort Lewis College campus. In addition, this policy applies to all College vehicles—whether on or off campus.

In light of the Colorado Supreme Court's ruling on *Regents of the University of Colorado v. Students for Concealed Carry on Campus*, Fort Lewis College's Board of Trustees will be reviewing its current weapons policies. Pending that review, the Fort Lewis College's weapons policies will be interpreted and enforced in conformance with the Court's decision. In short, the Fort Lewis College weapons policies will not be enforced against persons lawfully holding a valid concealed carry permit pursuant to Colorado's Concealed Carry Act.

For complete Policy 11-3 Weapons, see:  
[http://www.fortlewis.edu/administrative\\_services/flc\\_policies/07\\_safety/7-5.asp](http://www.fortlewis.edu/administrative_services/flc_policies/07_safety/7-5.asp)

# IMPORTANT TELEPHONE NUMBERS

---

## TO REPORT AN EMERGENCY OR CRIME IN PROGRESS:

From a campus telephone	9-911
From any other phone and/or pay telephone (no coins necessary)	911
<b>Fort Lewis College Police</b>	749-6581
<b>Fort Lewis College Police Administration</b>	247-7491
<b>Other Police Assistance (Non-Emergency)</b>	385-2900

## CAMPUS RESOURCES

AA, NA or Al-Anon	247-7212
Counseling Center	247-7212
Disability Services	247-7459
Health Center	247-7355
Student Housing Office	247-7503
Student Wellness	247-7153

## COMMUNITY RESOURCES

Alternative Horizons Crisis Hotline (Support for Victims of Domestic Violence)	247-9619
Durango Community Emergency Shelter	259-1255
Mercy Medical Center	247-4311
Renew Hotline (Cortez) (Support for Victims of Domestic Violence and Sexual Assault)	565-2100
Rocky Mountain Poison Center	1-800-332-3073
San Juan Basin Health (Pre-Natal Clinic, HIV/AIDS Testing & Education Program, General Health, Substance Abuse Prevention)	247-5702
Sexual Assault Services Organization (SASO) Office	259-3074
Sexual Assault Services Organization (SASO) Crisis Hotline	247-5400
Axis Health Systems	259-2162
Axis Health Systems (after hrs. emergency)	247-5245
Southwest Safe House	259-5443
Victim's Assistance Program (District Attorney's Office)	247-8850