

2026-27 Student Handbook



COCHISE COLLEGE

Welcome to Cochise College!

Dear Students,

Cochise College proudly serves as a cornerstone of education and workforce development in our region, helping students achieve their academic, career, and personal goals. As a college community, you are joining a supportive environment committed to guiding you every step of the way, whether pursuing a degree, workforce training, transfer opportunities, or lifelong learning.



I encourage you to explore the many resources detailed in this Student Handbook. Take advantage of our student services, meet your instructors, and connect with your advisors. Our dedicated staff is ready to assist you, providing support from academic advising and financial counseling to tutoring and library services.

We are excited to be part of your academic journey. I hope you enjoy your experience at Cochise College, and it is enriching and memorable.

Welcome to Cochise College—we are excited you're here!

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'X' shape with a horizontal line extending to the right.

Dr. James D. Perey
President, Cochise College



Table of Contents

Welcome to Cochise College!.....	2
Cochise College Locations.....	4
Academic Calendar	5
About Cochise College.....	8
How to Use Your Student Handbook	11
College Information.....	12
Money Matters	20
Academic Procedures.....	30
Services for Students	41
Policies	48
Administration	68
Equal Opportunities and Students With Disabilities	69

Cochise College Locations

BENSON CENTER

1025 State Route 90
Benson, AZ 85602-6501
(520) 586-1981
www.cochise.edu/benson-center

DOWNTOWN CENTER

2600 East Wilcox Drive
Sierra Vista, AZ 85635
(520) 515-0500
www.cochise.edu/downtown-center

SIERRA VISTA CAMPUS

901 North Colombo Avenue
Sierra Vista, AZ 85635-2317
(520) 515-0500
www.cochise.edu/sierra-vista-campus

DOUGLAS CAMPUS

4190 West Highway 80
Douglas, AZ 85607-6190
(520) 364-7943
www.cochise.edu/douglas-campus

FORT HUACHUCA

Army Education Center Building 52104 Fort
Huachuca, AZ 85613-6000
(520) 533-2391
www.cochise.edu/military

WILLCOX CENTER

470 N. Bisbee Ave. Willcox, AZ 85643-1500
(520) 384-4502
www.cochise.edu/willcox

Toll Free: (800) 966-7943

www.cochise.edu

Regular Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

Summer Hours: Monday – Thursday, 7:00 a.m. to 5:00 p.m.

All information, including statements on tuition, fees, course offerings, admission, and graduation requirements, is subject to change without notice, obligation or liability.

Cochise College provides inclusive and accessible educational opportunities that support social responsibility, community engagement, meaningful careers, and lifelong learning.



Academic Calendar

SUMMER SEMESTER 2026	
Eight-Week Session	May 26 – July 20
Summer 8-Week: Last day to add/drop classes without a penalty	May 28
Summer 8-Week: Tuition/course liability begins	May 29
Summer 8-Week: Last day to change to withdraw or audit status	July 15
Summer 8-Week: Last day of classes	July 20
Grades due by noon	July 23
Financial Aid	
Summer freeze date*	June 3
Summer disbursement date	June 4
Last day to accept summer financial aid applications <i>*Financial aid will not pay for classes added after this date.</i>	June 11
Holidays (No Classes)	
Memorial Day	May 25
Juneteenth	June 18
Independence Day	July 2
FALL SEMESTER 2026	
Police Academy Semester (19 Week)	July 21 – December 3
Aviation Program (21 Week)	July 21 - December 11
Flight and Police Academy freeze date*	July 29
Flight and Police Academy disbursement date	July 30
Convocation (College Offices Closed)	August 10
16 -Week Semester	August 17 - December 14
Last day to add/drop without a penalty	August 21
Tuition/Course liability begins	August 22
Spring Registration Begins	November 1
Last day to withdraw or change to audit status	December 9
Finals (including Saturday)	December 8-14
Grades due by noon	December 17
First Eight-Week Session	August 17 - October 13
Last day add/drop without a penalty	August 19
Tuition/Course liability begins	August 20
Last day to withdraw or change to audit status	October 8
Grades due by noon	October 16

FALL SEMESTER 2026	
Second Eight-Week Session	October 19 - December 14
Last day add/drop without a penalty	October 21
Tuition/Course liability begins	October 22
Last day to withdraw or change to audit status	December 9
Grades due by noon	December 17
Financial Aid	
16-Week and First Eight-Week freeze date*	August 25
16-Week and First Eight-Week disbursement date	August 26
Second Eight-Week Freeze Date*	October 27
Second Eight-Week disbursement date	October 28
<i>*Financial aid will not pay for classes added after this date.</i>	
Holidays (No Classes)	
Labor Day	September 7
Columbus Day/Indigenous Peoples Day	October 12
Veterans Day Holiday Observed	November 11
Thanksgiving recess	November 26 - November 27
Winter break (College Closed)	December 21 – January 1
SPRING SEMESTER 2027	
Police Academy Semester (19 Week)	January 11 – June 3
Aviation Program (21 Week)	January 11 - June 10
Police Academy Grades Due	June 3
Aviation Program Grades Due	June 14
16-Week Semester	January 11 - May 10
Last day to add/drop without a penalty	January 15
Tuition/Course liability begins	January 16
Summer and Fall Registration begins	April 12
Last day to withdraw or change to audit status	April 29
Finals (including Saturday)	May 4 - 10
Grades due by noon	May 13
Commencement	May 14
First Eight-Week Session	January 11 – March 5
Last day add/drop without a penalty	January 13
Tuition/Course liability begins	January 14
Last day to withdraw or change to audit status	March 1

