GOVERNING BOARD
Mrs. Jan Guy, Chair
Mrs. Jane C. Strain, Secretary
Mr. David DiPeso, Member
Mr. Don Hudgins, Member
Dr. John Eaton, Member

COLLEGE PRESIDENT
Dr. J.D. Rottweiler

VICE PRESIDENT for ADMINISTRATION
Mr. Kevin Butler

VICE PRESIDENT for INFORMATION TECHNOLOGY
Mr. Carlos Cartagena

VICE PRESIDENT for Instruction
Dr. Veryln Fick

VICE PRESIDENT for HUMAN RESOURCES
Mrs. Wendy Davis

DEAN OF LIBERAL ARTS
Mr. Chuck Hoyack

DEAN OF BUSINESS & TECHNOLOGY
Bruce Richardson

DEAN OF EXTENDED LEARNING
Ms. Sheila DeVoe Heidman

DEAN OF MATHEMATICS & SCIENCES & HEALTH SCIENCES
Dr. Bubba Hall

DEAN OF STUDENT SERVICES
Dr. James “Bo” Hall
Cochise College reserves the right to make changes without notice in fees, faculty assignments, time schedules, courses, curricula, and policies; to cancel classes when necessary; to set maximum and minimum limits for enrollment in certain classes; and to make changes to other matter contained in this handbook.

Parking is permitted only in designated areas. Cochise College accepts no responsibility whatsoever for loss or damage to vehicles or other property.

Cochise College is in full compliance with the Family Education Rights and Privacy Act (FERPA) of 1974.

Cochise College, in compliance with the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1972, and the Americans with Disabilities Act of 1990 (PL 101-336) does not discriminate on the bases of race, color, national origin, sex, age or disability in any of its programs or activities.

Dean of Student Services
Dr. Bo Hall
(520) 417-4050

VP of Human Resources
Mrs. Wendy Davis
(520) 417-4014

Director of Disability
Mr. Ken Laut
(520) 515-5337
Cochise College does not discriminate in admission or access to, or treatment or employment in, its services, programs, or activities on the basis of race, color, national origin, sex, religion, age (40+) or disability, in compliance with the laws of the United States and the state of Arizona.

The College seeks to provide disabled or handicapped students with any reasonable accommodation in order to facilitate access to College classes and activities. Students seeking such an accommodation should make an official request at Counseling/Advising Services or Disability Services located in the 3C Building on campus.

A lack of English language skills will not be a barrier to admission and participation in the career and Technical (vocational) education programs of the College.

Any questions regarding the applicability of state and federal anti-discrimination laws to Cochise College and its services, programs or activities, and any grievances or claims of violation of such laws, should be directed to the Title IX and Section 504 compliance officer:

Dr. Bo Hall, Dean of Student Services

Student Union Building, Room 1001
901 N. Colombo
Sierra Vista, AZ 85635
Phone: (520) 515-5329

Student Services Building, Room 1005
4190 Highway 80
Douglas, AZ 85607
Phone: (520) 417-4050
LA POLITICA DE IGUALDAD DE OPORTUNIDADES Y LOS ESTUDIANTES CON INCAPACIDADES

En cumplimiento con las leyes de los Estados Unidos y del Estado de Arizona, Cochise College no discrimina en base a la raza, el color, la nacionalidad, el sexo, la religión, la edad (el ser mayor de 40 años) o la discapacidad de las personas en sus procesos de empleo, de admisión o al tratar de obtener los servicios, programas o las actividades que ofrece esta institución.

Cochise College trata de proporcionar un acomodo razonable a sus estudiantes incapacitados o con limitaciones físicas para facilitarles el acceso a las clases o actividades. Aquellos estudiantes que necesiten este tipo de acomodo deberán formalmente solicitarlo al departamento de Servicios para Estudiantes con Incapacidades en el Edificio 3-C Tercer Piso.

La habilidad limitada del idioma inglés no es una barrera para la admisión o la participación de las carreras técnicas y vocacionales disponibles en la institución.

Cualquier pregunta sobre la administración de las leyes sobre discriminación en Cochise College en sus servicios, programas o actividades, así mismo como cualquier queja o reclamo de violación de dichas leyes se debe dirigirse al oficial a cargo de la administración y el cumplimiento de Titulo IX y Secion 504

Dr. Bo Hall, Dean of Student Services

Student Union Building, Room 1001
901 N. Colombo
Sierra Vista, AZ 85635
Phone: (520) 515-5329

Student Services Building, Room 1005
4190 Highway 80
Douglas, AZ 85607
Phone: (520) 417-4050
Dear Students,

It is my pleasure to welcome you to Cochise College! You have made a wise decision to pursue higher education at Cochise College. We are committed to helping you be successful. Last year, the college served over 16,000 students who, like you, continued their lifelong learning by participating in varied courses and programs offered at one of our campuses and centers, or through our extensive online services. We strive to provide you, the student, with outstanding support services to assist you in being successful. You are our highest priority!

I encourage you to get involved in the Cochise College community. Engage yourself by participating in any number of activities - whether it be student government activities, special events and presentations, or by becoming active in one of the various student clubs. Our dedicated and professional faculty and staff are here for you – this is your college! I invite you to take advantage of all available services to maximize your academic success and personal growth.

Thank you for choosing Cochise College!

Sincerely,

Dr. J.D. Rottweiler, Ph.D.
College President

To find a specific topic, see the index at the back of this handbook.
ACADEMIC CALENDAR
2011-2012

SUMMER/FALL SEMESTER 2011
Independence Day Holiday .................................................. July 4
Second Five-week Session Begins ........................................ July 5
AVT 1 Begins ................................................................ July 5
Fall Registration Continues .................................................. July 5
Second Five-week Session: Last day to add ......................... July 6
First Five-week Session Grades Due by Noon ...................... July 7
Second Five-week Session: Last day to change subject level . July 11
Second Five-week Session: Last day to change to audit status . July 14
First Eight-week Session: Last day to drop without academic penalty . July 20
Priority Deadline for August Graduation Filing .................... July 20
First Eight-week Session Ends ........................................... July 25
PFT 1 Begins .................................................................. July 25
PFT 2 Begins .................................................................. July 25
Second Eight-week Session: Last day to drop without academic penalty . July 27
First Eight-week Session Grades Due by Noon ...................... July 28
Second Eight-week Session Ends ....................................... August 1
Second Five-week Session: Last day to drop without academic penalty . August 3
Third Eight-week Session: Last day to drop without academic penalty . August 3
Second Five-week Session Ends ........................................ August 8
Third Eight-week Session Ends .......................................... August 8
Last Day to File for August Graduation ............................... August 8
Last Day of Summer Hours ............................................ August 11
Second Five-week Session Grades Due by noon .................... August 11
Faculty and Staff Return ................................................ August 15
Convocation .................................................................... August 15
Residence Halls Open ................................................... August 20
Saturday Registration .................................................. August 20
Classes Begin ................................................................ August 22
First Eight-week Session Begins ..................................... August 22
First Eight-week Session: Last day to add ......................... August 24
Regular Semester: Last day to add: Last day to use e-cashier . August 29
First Eight-week Session: Last day to change subject level .... August 29
Labor Day Holiday .................................................... September 5
Second Eight-week Session Begins ................................ September 6
Second Eight-week Session Ends ..................................... September 8
Regular Semester: Last day to change subject level ............. September 9
First Eight-week Session: Last day to change to audit status . September 12
Second Eight-week Session: Last day to change subject level . September 13
Third Eight-week Session Begins ....................................... September 19
Third Eight-week Session: Last day to add ......................... September 21
AVT 1 Ends .................................................................. September 22
AVT 2 Begins .................................................................. September 26
Second Eight-week Session: Last day to change to audit status . September 26
Third Eight-week Session: Last day to change subject level . September 26
PFT 2 Ends .................................................................. September 30
Fourth Eight-week Session Begins .................................. October 3
FTSE Count Day ........................................................... October 5
Fourth Eight-week Session: Last day to add ......................... October 5
PFT 3 Begins .................................................................. October 5
Columbus Day Holiday ................................................... October 10
Third Eight-week Session: Last day to change to audit status .......... October 11
Fourth Eight-week Session: Last day to change subject level ........ October 11
First Eight-week Session: Last day to drop without academic penalty October 12
First Eight-week Session Ends .......................................... October 17
Fifth Eight-week Session Begins ....................................... October 19
Fifth Eight-week Session: Last day to add ................................ October 21
Regular Semester: Last day to change to audit status ............... October 21
Fourth Eight-week Session: Last day to change to audit status ....... October 24
Fifth Eight-week Session: Last day to change subject level ......... October 26
Second Eight-week Session: Last day to drop without academic penalty October 26
Second Eight-week Session Ends ........................................ October 31
Spring Registration Begins ............................................. November 1
Fifth Eight-week Session: Last day to change to audit status ....... November 7
Third Eight-week Session: Last day to drop without academic penalty November 9
Veterans Day Holiday ................................................ November 11
Third Eight-week Session Ends ...................................... November 14
Priority Deadline for December Graduation Filing .................... November 23
Fourth Eight-week Session: Last day to drop without academic penalty November 23
Thanksgiving Recess .................................................. November 24-27
Fourth Eight-week Session Ends ....................................... November 28
Regular Semester: Last day to drop without academic penalty ........ December 1
Fifth Eight-week Session: Last day to drop without academic penalty December 1
Final Exams (Including Saturday) ................................... December 7-13
Semester Ends .......................................................... December 13
Last Day to File for December Graduation .......................... December 14
Grade Rosters Due by noon ............................................ December 15
AVT 2 Ends .................................................................. December 15
Spring Registration Ends ............................................ December 16
PFT 1 Ends .................................................................. December 16
PFT 3 Ends .................................................................. December 16
Winter Break (All Staff) ................................................ December 19–31

SPRING SEMESTER 2012
Faculty and Staff Return ................................................... January 2
AVT 3 Begins .............................................................. January 2
Spring Registration ......................................................... January 2-7
Residence Halls Open ..................................................... January 7
Saturday Registration ..................................................... January 7
Classes Begin ............................................................. January 9
First Eight-week Session Begins ....................................... January 9
PFT 1 Begins .............................................................. January 9
PFT 2 Begins .............................................................. January 9
First Eight-week Session: Last day to add ......................... January 11
Martin Luther King Holiday ........................................... January 16
Regular Semester: Last day to add: Last day to use e-cashier .. January 17
First Eight-week Session: Last day to change subject level ....... January 17
Second Eight-week Session Begins .................................. January 23
Second Eight-week Session: Last day to add .................... January 25
Regular Semester: Last day to change subject level ............. January 27
First Eight-week Session: Last day to change to audit status ... January 30
Second Eight-week Session: Last day to change subject level .. January 30
Third Eight-week Session Begins .................................... February 6
Third Eight-week Session: Last day to add ........................ February 8
Second Eight-week Session: Last day to change to audit status February 13
Third Eight-week Session: Last day to change subject level .... February 13
Presidents’ Day Holiday .................................................. February 20
Fourth Eight-week Session Begins ................................... February 21
FTSE Count Day .......................................................... February 22
Fourth Eight-week Session: Last day to add ........................................ February 23
Faculty and Staff Development Day ................................................... February 24
Third Eight-week Session: Last day to change to audit status .............. February 27
Fourth Eight-week Session: Last day to change subject level ............. February 28
First Eight-week Session: Last day to drop without academic penalty ... February 29
First Eight-week Session Ends ............................................................ March 5
Fifth Eight-week Session Begins ....................................................... March 7
Fifth Eight-week Session: Last day to add ......................................... March 9
Regular Semester: Last day to change to audit status ....................... March 9
Spring Break .................................................................................... March 12-17
Fourth Eight-week Session: Last day to change to audit status ............ March 19
Fifth Eight-week Session: Last day to change subject level ................ March 20
Second Eight-week Session: Last day to drop without academic penalty .. March 21
PFT 2 Ends ...................................................................................... March 23
AVT 3 Ends ...................................................................................... March 23
Fifth Eight-week Session: Last day to change to audit status .............. March 26
AVT 4 Begins .................................................................................... March 26
Second Eight-week Session Ends ...................................................... March 26
PFT 3 Begins .................................................................................... April 2
Third Eight-week Session: Last day to drop without academic penalty ... April 4
Third Eight-week Session Ends .......................................................... April 9
Summer/Fall Session Registration Begins ........................................... April 16
Priority Deadline for May Graduation Filing ...................................... April 18
Fourth Eight-week Session: Last day to drop without academic penalty .. April 18
Fourth Eight-week Session Ends ........................................................ April 23
Fifth Eight-week Session: Last day to drop without academic penalty ... April 26
Regular Semester: Last day to drop without academic penalty .......... April 26
Finals Exams (including Saturday) ....................................................... May 2-8
Semester Ends .................................................................................. May 8
Last Day to File for May Graduation .................................................. May 9
Grade Rosters Due by noon ................................................................. May 10
Commencement ................................................................................ May 11
Summer Hours Begin ........................................................................ May 14
Memorial Day Holiday ..................................................................... May 28
Summer Session Classes Begin .......................................................... May 29
First Five-week Session: Last day to add .......................................... May 30
First Eight-week Session: Last day to add ......................................... May 31
First Five-week Session: Last day to change subject level .................. June 4
Second Eight-week Session Begins ..................................................... June 4
First Eight-week Session: Last day to change subject level ............... June 5
Second Eight-week Session: Last day to add ..................................... June 6
First Five-week Session: Last day to change to audit status .............. June 7
PFT 1 Ends ....................................................................................... June 8
PFT 3 Ends ....................................................................................... June 8
First Five-week Session Begins .......................................................... June 11
Second Eight-week Session: Last day to change subject level .......... June 11
First Eight-week Session: Last day to change to audit status ............ June 13
Third Eight-week Session: Last day to add ........................................ June 13
AVT 4 Ends ....................................................................................... June 14
Third Eight-week Session: Last day to change subject level .............. June 18
Second Eight-week Session: Last day to change to audit status ......... June 19
First Five-week Session: Last day to drop without academic penalty .... June 21
Third Eight-week Session: Last day to change to audit status .......... June 26
First Five-week Session Ends ............................................................. June 28

Spanish Immersion: 1st session ....................................................... 6/4-6/25
Spanish Immersion: 2nd session ....................................................... 6/26-7/18
ESL Intensive Class: ......................................................................... 6/25-8/2
STUDENT GOVERNMENT ASSOCIATION

DOUGLAS CAMPUS
Agustin “Augie” Galvan, Advisor
(520) 417-4115

SIERRA VISTA CAMPUS
Jennifer Wantz, Student Life Coordinator
(520) 515-5364

ACCREDITATION AND AFFILIATION
Cochise College is accredited by the Higher Learning Commission of the North Central Association. The College holds memberships in the Arizona Community College Association, the Council of North Central Two-Year Colleges, the American Association of Community Colleges, and the Council for Higher Education Accreditation, the Hispanic Association of Colleges and Universities (HACU) and the Association of Community College Trustees.

The Higher Learning Commission of North Central Association
30 N. LaSalle Street, Suite 2400
Chicago, IL 60602-2504
(800) 621-7440; (312) 263-0456; Fax: (312) 263-7462
http://www.ncahigherlearningcommission.org
SEXUAL HARASSMENT

POLICY 611

Sexual harassment is a violation of federal and state laws, a violation of professional ethics, and a form of discrimination. Sexual harassment by and between employees, students, employees and students, and campus visitors and employees or students is prohibited by this policy. Violations of this policy may result in disciplinary action up to and including termination of employees, sanctions up to and including suspension or expulsion of students, and appropriate sanctions against campus visitors.

Procedure 611.1

Sexual Harassment

I. SCOPE: This policy and procedure apply to any individual while on College property or participating in College-sponsored or controlled activities.

II. DEFINITION: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, study or participation in college-sponsored activities, (2) submission to or rejection of such by an individual is used as the basis for decisions affecting such individual's study, employment or participation in college-sponsored activities, or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or ability to engage in college-sponsored activities or creating an intimidating, hostile, or offensive academic or working environment.

This policy expressly prohibits only unreciprocated and unwelcome relationships, but consensual relationships where one participant is in a position of power/authority/control over the other participant may raise questions of professional responsibility, conflicts of interest, personal or institutional integrity which may require appropriate remediation.
III. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the nature of the sexual advances and/or the context in which the alleged incidents occurred.

IV. CONFIDENTIALITY: The confidentiality of all parties involved in a sexual harassment complaint shall be strictly respected insofar as it does not interfere with the College's legal obligation to investigate allegations of misconduct and to take corrective action. While the college tries to protect the anonymity of individuals who bring instances of possible misconduct to official attention, in order to conduct a full and fair investigation, the identification of the individuals involved may be required.

V. RETALIATION: Retaliation against an individual for filing a sexual harassment complaint or for participating in a sexual harassment investigation is grounds for a subsequent harassment complaint and appropriate sanctions.

VI. PROCEDURES: Any individual, while on College property or in College-sponsored or College-controlled activities, may bring questions about procedure, seek informal advice or present a complaint of sexual harassment to the Vice President for Human Resources. In bringing questions, seeking advice or presenting a complaint, the individual is encouraged to use the following guidelines:

A. Individuals wishing to file complaints are strongly encouraged to do so as promptly as possible so that timely investigation and appropriate corrective action can occur. Individuals should understand that failure to file such complaints promptly may affect the processing of the complaint or the abilities of the College to thoroughly investigate and resolve the complaint. Normally, complaints should be filed within 30 calendar days of the alleged sexual harassment.
B. The investigation and resolution process is dependent upon accurate communication. For this reason, a complaining party is encouraged to prepare a written statement of the conduct at issue. However, regardless of whether this action is taken, she or he may request that the vice president for human resources:

1. act as mediator and to consult with the person at whom the complaint is directed in order to call the objectionable behavior to that person's attention, or

2. conduct a sexual harassment investigation.

In either event the Vice President for Human Resources will attempt to identify acceptable solutions.

C. If, after review by the vice president for human resources, the College administration determines that disciplinary action is appropriate, the College may proceed through the appropriate disciplinary process for employees or students to resolve the problem.

D. Any employee or student who feels aggrieved as a result of being disciplined for sexual harassment may pursue his/her grievance through the appropriate grievance procedure for employees or students.

VII. COMPLAINTS RECEIVED BY SUPERVISORS: Any individual charged with supervisory authority who receives a complaint of sexual harassment or who has actual knowledge of a violation of this policy shall within five days of the receipt of the complaint, or of the time he or she obtains actual knowledge of the violation report it to the Associate Vice President for Human Resources or the Dean of Student Services. Generally, all investigations will be conducted by the Associate Vice President for Human Resources or the Dean of Student Services. Except in an emergency, investigation of a complaint by any other individual shall be made only after consultation with the associate vice president for human resources.
VIII. COOPERATION IN INVESTIGATIONS: All employees and students have a duty to cooperate in investigations of alleged sexual harassment. This duty includes complying with any directive relating to confidentiality of the information provided or identity of the individuals involved or in providing information about the complaint or investigation. Failure to comply with such directives may result in disciplinary action. Any employee or student under investigation regarding allegations of possible misconduct may bring an attorney with him/her to the investigatory meeting(s), providing that the investigation will not be delayed for this purpose, and further providing that the attorney will not be allowed to speak during the investigatory meeting.

IX. INVESTIGATIONS WITHOUT COMPLAINTS: Nothing in this procedure shall limit the College's obligation and/or right to investigate and take appropriate action regarding allegations of possible misconduct, whether or not a timely written complaint has been received.

X. TIME LIMITATIONS FOR INVESTIGATION OF SEXUAL HARASSMENT COMPLAINTS: The College will make every effort to investigate and take necessary responsive action to resolve sexual harassment complaints within sixty days of the date the complaint is filed. Because of the complexity and numbers of individuals involved, this may not always be possible; however, a high priority will be given to completing such investigations in a timely manner.

STUDENT COMPLAINT LOG

While all complaints directed to college personnel by students are considered important and will be addressed by the respective employee, department and/or office personnel pursuant to Policy 4008 (“Student Grievances and Due Process”), only formal, written student complaints, including those sent by e-mail, filed with the offices of the College President or the Vice President for Instruction/Provost by current students are considered official complaints.
Official complaints are documented, investigated, their resolution and/or disposition noted, with a record of such complaints maintained for no less than two years.

Students and institutional personnel are hereby advised that information about these official complaints will be shared with the College’s accrediting agency, the Higher Learning Commission of the North Central Association; however, individual identities of students will be shielded without the express permission of said complainants. The complaint log is reviewed on an annual basis by the Vice-President for Instruction who ascertains whether or not the complaints follow any particular pattern and whether or not special intervention, direction, and/or staff development may be in order to mitigate subsequent complaints or address problems with institutional quality.

GOVERNANCE

A five-member Governing Board is elected from precincts in Cochise County. It is financed by legislative appropriation, tuition, gifts, grants and a county-wide tax levy.

All Cochise College student and administrative policies can be found at http://www.cochise.edu Select Departments and Directories, and click on President’s Office; on the left side of the menu you will find Administrative Policies.

ACADEMIC STANDARDS

Cochise College is committed to maintaining and encouraging the highest academic standards, thereby enabling students to transfer to colleges and universities throughout the nation and to successfully enter the workforce.

Withdraw (W) – Indicates a student has withdrawn from the course through Friday of the ninth week, or that the student was earning a grade of “C” or better if the withdrawal was after the Friday defined above. A grade of “W” is not computed in the student’s grade point average.

Incomplete (I) – Indicates that, for a justifiable reason such as illness, the student failed to complete all requirements for the course. Failure to complete all requirements during the succeeding semester will result in a change from the grade of “I” to an “F” on the permanent record. The grade of “I” is not computed in the student’s grade point average.
Student grades are now available only through the Cochise College website. To view your confidential grades, visit the Cochise College home page and click on myCochise and login using your username and password. Find the CC Account tab click in it and go to Student and Financial Aid and click on it and then go to Student Records to view your final and click on the proper term in the drop-down window. Click Display Grades.

Note: Any student owing money to the College will not receive a transcript until balance is cleared.

Audit (AU) – Courses may be taken for audit. Registration and fee policies are the same as those for regular students.

Passing (P) – Passing in a pass-fail course.

Failure (XF) – Failure in a pass-fail course.

ATTENDANCE POLICY

Each instructor will establish a specific attendance policy for each class and communicate the same in writing at the first class meeting of the term. An instructor may dismiss (drop) a student from class for absences exceeding the limit stated in the instructor’s policy. Students dropped by an instructor will receive no refund. It is the student's responsibility to make up classroom work and assignments missed while excused from College-sponsored trips.

STUDENT CLASSIFICATION

Freshman: Student with fewer than 28 passing units of college credit.

Sophomore: Student with 28 or more passing units of college credit.

Full-time Student: Student carrying 12 or more units during the semester.

Part-time Student: Student carrying fewer than 12 units during the semester.

Audit Student: Student taking regular-credit classes for no credit.

Note: Part-time and auditing students are permitted residency in College residence halls with appropriate authorization.

CLASS CREDIT LIMITATIONS

Student class load maximums shall be established according to the following:

1. Beginning Freshman - 18 units (first-time college students)
2. Transfer students from another college with lower than a 2.0 GPA - 12
3. Continuing students accruing 15 units or more:
   a. With a cumulative GPA of 2.5 or better - 19 units
   b. With a cumulative GPA of 2.0 to 2.49 - 16 units
   c. With a cumulative GPA of 1.6 to 1.99 - 12 units
Due to the nature of the Aviation Maintenance Technology and Professional Pilot programs, students enrolled in the programs shall be exempted from the 19-unit maximum. Cooperative Education units shall be exempted from student class load limitations.

**GRADING SYSTEM**

*Grades are earned in each course, and the grade is recorded on the student's permanent record.*

- **A** - Superior (4.0)
- **B** - Good (3.0)
- **C** - Average (2.0)
- **D** - Poor (1.0)
- **F** - Failure

**SEMESTER GRADES**

*Semester grades are assigned grade points as follows:*

- **A** - 4 grade points per unit earned
- **B** - 3 grade points per unit earned
- **C** - 2 grade points per unit earned
- **D** - 1 grade point per unit earned
- **F** - 0 grade points per unit earned

Thus, a three-unit course with a grade of “A” would earn (3x4) 12 grade points. The total grade points accumulated by a student are divided by the total of units attempted (excluding “W” and “I” grades), and the result is known as the student’s grade point average, or GPA. In determining academic standing at Cochise College, the GPA of a transfer student is computed on the basis of units attempted at Cochise College only and will not include units and grade points earned at another college.

The Vice President for Instruction/Provost shall develop procedures to place students on academic probation or academic suspension.

**Procedure 3008.1**

*Good Standing, Probation, Suspension*

**Good Standing:** A student is considered to be in good standing as long as the cumulative grade point average (GPA) is 2.0 or higher on a 4.0 scale.
**Probation:** Once a student has attempted 13 or more credits, the student’s academic status is reviewed after each semester. If the cumulative grade point average (GPA) is below 2.0 (on a 4.0 scale), the student will be notified that he/she has been placed on academic probation and a notation of the academic status will be placed on the transcript. While on probation, the student will be only permitted to enroll in 12 or fewer units for the semester.

**Suspension:** If a student’s cumulative GPA falls below 2.0 (on a 4.0 scale) for two consecutive terms, the student will be suspended from school and a notation of the academic status will be placed on the transcript.

**DROP/ADD**

Students can DROP/ADD classes online through their CC Account or process a drop/add form at the Admissions/Registration Office. No Add slip will be accepted after the last day to add a class.

Instructors may drop those students on the roster who have not been attending class, by assigning a grade of "W" and drop date. There will be no refunds to students for a drop made by an instructor. Students must process a drop/add form in order to receive a refund.

**GRADE REPORTS**

Each student receives an online grade report at the end of the semester or term. Final semester grades are recorded on the student’s permanent record.

*To view your grades online:*

View your confidential grade report by logging into the MYCOCHISE and login. Click on CCACCOUNT, then click on Student Services and Financial Aid. Go to Student Records and click Final Grade. Highlight and click on the proper term in the drop-down window. Click Display Grades.

*Note:* Any student owing money to the College will not receive a transcript until balance is cleared.

**ACADEMIC APPEALS AND ACADEMIC RENEWALS**

Students have the opportunity to appeal grades based on performance and on exceptions to College policy. Students also have the opportunity to appeal decisions based on student academic integrity and allegations of academic dishonesty.
Student evaluations and assignments of final course grades are the responsibility of the faculty. The instructor is accountable for any and all grades assigned to students; therefore, each instructor shall maintain records to support student evaluations and grades.

For additional information, see the appropriate Department Chair, Academic Dean or the Vice President for Instruction/Provost.

**Procedure 3011.1**

*Appeal Based on Performance*

A student may request that an assigned grade be changed in accordance with the following procedures. The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned.

Students who have reasons that can be substantiated to request grade changes should complete the following steps:

1. Complete an Academic Action Appeal Form available in the office of the appropriate dean.
2. Write a formal letter to the instructor (or to the appropriate instructional manager if the instructor is no longer on campus) requesting a re-evaluation of their performance in the course; and,
3. Confer with the instructor (either in person or by mail).

At any step of the appeals process below, any of the individuals may authorize a grade change and must notify the involved individuals of the action (e.g., the instructional manager must notify the instructor and the student). If the request for grade change is appealed to the final step, the VPI/provost will take action deemed appropriate and so inform the Academic Standards Committee, the appropriate dean, the instructional manager, the instructor and the student.

If the matter CAN BE RESOLVED between the instructor and the student:

The instructor, upon receipt of a student’s request for a grade change, will review the records. If it is determined that a student’s request is justified, the instructor will prepare a Grade Change Authorization and submit it to the instructional manager who will forward it to the Registrar.
An instructor may not change an F grade to a W grade in those cases that the student did not follow the proper procedures for dropping the course. The student may appeal a negative decision of a faculty member. The steps in the appeal process are as follows:

Appeal to the Instructional Manager: If the appeal is denied by the instructor, the student may appeal to the appropriate instructional manager for review. The student has five academic days to submit the appeal packet (including a written statement from the instructor denying the appeal). The instructional manager will review all documentation (and may meet with the student and the instructor). Within 10 academic days, the instructional manager must notify the instructor and the student in writing of his/her decision and must inform the instructor and the student that either of them may appeal to the appropriate Dean. If neither appeals the decision and if the instructional manager grants the student appeal, the instructional manager prepares a Grade Change Authorization and submits it to the Registrar.

Appeal to the Dean: If the appeal is denied by the instructional manager, the student may appeal to the appropriate Dean for review. The student has five academic days to submit the appeal packet (including written statements from the instructor and instructional manager denying the appeal). The Dean will review all documentation (and may meet with the student and the instructor). Within 10 academic days, the Dean must notify the instructional manager, the instructor and the student in writing of his/her decision, and must inform the instructor and the student that either of them may appeal to the Academic Standards Committee (ASC) for a formal hearing. If neither appeals the decision and if the Dean grants the student appeal, the dean prepares a Grade Change Authorization and submits it to the registrar.

Appeal to Academic Standards Committee: If either the student or the instructor wishes to appeal the decision of the Dean, a written request for a formal hearing before the Academic Standards Committee must be submitted to the Dean co-chairing the ASC within five academic days from the date of the dean’s written decision. Within 15 academic days, the ASC will convene a five-member panel of faculty and student members of the ASC to hold a formal grade
appeal hearing and will notify all parties of the decision. If neither
appeals the decision and if the ASC grants the student appeal, a chair
of the ASC prepares a Grade Change Authorization and submits it to
the registrar.

The formal hearing is the final step in the grade appeal process
unless this decision results in the student being terminated form an
academic program with specific requirements to meet external regu-
lations. Then, the student may appeal to the Vice President for
Instruction/Provost.

Note: The grade appeal process is an academic process unique to a commu-
nity of scholars and is not modeled on criminal or civic legal proceedings;
however, if the process continues to the formal grade appeal hearing, the stu-
dent may be accompanied by an advisor. The advisor may be an attorney; the
advisor may not participate in the hearing.

Procedure 3011.2
Appeal Based on Exceptions to College Policy

In those cases in which the grade received by the student is the
result of a College policy rather than an instructor’s evaluation of per-
formance in a course (e.g., an “F” resulting from failure to remove an
“I” in the time allowed or failure to officially drop a course or a grade
appeal after an extended period of time), the student’s written appeal
should be directed to the appropriate dean who will render a decision.

Procedure 3011.3
Appeal Based on Student Academic Integrity

Students are expected to exhibit academic integrity in all course
work. When it appears that there has been an act of academic dishon-
esty, the instructor presents the student with the allegation of aca-
demic dishonesty and any evidence supporting that allegation and
informs the student of the intended sanction (consistent with sanc-
tions as specified in the course procedure sheet). The student should
be allowed to present evidence of his/her innocence and must be
informed of his/her rights of appeal.

Note: the student must be allowed to continue to attend the class in which
dishonesty has been alleged until the right of appeal has been exhausted.
If the matter CANNOT BE RESOLVED between the instructor and the student:

If the student accepts or elects not to appeal the instructor’s decision, the instructor is encouraged (but not required) to report the incident to the instructional manager and is also encouraged (but not required) to file a report with the Academic Standards Committee so that repeat offenders may be identified. If the student is considering appealing the instructor’s decision, the instructor must provide the student with a written summary of the alleged incident and the intended sanction and send a copy to the instructor’s instructional manager. The written summary should inform the student that he/she may appeal the allegation of academic dishonesty by submitting to the instructor’s Instructional Manager a written summary of the grounds for appeal within one week of receiving the instructor’s summary.

The steps in appeal are as follows, using the same criteria and timelines as identified in Procedure 3011.1 above:

1. Appeal to the Instructional Manager
2. Appeal to the Dean
3. Appeal to the Academic Standards Committee for a formal hearing before an Academic Integrity Hearing Board
4. Appeal to the Vice President for Instruction/Provost

This is the final appeal.

Note: An Academic Integrity Hearing is an academic process unique to a community of scholars and is not modeled on criminal or civil legal proceedings; however, a student against whom an allegation has been lodged may be accompanied by an advisor. The advisor may be an attorney.

At any step of the appeals process above, any of the individuals may revoke the sanction imposed and must notify the involved individuals of the action (e.g., the instructional manager must notify the student and the instructor of his/her decision; the Dean must notify the instructional manager, the instructor and the student). If the request for a removal of sanction is appealed to the final step, the VPI/Provost will take action deemed appropriate and so inform the Academic Standards Committee, the Dean, the Instructional Manager, the instructor and the student.
Sanctions Available to Instructors:

- Denying credit on the assignment/exam
- Requiring additional assignments/exams
- Lowering the student’s course grade
- Issuing a failing course grade of "F"

No grade-related sanction may be imposed until a student admits misconduct and/or forgoes appeal rights or is found in violation after a formal hearing. If an academic integrity matter is pending at the end of a semester, the instructor should assign an Incomplete (“I”) in the course until the matter is resolved. A student cannot avoid a failing grade by dropping the course. The instructor may impose a sanction of “F” even if the student drops the class, including drops that occur prior to the no-penalty drop deadline.

Procedure 3011.4
Other Academic Appeals

A student may also petition the appropriate Dean for exemptions or modifications to coursework acceptance.

A student may petition the Dean in order to:

1. enroll for more units in one semester than normally allowed.
2. use a non-standard course to fulfill area requirements for graduation.
3. delete or substitute one or more courses from an approved program in order to graduate.
4. transfer into Cochise College more than the normally allowed number of units toward graduation.

*The dean may refer the petition to the Academic Standards Committee.*

ACADEMIC PROBATION

Satisfactory progress will be reviewed for all students after they have attempted 13 units or more at the end of each semester, and students who have not made satisfactory progress for any semester will be placed on academic probation for the next semester. A student on academic probation must consult with a College advisor or counselor to develop a plan to make up deficiencies.
The College determines satisfactory progress by the number of units completed and the earned GPA according to the following chart.

**Number of Units/GPA**

- 0-12 – Standing not evaluated
- 13-and above – GPA below 2.0 Probation or Suspension

**ACADEMIC SUSPENSION OR DISMISSAL**

A student who has attempted 12 or more units while on academic probation may be academically suspended if his/her semester grade point average falls below the accepted limits. All available academic factors having a bearing upon the academic record of the student will be evaluated prior to academic suspension. Exceptions may be made to suspension if the student has demonstrated significant improvement during academic probation. The Dean of Student Services may readmit an academically suspended student after one semester.

**WITHDRAWAL FROM COLLEGE**

- A student who fails to withdraw from all classes will not receive a refund of fees.
- An instructor may assign a failing grade to a student who fails to withdraw from classes.
- A student may not withdraw from classes online.

**TRANSCRIPTS**

A transcript is a copy of the student’s permanent record which, upon the written request of the student, is available to the student, to another college or university, or to a prospective employer. Transcripts are forwarded by the registrar’s office at the written or online request of the student. Transcripts to educational institutions will be sent directly by mail. Transcripts given directly to students are marked “issued to the student”. Charges for transcripts are $10 for official copies. For more information contact the Registrar at (520) 515-5412.

**GRADUATION APPLICATION**

Students completing or having completed associate degree requirements or needing 12 or fewer credits to complete the degree requirements must apply for graduation as per the deadline date on the academic calendar. Students who have not completed the associate
degree requirements may walk in the graduation ceremony but will not receive a diploma until they have completed all degree requirements.

If a student submits an application late, the College may not order a diploma until the following order date. Only students earning degrees participate in the graduation ceremony. Regardless of whether or not a student participates in the ceremony, a degree will not be granted until all requirements are met.

1. Students must file a Graduation Application available online at: https://my.cochise.edu/web/degree-plans/graduation-application.
2. The student must pay the appropriate graduation fee at the cashier’s office. If the student intends to participate in commencement, the student must wear the appropriate graduation attire, which may be obtained at the college bookstore.
3. A counselor or academic advisor will do a preliminary graduation check confirming the type of degree or certificate and the program emphasis.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Cochise College shall not permit the disclosure of information from educational records or personally identifiable information contained therein other than directory information of students without the written consent of the student to any individual, agency, or organization other than in specific situations as outlined by the Family Educational Rights and Privacy Act of 1974, its amendments and the final rules of the U.S. Department of Education. Students may withhold disclosure of any directory information by submitting written notification to the Admissions Office prior to the first day of classes each semester. Failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure. Cochise College has designated the following items as directory information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and most recent previous school attended.
ACCESS TO RECORDS

All eligible students will have access to records as prescribed by the Federal Educational Rights and Privacy Act of 1974.

RELEASE OF INFORMATION WITHOUT CONSENT

In addition to certain individuals and government officials and agencies enumerated in the law, student’s education records may be released, without consent, to:

1. Accrediting institutions with an established professional need to know
2. Parents of a dependent student (as defined in section 152 of the IRS Code of 1954)
3. Appropriate persons in case of emergency, if such information is necessary to protect the health or safety of the student or other persons.

STUDENT IDENTIFICATION

Disclosure of social security numbers to Cochise College is voluntary and not required by either statute or regulation. However, social security numbers are required by federal law for financial aid recipients.

Students, faculty and staff are assigned individual identification numbers – not identical to their social security numbers during the admission and/or hiring processes. The student identification number, which you will receive in the mail or by e-mail when you apply for admission, shall be used to obtain all services provided by the college. To access online services, you can use your student ID number or social security number along with your personal ID pin number (your birth date in MMDDYY format). Your social security number may still be required for some services, such as financial aid and reporting education tax credit information to the federal government.

Disclosure and use of social security numbers will aid in matching current and future academic records with any past records, ensuring that full credit is received for all academic work completed at Cochise College.
FINANCIAL AID

Cochise College provides access to a full range of federal, state, and privately donated financial aid funds through the Financial Aid Office. Assistance is available to students based on financial need, academic merit, and program of study.

A complete listing of financial aid programs available at Cochise College is available from the Director of Financial Aid in the Student Services building.

Financial aid is supplementary to the financial resources of the student and his/her family. Your college expenses may include tuition fees, lab fees, room, board, books and supplies, transportation, and other personal expenses. In determining the type and amount of financial assistance needed to meet your financial requirements, your financial aid will be determined by subtracting the parent’s contribution, your contribution, and other available resources from the budget. Student aid will not exceed the student’s need (budget). A student must reapply each year for financial assistance.

The federal government requires each post-secondary institution participating in financial aid programs to utilize a uniform and systematic evaluation of the financial need of all applicants for aid.

To apply for any type of assistance, students should complete the Free Application for Federal Student Aid available online at fafsa.ed.gov. Students should apply as soon as possible after January 1st of the year in which they will begin their academic career.

For further information contact the Financial Aid Office at the Douglas Campus (520) 417-4045 or Sierra Vista (520) 515-5417.

ACADEMIC PROGRESS

All students receiving federal financial aid will have their academic progress monitored. Students are required to maintain a 2.0 grade point average and complete a minimum of 75 percent of the classes for which they are paid. Once students complete 96 credit hours, they are not eligible for financial aid. They are required to obtain a restricted enrollment letter from Student Development Center and submit a progress appeal along with letter of justification to the Financial Aid Office. The restricted enrollment letter lists the classes required to
complete the. Students may consult the academic progress brochure available in the Financial Aid Office for complete details.

**FINANCIAL AID SUSPENSION STATUS**

A student is placed on aid termination when the student does not meet the aforementioned criteria. When the student’s aid has been suspended, no scheduled financial aid will be available to the student. Financial aid will not be restored to the student until the student is in compliance with the satisfactory progress policy.

**APPEAL PROCESS**

A student may appeal aid termination status in writing. The appeal should be arranged with the Financial Aid Director, and the outcome of the appeal will be determined by the financial aid department. Special cases will be reviewed by the Financial Aid Director on an individual basis.

**SCHOLARSHIPS**

Academic scholarships are offered on the basis of financial need, grade point average, leadership qualities, and community service. Funds are provided by private donors to Cochise College.

Contact the Financial Aid Office for further information and assistance concerning scholarships.

**FEDERAL AID PROGRAMS**

**Pell Grants**

The Pell Grant Program is funded by the federal government in order to provide free academic access to higher education degrees. Eligibility is established by the federal government, and students are funded at the level appropriate to their dependency status, living accommodation, and enrollment level. The base of funding begins with the Pell Grant Program. All financial aid students are required to have and activate their Cochise One card for all financial aid refunds.

**Supplemental Education Opportunity Grants**

The SEOG Program is a direct grant to undergraduate students demonstrating exceptional financial need. Eligibility is determined by the Financial Aid Office.
Guaranteed Student Loan

The Guaranteed Student Loan Program is available to meet educational expenses. You must first apply for the Pell Grant.

COLLEGE WORK STUDY

The college Work Study Program allows students to defray part of their cost of education through work experience. (Students must be enrolled for a minimum of six units.) Many job placements are career related, offering both valuable experience and income to the student. The work study recipients may work up to 16 hours per week in an on-campus or off-campus placement. The number of hours is determined by enrollment.

Various departments on campus employ students in work-study positions to perform a variety of jobs. The employing department decides on the selection of the student.

Students are interviewed after being declared eligible and then placed in jobs through the Career Services Center.

STUDENT EMPLOYMENT

Employment is available on a limited basis during the summer and break periods. For jobs under Federal Work Study Program, work applicants must process a separate application through the Financial Aid Office.

REFUNDS

All refunds and/or deposits that may be due to a student will first be applied to any outstanding bills owed to the college. For specific dates and percent of refund, consult the fall or spring class schedule.

Students whose class or classes are cancelled by the college will receive a full refund of all fees attributable to the cancelled class (es). Refunds will be issued for cancelled classes within three weeks after the close of registration. These fees may be applied to other courses.

Flight Fees: Unused flight fees will be refunded in full.

Note: All student refunds and deposits will be forfeited unless a written request for refund is received within 30 calendar days after the student’s withdrawal from Cochise College.
COUNSELING, ACADEMIC ADVISING AND ONLINE COUNSELING

Academic Advisors are available to assist students in planning career and educational programs. Counselors are available to provide personal counseling for students as well as to assist students in planning career and educational programs.

Students are encouraged to drop by the Student Development Center at the Sierra Vista Campus or the Douglas Campus to take advantage of counseling, testing, referral, and specially developed counseling courses. Please check the Student Development Center hours.

Sierra Vista (520) 515-5483; Douglas (520) 417-4005 or advising@cochise.edu or www.cochise.edu.

GETTING STARTED

REGISTRATION

Students on academic probation, academic suspension, ESL students, international students and high school students must seek advising before registering for classes at Cochise College. Please contact the Student Development Center.

COUNSELING/ADVISING

Students may seek counseling and advising in the Student Development Center on the Sierra Vista Campus or on the Douglas Campus or college center.

Online students may seek counseling and advising through the online counselor: advising@cochise.edu.

PLACEMENT ASSESSMENT

A placement test is used to accurately place our students into information technology, math, reading, and English courses. If you have met the prerequisites or have taken a course with another college or a university, you can register for math and English courses without a placement test. However, if it is your first time to take college math and English courses, you will need the placement test.
To take a placement test, contact our testing coordinator by calling (520) 515-5447 Sierra Vista Campus or (520) 417-6825/4091 Douglas Campus. They will help you arrange a time/place to take the test. The first test is free to all students. A second placement test taken during the same academic year will have a $20 fee. Distance is not a problem as the testing center can arrange a proctored test.

TUTORING

Tutoring is available through the Student Development Center or the MISSL Lab (Multi Media Instructional Student Support Lab).

WRITING LAB

Students can access information about the Writing Lab and Online Writing Lab (OWL) at http://www.cochise.edu/deptsdirs/englishdept/writinglab/index.asp

ONE STOP AND STUDENT DEVELOPMENT CENTER (SDC)

The One Stop (Douglas campus) and the Student Development Center (Sierra Vista campus) offer placement assessments in English composition, ESL, reading, and mathematics. Students also may use peer tutors in a variety of subjects and professional tutors as assigned. Instructors may use the centers for makeup tests, for obtaining data on student assessments and for organized review sessions in any content area. Students with good GPA’s may be employed by the centers for tutoring.

CAREER SERVICES CENTER

The Career Services Center is located on both the Sierra Vista and Douglas Campuses. The Career Services Center is an amalgamation of two separate but closely related services: cooperative education and placement. All professional staff members in the Career Services Center are fully qualified to serve student’s job and career needs, whatever they may be – career counseling, part-time or temporary employment, cooperative education, internships, full-time career employment, and some career counseling. All job development and student/graduate placements for Cochise College take place through this center.

Call the Douglas Campus center at (520) 417-4756 and the Sierra Vista Campus center at (520) 515-5457.
VETERANS’ SERVICES (520) 515-5417

Cochise College is approved for veterans’ training under federal and Arizona statutes. Students who are eligible for veteran's assistance must contact the Veterans’ Affairs Office for assistance in completing necessary forms to begin or continue a college program.

Students receiving V.A. benefits that drop a course or withdraw from the College are required to report this information to the College Veterans’ Affairs Office immediately. Failure to report any reduction in credit hours may result in required payment of V.A. benefit money received by the veteran during the semester.

All veterans are advised to maintain close contact with the College’s Veterans’ Affairs office for information concerning veterans’ benefits and procedures.

STUDENT GRIEVANCE AND DUE PROCESS

In pursuit of academic studies and other college-sponsored activities that will promote intellectual growth and personal development, the student should not be subject to unfair and improper action by any member of the college.

When a student feels that he/she has been subjected to unjust action or denied his/her rights as stipulated in published college regulations or state or federal laws, he/she can seek redress through the grievance procedure. (Student Grievance and Due Process Policy 4008.)

A grievance may be initiated by a student against an instructor, an administrator, or a member of the classified staff (students disturbed by acts of another student have recourse through Policy 4006, Social Standards.)
The following actions are grounds for student grievances:

1. Acts of threat, intimidation or harassment.
2. Arbitrary action or imposition of sanctions without regard to due process.
3. Violation of student rights which are described in college rules and regulations pertaining to race, color, religion, sex, national origin, age, or disability.

Redress for prejudicial or capricious decisions in the academic evaluation of a student's performance can be sought under Academic Standards Policy 4008.

GRIEVANCE PROCESS

1. The primary purpose of this procedure is to secure, at the earliest point possible, equitable resolution of a complaint.

2. Failure to observe time limits:
   a. In the event the aggrieved student fails to exhaust all remedies under this grievance procedure, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned and the matter shall be considered settled, in accordance with the College's last answer thereto.
   b. In the event the College fails to give its answer, at any step, within the time limits prescribed, the aggrieved shall have the right to proceed immediately to the next step.
   c. Any time limit may be extended by written mutual agreement of the aggrieved and the College.
   d. A student must initiate a grievance within 30 days of the occurrence. However, if there are extenuating circumstances which cause the aggrieved to miss this time limit, the Vice President for Instruction/Provost shall judge the validity of the extenuating circumstances and may extend the time limit.

3. Any settlement of a grievance shall be applicable to that grievance only, and shall not be binding for the disposition of any other grievance.

4. Any College representative who is the subject of, or has a direct interest in the outcome of, a grievance is disqualified from serving as a committee member or participating in any step of the process except as described in the procedures detailed below.
5. Whenever “day” is used with an asterisk, it is to be interpreted to mean any day when faculty are required to be on duty.

PRELIMINARY GRIEVANCE PETITION

1. When a student feels that he/she has a grievance, he/she shall, within 30 days of occurrence, attempt to resolve it by either of the following preliminary actions:
   a. Confer with the person with whom he/she has the grievance.
   b. Confer with that person's immediate administrative supervisor, who will notify the accused of the grievance, maintaining student anonymity, whenever possible.

2. In addition to (a) or (b) above, the student may confer with the College's Title IX and Section 504/Americans with Disabilities (ADA) coordinator regarding the filing of a complaint in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

3. If the student feels, after consultation, that the issue has not been resolved, he/she may submit a signed statement within five days* of the conference with the accused or his/her supervisor to the Dean of Student Services or a designee. The written statement should specify the time, place, nature of grievance, and corrective action desired.

4. The Dean of Student Services or designee may elect to hold an administrative hearing to review the grievance.

FORMAL GRIEVANCE HEARING

1. If the dean of Student Services refers the matter to a student grievance committee, the committee will be composed of the following members:
   a. Two students selected from the Student Government Association of the campus in question;
   b. Two faculty members;
   c. One person, who may be a student, an instructor, or an administrator (other than the Vice President for Instruction/Provost or the Dean of Student Services), to be selected by the Vice President for Instruction/Provost.
2. The Dean of Student Services shall chair the committee.

3. Whether the grievance is heard by the Dean of Student Services or the Student Grievance Committee, the hearing process shall be conducted as follows:
   a. Review the signed statement prepared by the aggrieved.
   b. Discuss, hear testimony, examine witnesses and consider all available evidence pertaining to the grievance.
   c. The aggrieved and the accused may be present at the hearing and each may be represented by a person of his/her choice. Each party shall have the right to present written or oral statements, testimony and evidence, and to question witnesses and hear testimony. Each party shall be entitled to a taped record of the proceedings on request.
   d. The committee shall judge the relevance and weight of testimony and evidence, and make findings of fact, limiting the investigation to the formal grievance.
   e. If testimony and evidence are heard by a committee, the committee chair shall submit the findings of fact and the recommended action to the Dean of Student Services within 10 days,* with a copy to each party.
   f. After reviewing the findings of fact and the recommended action, the Dean of Student Services will make a determination as to the appropriate disposition of the grievance, and will inform the aggrieved and the accused, in writing, of the findings of fact on each allegation and his/her decision with regard to each.
   g. If both parties accept the decision, the decision of the grievance will be considered final.

APPEAL PROCESS

1. If the accused or the aggrieved is dissatisfied with the Dean of Student Services decision, he/she must submit, in writing, a request for a review by the Vice President for Instruction/Provost within five days.* The request shall be a written memorandum stating the nature of, and the basis for, the dissatisfaction with the decision.

2. The Vice President for Instruction/Provost will review the
records of the grievance and determine whether to conduct a hearing, to investigate further, or to make a decision based on the records.

3. If the Vice President for Instruction/Provost elects to conduct a hearing, it will be closed to the public.

4. A summary record of the hearing proceedings shall be kept in a confidential file by the Vice President for Instruction/Provost and shall be available at all times to the accused throughout the process. At the end of the student's enrollment at Cochise College, the file shall be destroyed.

5. Within 10 days* after the hearing or review described above, the Vice President for Instruction/Provost will take one of the following actions:
   a. Dismiss the charges;
   b. Modify the recommended sanctions;
   c. Uphold the decision of the dean of Student Services;
   d. Recommend new sanctions.

6. The Vice President for Instruction/Provost will provide a written decision to the parties involved in the grievance process.

The decision of the Vice President for Instruction/Provost shall be final.

OFFICE OF DISABILITY SERVICES

In the spirit of the Americans with Disabilities Act of 1990, Cochise College provides support services to students who may need reasonable accommodation or adjustment in order to achieve academic success. Our mission is to assist students in discovering and developing their full potential.

To be eligible to receive an accommodation from Disability Services a student must be enrolled in Cochise College and have a mental or physical impairment that substantially limits a major life activity. The disability must be verified by appropriate documentation. That means that a professional in the area of the disability must document the nature and severity of the disability. Professionals may include medical doctors, psychiatrists, psychologists, and learning specialists. An appointment must then be made with the Director of
Disability Services in order for the student to complete the intake forms necessary to requests services and accommodations.

To request service from the Office of Disability Services, please call (520) 515-5337 or (520) 417-4023.

**GRIEVANCE PROCEDURE**

If a student becomes dissatisfied with services from the Cochise College Office of Disability Services he/she may confer with the Director of Disability Services regarding the filing of a complaint in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If the student feels, after consultation, that the issue has not been resolved, he/she may submit a signed statement within five days of the conference with the accused or his/her supervisor to the Dean of Student Services or a designee. The written statement should specify time, place, nature of grievance, and corrective action desired. The Dean of Student Service or designee may elect to hold an administrative hearing to review the grievance.

**SOCIAL STANDARDS**

The Dean of Student Services or designee shall make available a Student Handbook. Social Standards of the College shall be included in the handbook. Responsibilities for upholding the College Social Standards shall be vested in the office of the dean of Student Services, which shall adjudicate incidents of misconduct and violation of Social Standards. Note: Academic Appeals are administered through procedure 3014.

The purpose of this code is to provide an orderly, stable College community in which the freedoms and responsibilities of its members may be protected. This code will allow the College to accomplish its primary purpose and to carry out its normal activities without obstruction.

Further, the intent of Social Standards is to set forth in a clear, concise and uniform manner the rights and responsibilities of the members of the College community. The College prohibits any student behavior or activity which has the potential for degrading or creating harm to any student or interferes with the educational process. It specifies administrative procedure whereby those who are accused of violating College rules may be afforded due process and, if evidence
warrants, a speedy, fair and just hearing.

A College disciplinary hearing is not a criminal proceeding. There is no legal basis for any claims of double jeopardy or right of immunity. A violation by a member of the College community of criminal law, which brings the College into disrepute, seriously affects or disrupts the ability of the College to carry out its normal activities, or which endangers other members of the College community, or their property, shall be considered of legitimate interest to the College.

**DUE PROCESS**

Due process is a series of procedures involving protection of the rights of an individual while determining his/her liability for wrongdoing and the applicability of punishment. As the punishment should fit the offense, so must the process protect an accused person from arbitrary, capricious adjudication procedures and sanctions.

The accused student, in the case of an administrative hearing held by the Dean, shall be entitled to:

1. Written notification of the time and place of the hearing with sufficient time provided for preparation of a defense. Such notification shall be given within 48 hours after the dean of Student Services is notified of the incident unless circumstances dictate otherwise. In the absence of the Dean of Student Services, a designee may be assigned.
2. Written statement of charges outlining time, place, date, nature of offense, and names of witnesses and complainants.
3. Not appear at the hearing, but if he/she chooses not to appear, the hearing shall proceed to consider the case.
4. An advisor of his/her choice to assist in his/her defense. The advisor can help advise the student but cannot take part in the formal hearing.
5. Testify on his/her own behalf, but that he/she is not required to do so.
6. The opportunity to admit or deny the allegation.
7. Two persons of his/her own choice present at the hearing as observers.
8. Ask questions of the hearing officer or body and witnesses present at the hearing.
9. An explanation of the procedure and reasons for any judgment rendered, and the appeals procedures.

10. A reasonably expeditious hearing of his/her case.

COMPLAINT, INCIDENT REPORT, CHARGES

The Vice President for Instruction/Provost delegates responsibility for administering social standards to the Dean of Student Services. All alleged violations of Social Standards should be referred to the Dean of Student Services. The Dean shall review complaints and reports pertaining to the alleged violation(s) and take one or more of the following courses of action:

1. Dismiss the allegation.
2. Proceed administratively as described herein.
3. Refer the matter to another disciplinary board.

Pending final action on charges, including appeals, the student's status at the institution shall not be altered except in cases, which, in the judgment of the Dean of Student Services, his/her continued presence on campus constitutes a serious threat to the College community, or to property of the College.

If a student is charged with violation of a local, state or federal law, said alleged violation occurring off campus, any action by the College shall be postponed until the courts have adjudicated the matter, unless the act committed by the student presents a clear and present danger to the College.

The College reserves the right, in cases in which it is decided that persons, property, or peace be seriously endangered, to take its own action. The Dean of Student Services shall make such a decision.

ADMINISTRATIVE ACTION - DEAN OF STUDENT SERVICES

1. Informal Discussion - A method of informal discussion, questioning and advising, particularly in cases where the incident and subjects of the incident are not clearly defined or if the incident is of an especially minor nature. Should such measures prove to be ineffective, or through discovery yield more pertinent information on the incident, the Dean may proceed with a formal administrative hearing or refer the matter to another disciplinary board.
2. **Administrative Hearing** - The Dean, after reviewing the complaint or incident report, may choose to hear the matter administratively. Following all elements of due process and after hearing from all individuals involved in the case, the dean shall either dismiss the case or render an oral judgment with sanctions. Proceedings of an administrative hearing shall not be open to the public unless requested by the student and shall involve only those individuals summoned by the dean or requested by the student, including a recording secretary. All testimony, including the judgment and sanctions, shall be held in strict confidence. All written documents pertinent to the case shall be held in a confidential discipline file until the student terminates attendance at Cochise College. A letter of record delineating disposition of the case and any imposed sanction shall be sent to the student within five working days after completion of the hearing. The letter shall also describe the appeal procedure.

3. **Social Standards Board** - The Dean may choose to form a Social Standards Board. This board will generally hear cases involving any activity, which is severe enough to place the student in jeopardy of serious disciplinary action, such as suspension or dismissal from the College. The three- to five-member board shall include the Dean, to serve as chairperson, faculty members and at least one student.

   a. A voting quorum of three board members shall be required for the hearing to be conducted.
   
   b. The chairperson shall record accurate minutes of the proceedings.
   
   c. The proceedings of the Social Standards Board shall not be open to the public or the press, and all attending the meeting shall hold discussions in strict confidence.
   
   d. After hearing from all involved with the case, the Board shall deliberate in private to determine a recommended action.
   
   e. The student and his/her representative shall be recalled to the hearing room, and the recommended action shall be presented to the student by the chairperson of the board.
f. The Dean shall be responsible for notifying the student by letter of any sanction imposed, and for entering all written documents pertaining to the case in a confidential discipline file.

g. The Dean shall also be responsible for implementing the sanction(s) of the Social Standards Board.

RESIDENCE HALL ADMINISTRATIVE HEARINGS

The Housing Director shall conduct hearings involving resident student violations within and around the residence halls. The Housing Director the administer hall probation, fines or other appropriate sanctions (i.e., community service). The Housing Director may recommend to the Dean of Student Services suspension or dismissal of a student from the residence hall.

APPEAL PROCEDURE

1. A student shall have the right to appeal the sanctions of a hearing body or dean of Student Services. The student has three College working days upon receipt of the administrative action to provide written request of appeal. The appeal must be based on one or more of the following:
   a. Denial of due process.
   b. Discrimination.
   c. Denial of constitutional or statutory rights.
   d. Clearly unreasonable, arbitrary, or capricious methods used in the adjudication of the matter.
   e. Excessively severe sanction.
   f. Newly discovered evidence, which, with reasonable diligence, could not have been produced at the hearing.

2. Appeals of decisions made by the residence hall hearing shall be made to the Dean of Student Services. The Dean of Student Services' decision is final with no recourse of appeal.

3. Appeals for a new hearing will not be granted unless one or more of the criteria is satisfied.

4. Appeals from the Social Standards Board or Dean of Student Services are appealed to the Vice President for Instruction/Provost.

5. Appeals that are denied require a written statement of rationale to the student.
AD MINISTRATIVE ACTION AND APPEALS CHART

Informal discussion by the dean of Student Services → No appeal

OR

Residence hall hearing by the housing director → Dean of Student Services
Decision is FINAL

OR

Administrative hearing by the Dean of Student Services → Vice President for Instruction/Provost

OR

Social Standards Board → Vice President for Instruction/Provost

DISCIPLINARY SANCTIONS

The following sanctions may be imposed by:

1. Residence Hall Hearing Chair (housing director)
   a. **Admonition** - An oral statement to a student that he/she is violating or has violated institutional rules or regulations.
   b. **Warning** - A written notice that continuation or repetition of misconduct may result in more severe disciplinary action.
   c. **Restitution** - A written notice ordering reimbursement, which may include work assignments, for damage to, misappropriation of, or misuse of College property.
   d. **Loss of Privileges** - A written notice stating loss of specific
privileges, such as visitation privileges in the residence hall, cafeteria usage, parking on campus, or attendance at College functions, and removal from the residence hall.

2. Social Standards Board/Dean of Student Services:
   a. Disciplinary Probation - Written notice for violation of specific regulations, including the probability of more severe disciplinary sanctions, which can result in suspension or dismissal in the event of finding of a violation of any institutional regulation within a stated period of time.
   b. Suspension - Exclusion from class, or other activities or privileges as set forth in the notice for a definite period of time not to exceed one year.
   c. Expulsion - Termination of student status within the institution.

3. Disciplinary action, including suspension for a time period commensurate to the circumstances, may be taken immediately in an emergency situation without advance notice or a College hearing if the welfare of the individual, other persons, or College property is endangered or if disruption of educational activities is threatened or is in progress. In the event of such suspension or expulsion, the student shall have the right to a hearing to appeal this action if he/she indicates a desire for such hearing, in writing, to the Vice President for Instruction/Provost within five working days after receiving notification that the suspension or expulsion has occurred. Otherwise, the student's right to appeal shall be waived and the original decision shall stand pending a hearing.

SOCIAL STANDARDS VIOLATIONS

A student shall be subject to appropriate disciplinary sanctions if found to be in violation of any of the following:

1. Violation of local, state and federal laws.
2. Failure to comply with a lawful direction of a College official acting in the performance of his/her duties.
3. Engaging in acts of cheating or plagiarism, as these terms are commonly defined.
4. Violation of College traffic rules and regulations.
5. Failure to comply with housing regulations.
6. Failure to make satisfactory settlement with the College for any and all debts to the College.
7. Forgery, counterfeiting, alterations, or misuse of any College record, document, or identification card.
8. Possession or consumption of alcoholic beverages on campus.
9. Unlawful possession, use, distribution, or sale of any narcotic or dangerous drug as defined by the statutes of the State of Arizona.
10. Participating in illegal gambling activities in College-owned or controlled property or at a function identified with the college.
11. Possession, use, or storage of any firearms, incendiary devices, explosives, or dangerous weapons on the college campus.
12. Reporting the presence of a bomb, explosive, or incendiary device or fire on the College campus without good reason to believe the facts are true.
13. Theft of College property or property of any member of the College community or a campus visitor.
14. Unwarranted damage of property belonging to the College or to a member of the College community.
15. Action which deprives the members of an audience of their right to see, hear, and enjoy, in peace and with safety to themselves, all College-sponsored functions.
16. Entering or attempting to enter any athletic contest, dance or social function without the credentials for admission, e.g., ticket, identification card, or invitation, or in violation of reasonable qualifications for attendance as established by the sponsors.
17. Engaging in violent, abusive, indecent, profane, boisterous, or similarly disorderly conduct, which infringes upon the privacy, rights, or privileges of others, disturbs the peace or the orderly process of education on campus.
18. Obstruction, disruption, or interference with the normal activities of the college including, but not limited to, teaching, research, service, class attendance, administration, disciplinary procedures, or other college authorized function, event or activity.
19. Occupation, seizure, or detention of any college building, facility, or portion thereof for use which is inconsistent with
the customary and normal use of such premises by those persons for whom and to whom such space is assigned.

20. Failure to leave any college building, facility, or portion thereof after normal closing hours after being asked to leave by authorized personnel.

21. Participating in any crowd, assembly, parade, demonstration, sit-in, or similar event, which substantially interferes with or disrupts the normal activities of the college.

22. Changing, without consent of an authorized college official, the position of the flag of the United States or the flag of the State of Arizona while being displayed by the college.

23. Failure to comply with lawful direction of a classroom instructor in maintaining good order.

24. Actual or threatened physical injury to any person or his/her property on college-owned property or to any member of the college community on or off campus.

25. Obstructing and substantially interfering with the normal flow of pedestrian traffic on college-owned property in a manner that substantially interferes with the normal activities of the college.

26. Actively encouraging, aiding, inciting, or conspiring with any other person or persons to commit any act herein declared to be an offense.

27. Unauthorized possession, reproduction, distribution, or sale of a key to any college facility.

28. Failing to obey an order to appear issued by a college board or committee or authorized college official within the stated time limit.

29. The exhibition, distribution, or sale of obscene or indecent materials, pictures, or writings on college-owned or controlled property.

30. The conspiring by two or more members of the college community, or a member with a non-member(s) of the college community, to commit any of the above listed offenses.

31. Misconduct, not otherwise included among the above offenses, that affects or disrupts the ability of the college to carry out its normal activities or achieve its purpose and goals.

32. The violation of other state, local or college rules and regulations not included herein.
STUDENT LIFE

COLLEGE SMOKING POLICY AND PROCEDURE

The Use of Tobacco Products procedures apply to all employees, students, clients and visitors while utilizing office areas, meeting rooms, college vehicles, public facilities and other inside work/recreation areas at all Cochise College work locations.

1. Smoking is defined as carrying or using any lighted tobacco product including cigars, cigarettes and pipes.
2. Outdoor smoking in areas within close proximity to buildings and facilities will be limited to designated smoking areas. Smoking areas will be located reasonable distances away from doorways, open windows and ventilation systems in order to limit the entry of smoke into buildings and work areas.
3. Users of smokeless tobacco will dispose of the resultant by-products in a discrete and sanitary manner.
4. Any person who believes second hand smoke or the by-products of smokeless tobacco are causing discomfort or health risks should contact the associate Vice President for Human Resources who will investigate the situation and institute remedies and/or controls as appropriate which may include the prohibition of smoking and/or the use of smokeless tobacco products in certain areas.

DRUG AND ALCOHOL FREE ENVIRONMENT

The college shall maintain drug- and alcohol-free campuses and centers. The manufacture, distribution, dispensation, possession, or use of these and all controlled substances is prohibited in any part of any facility operated by the college, or on college grounds, or in a vehicle owned by the college and used by the employee and/or student either as driver or passenger. The drug free environment policy prohibits the use of medical marijuana in any college campus and center.
THREATS OF VIOLENCE

Cochise College is committed to maintaining a safe and secure working and learning environment for its employees and students. Any employee or student who makes substantial threats, exhibits threatening behavior, engages in violent acts against other employees, students, or other individuals on college property may be removed and remain off premises pending the outcome of an investigation.

Following such investigation, the college will initiate an appropriate response. This response may include, but is not limited to, formal disciplinary action, reassignment of job duties, termination of employment, expulsion, and/or criminal prosecution of the person or persons involved.

DEFINITION:

Endangering, threatening, or causing physical harm to any member of the college community or to oneself or causing reasonable apprehension of such harm:

- Includes words, actions, or behaviors that reflects a serious intention to instill fear in another person or the intent to cause physical or mental harm that could lead to psychological or physical harm of another person
- Includes malicious intent behind a behavior; the person on the receiving end genuinely feels fearful or believes that their safety and security is compromised by another’s behavior
- Includes behavior that results in destruction to property or to a substantial disturbance to the community
- Includes the expression of a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present, conditional, or future basis; the totality of the circumstances are considered in determining if a threat exists
- Includes how the receiving person interprets the intent of the threat; the medium used to convey the threat does not matter, the intent is the critical concern
- Includes words, actions, or behaviors that by the nature of such words, actions, or behaviors causes another person to be
concerned for their safety and/or security; such words, actions, or behaviors may not include explicit threats

- Includes words, action, or behaviors that are threatening to oneself and that a reasonable person would find threatening, violent, and/or potentially violent

*This listing is not intended to be all inclusive. Should a person believe that another is engaging in behavior that is threatening, violent, or potentially violent, a report should be made to the appropriate office.*

**HOUSING/DINING**

**HOUSING**

Residence halls at Cochise College, Douglas Campus, provide students with a living-learning environment which is an integral part of the total educational purpose of the college. The halls provide comfortable and wholesome living with experiences that enhance individual, social, academic, and cultural growth. All residence halls are staffed with conscientious, qualified student leaders and full time personnel who coordinate with residents in developing residence hall programs and activities.

All single students are advised to live on campus if they are not commuting from the home of their parents, legal guardian or relative. A room deposit is required for all applicants who desire campus housing. The deposit is refundable (subject to stipulations in the Residence Hall Contract) when the student leaves the college.

*Note: Students must maintain full-time status (12 credits or more) to live in the residence halls. Based on availability and under special circumstances, residency for part-time students may be provided.*

Residence hall students are required to participate in the college food service program and must sign a Residence Hall Contract. If students are under 18, a parent or guardian must also sign. Three meals are served each day except Saturday, Sunday, and on holidays—when only two meals are served each day.

Housing applicants must submit a room deposit with their housing contract and be formally admitted to the college before a room assignment may be made.
Adjustments in room rates are not made in periods of over-assignment, and the college may reallocate rooms from time to time to ensure the general welfare of resident students and the economical operation of residence halls.

Cochise College assumes no responsibility for the loss, theft, or damage to residents’ personal property. In addition, the college reserves the right to:

1. Deny or cancel room assignments in the interest of health, discipline, or academic standards
2. Cancel housing applications when all residence hall rooms have been assigned to earlier applicants

A visitation policy in the residences exists for the safety and security of residents and guests. Access of residents and visitors will not be monitored between Sunday and Thursday. Residents will have greater responsibility to scrutinize access and control their own and their friends’ behavior. No guest can be signed in after 2:00 a.m. A roommate’s signed consent will be required for overnight guests.

Halls will be closed during winter break. All students will be expected to leave the residence halls. Students enrolled in aviation programs will be expected to leave when their classes terminate and/or during the Break listed above. Any requests for exceptions must be submitted to the Housing office prior to the recess in question.

**FOOD SERVICES**

Students attending the Douglas Campus have the choice of a traditional “all you can eat” program in the dining hall or “a la carte” service in the Que Pas restaurant. All students living in the college residence halls are required to participate in the college food service program. The cafeteria provides three meals each day from Monday through Friday and two meals each day on Saturday, Sunday, and holidays. Cafeteria and snack bar hours are posted in the residence halls and at the cafeteria and snack bar.
For more information about meal plans or food service, contact the Housing Director at (520) 417-4062.

A full service snack bar is located in the Student Union building on the Sierra Vista Campus. Both hot and cold foods are served during the spring and fall semesters. Hours of services are posted each term. The food service is also able to provide catered meals or refreshments for meetings on campus. Contact the food service office for special menus and the price list. For more information call at (520) 417-4062 in Douglas or (520) 515-5352 in Sierra Vista campus.

**PETS**

Pets are not permitted on any campus (with the exception of service animals). This includes the residence halls and the apartment family housing complex on the Douglas campus.

**MARRIED/FAMILY STUDENT HOUSING**

The college maintains an apartment complex for student families on the Douglas Campus. Contact Housing for eligibility requirements. Each apartment is partially furnished and includes individual room air conditioning and heating controls, electric stove, refrigerator, television hookup to satellite, local telephone service, wireless internet, and laundry facilities.

**BOARD REFUND**

Departing students shall be charged for meals through Saturday of the week in which formal withdrawal occurs. Students departing during the last two weeks of the semester will be charged the full semester rate for meals.

**ROOM REFUND**

Students withdrawing from Cochise College who have officially registered into a hall are not entitled to a refund of room rent. Should a student withdraw due to a legitimate medical emergency or other unusual circumstance, the unused portion of room rent, through the end of the applicable semester, may be refunded with the approval of the Dean of Student Services.
APARTMENT AND ROOM DEPOSITS

Apartment and/or room deposits will be refunded according to the conditions of the Residence Hall Contract or the Family Housing Contract after the apartment or room is vacated, less any amounts due to the college for damages or other charges.

If you no longer require housing, you need to contact the Housing office prior to the check-in date. Failure to notify the appropriate office will result in the forfeiture of the deposit.

MAIL SERVICE

Students living in the residence halls may apply for a post office box in the housing office. To avoid delays in receiving mail, students should advise parents and friends to record and use the proper mailing address.

Example:
Mr. James Doe
MSC 1234
4190 W. Hwy 80
Douglas, AZ 85607

RESIDENCE HALL ASSOCIATION (RHA)

This organization provides programs and services to residence students in addition to the hall staff. The club is funded by the revenue collected from the vending machines in the residence lobbies as well as any disciplinary fines imposed.

STUDENT UNION

The Student Union are located on the Douglas and Sierra Vista campus. The Student Government office are located with the respective union. The SGA contact numbers are 417-4088 (Douglas campus) and 515-5484 (Sierra Vista campus).
COLLEGE LIBRARIES

Cochise College operates two libraries – the Charles Di Peso Library on the Douglas Campus and the Andrea Cracchiolo Library on the Sierra Vista Campus. Many services and resources also are available online.

The libraries house more than 66,000 books, 2,400 videotapes and 325 periodical subscriptions. They also provide access to a variety of web-based periodical indexes, some of which provide the full text of articles. Each library also includes photocopiers, computers with Internet access, calculators and typewriters.

The Instructional Media Services (IMS) department provides a wide range of instructional media equipment and software for classroom use and college events. IMS offers in-house media production services to the college community and manages the interactive instructional television classrooms and satellite conferencing for the district.

LIBRARY SERVICES

There are online journals (most of them are full text), online encyclopedias, links to online libraries, government sources, news sources, online books, etc.

Please use the following link to access the Cochise College library: http://padme.cochise.edu/library/wordpress/. Listed on the Cochise College library homepage are hours of operation for both campuses.

Charles Di Peso Library
Douglas Campus
4190 West Highway 80
Douglas, AZ  85607
(800) 966-7943, Ext. 4082
(520) 417-4082

Andrea Cracchiolo Library
Sierra Vista Campus
901 N. Colombo Ave.
Sierra Vista, AZ  85635
(800) 966-7943, Ext. 5320
(520) 515-5320

For more information you can visit our website at http://padme.cochise.edu/library/wordpress/
BOOKSTORE

The Barnes and Noble bookstore located on the Douglas and Sierra Vista campuses are for the convenience of students, faculty and the campus community. Textbooks, collegiate clothing, reference and trade books, classroom supplies, and various other items may be purchased there. Student book buy-backs are held each semester during finals week if there is a demand for the books the following year. Students may order graduation gowns in February for May graduation.

Sierra Vista Campus
520-515-5419

Douglas Campus
520-364-9294

SECURITY AND REGULATIONS

CAMPUSSecurity

Campus security is responsible for the general welfare and safety of all people on the college grounds. The enforcement of all college rules, traffic and parking regulations is the responsibility of campus security. Security personnel are on duty 24 hours a day, seven days a week.

Services provided by security are:

- Handling lost and found items.
- Firearms and hazardous material must be checked with security. (Possession of firearms on campus is prohibited along with flammable, combustible or explosive materials.)
- Assisting individuals with complaints or reports of thefts and disturbances.

*Students are encouraged to visit the security offices anytime for assistance.*
CAMPU S TRAFFIC REGULATIONS

- The on-campus speed limit is as posted per hour.
- Parallel parking along any campus curb will be considered a violation of regulations.
- Parking on the campus mall is prohibited.
- All yield and stop signs posted on campus must be observed.
- Parking will be contained in designated areas. Observe handicapped parking zones.
- The east gravely exit road, rodeo grounds and other service roads on the Douglas Campus are off limits.
- Bicycles, skateboards, etc. are not permitted in the residence halls, the quad, mall or any of the Cochise College campuses or centers.
- Any infractions of the above regulations will result in traffic/parking fines and/or disciplinary action.
- Observe all handicapped parking lanes.

PERSONAL PROPERTY

Cochise College cannot accept responsibility for the loss, theft, or damage to an individual’s personal property.

LOST AND FOUND

Cochise College will try to assist students in recovering items lost on campus. Students should contact the following:

- Douglas Campus - (520) 417-4022 or (520) 417-4133
- Sierra Vista Campus - (520) 515-5470
- Benson Center – Campus Director’s Office (520) 586-1981
- Willcox Center – Campus Director’s Office (520) 384-4502
- Nogales Center - (520) 287-5583

Lost items that are not claimed will be donated to charitable organizations or destroyed according to the following timeline:

- Fall Semester: Last business day in December
- Spring Semester: Last Friday of commencement week.
- Summer Session: Last Friday prior to the beginning of fall semester.
Lost and Found Procedure (Internal)
The Benson and Wilcox campuses should follow the current procedure of all items being turned into the campus director’s office.

All lost items should be turned into the maintenance department on the Douglas or Sierra Vista campuses. If items are found after working hours or on weekends, they should be turned into security. Security will log in the items and turn them over to the maintenance department as soon as possible.

The maintenance department will log all items and hold them until claimed, or will dispose of the according to the time line previously listed.

CAMPUС CRIME REPORT
Although Cochise College has an excellent safety and crime record, we are required to prepare security reports and make them available to the public.

Our annual Campus Crime Report includes our policies on alcohol and drug use, assault, general security, firearms, fires, sex offenders, theft and other criminal violations.

View the annual Campus Crime Report, at http://www.cochise.edu/deptsdirs/security/index.asp

IF YOU SPOT A CRIME ON CAMPUS, PLEASE CONTACT THE SECURITY OFFICE OR CALL 911.

STUDENT ORGANIZATIONS
Clubs and organization at Cochise College are open to all students. For further information on any existing organization, contact the student government office or the faculty advisor of the specific club.

For information on current clubs or how to start a new organization, contact the student housing director at the Douglas Campus (520) 417-4073, or the Sierra Vista Campus at (520) 515-5364.
ATHLETICS (Douglas Campus Only)

Cochise College Athletics enjoys a solid reputation for quality competition and exceptional student athletes. Cochise recruits athletes from across the Southwest to compete in women’s soccer, men’s and women’s basketball, baseball, and men’s and women’s rodeo. Coaches regard academics as a high priority and encourage the development of both the person and the player. In addition to organized study programs, our athletes have the advantage of some of the best practice and playing weather in the country.

The college is a member of the National Junior College Athletic Association and the National Intercollegiate Rodeo Association. Athletics are housed at the Douglas Campus, a full-service campus that includes residence halls; a gymnasium with men’s and women’s locker rooms and full weight training and physical education labs; an outdoor swimming pool; well-manicured baseball and soccer playing fields; and full-service rodeo grounds with arenas, practice stock, a bucking machine and complete facilities for storing horses, feed and tack. An athletic trainer is on hand during practice and competition to care for injuries.

Many Cochise College athletes go on to compete at four-year institutions, and some have continued to play at the professional and semi-professional levels.

TRADITIONS

Cochise College athletic teams are called the “Apaches.”

SCHOOL COLORS

The official colors are red and white.

Cochise College
Athletics
4190 West Highway 80
Douglas, AZ 85607-6190
athletics@cochise.edu
(800) 966-7943, Ext. 4190
(520) 417-4095
DOUGLAS CAMPUS .................................................. 364-7943

ADMISSIONS .................................................. 417-4005/4046
ADULT EDUCATION ........................................... 364-3736
ADVISING .................................................. 417-4038
ATHLETICS .................................................. 417-4095
AVIATION .................................................. 417-4029
BOOKSTORE .................................................. 364-9294
CAREER SERVICES CENTER .................................. 417-4752
CASHIER .................................................. 417-4076
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DEAN, LIBERAL ARTS ........................................ 417-4060
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