SPRING SEMESTER 2027	
Grades due by noon	March 8
Second Eight-Week Session	March 15 - May 10
Last day add/drop without a penalty	March 17
Tuition/Course liability begins	March 18
Last day to withdraw or change to audit status	May 5
Grades due by noon	May 13
Flight and Police Academy freeze date*	January 20
Flight and Police Academy disbursement date	January 21
16-Week and First Eight-Week freeze date*	January 20
16-Week and First Eight-Week disbursement date	January 21
Second Eight-Week Freeze Date*	March 23
Second Eight-Week disbursement date	March 24
<i>*Financial aid will not pay for classes added after this date.</i>	
Holidays (No Classes)	
Martin Luther King Day	January 18
Lincoln/Washington President's Day	February 15
Spring Break	March 8-12

SUMMER SEMESTER 2027	
Summer Business Hours	May 17 - August 12
Eight-Week Session	May 24 - July 19
Summer 8-Week: Last day to add/drop classes without a penalty	May 26
Summer 8-Week: Tuition/course liability begins	May 27
Summer 8-Week: Last day to change to withdraw or audit status	July 14
Grades due by noon	July 19
Financial Aid	
Summer freeze date*	June 2
Summer disbursement date	June 3
Last day to accept summer financial aid applications	June 10
<i>*Financial aid will not pay for classes added after this date.</i>	
Holidays (No Classes)	
Memorial Day	May 31
Juneteenth	June 17
Fourth of July	July 5

About Cochise College

MISSION STATEMENT

Cochise College provides inclusive and accessible educational opportunities that support social responsibility, community engagement, meaningful careers, and lifelong learning.

VISION

Cochise College is a leading and responsive college which transforms and empowers our community by fostering collaborative relationships and providing innovative educational pathways.

GUIDING STATEMENTS

In all we do, we exhibit collaboration, encouragement, respect, innovation, and service.

Collaboration: We actively connect with our students and community by providing accessible learning opportunities and resources to overcome barriers, build relationships, and cultivate economic, social, and cultural growth.

Encouragement: We provide personal support to students and staff, faculty, and community members through active engagement and compassion.

Respect: We are a community of acceptance which engages our diverse population (diversity), provides resources appropriate to the needs of individuals (equity), and extends opportunity to all (inclusion).

Innovation: We create new learning experiences to respond and adapt to the needs of our community.

Service: We engage our community through service-learning projects, volunteerism, and civic participation.

ACCREDITATION & CERTIFICATIONS

Cochise College is accredited by the Higher Learning Commission of the North Central Association. In 2026, the college successfully completed the Year 10 comprehensive evaluation for reaffirmation of accreditation; the next re-accreditation visit will be in 2035-2036. The college holds memberships in the American Association of Community Colleges, the Hispanic Association of Colleges and Universities (HACU), and the Association of Community College Trustees.

The Higher Learning Commission of the North Central Association
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
(800) 621-7440 or (312) 263-0456
Fax: (312) 263-7462
www.hlcommission.org

The nursing program is accredited by the Accreditation Commission for Education in Nursing and the Arizona State Board of Nursing.

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: (404) 975-5000
www.acenursing.org

Arizona State Board of Nursing
1740 W Adams Street, Suite 2000
Phoenix, AZ 85007
(602) 771-7800
www.azbn.gov

The paramedicine program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350
www.caahep.org

The paramedicine and emergency medical technician programs are certified through the Arizona Department of Health Services, Bureau of Emergency Medical Services and Trauma System.

Arizona Department of Health Services Bureau of Emergency Medical Services and Trauma System.
150 N. 18th Avenue, Suite 540
Phoenix, AZ 85007
(800) 200-8523 or (602) 364-3150
Fax: (602) 364-3568
www.azdhs.gov/bems/

The professional pilot program is certified by the Federal Aviation Administration under 14 CFR Part 141.

HISTORY

Cochise College opened its doors in 1964 as one of the first community colleges in Arizona. It is located in an area rich in history and cultural diversity and has come a long way from its humble beginnings, when the administration offices were housed in the Gadsden Hotel in Douglas.

From the beginning, the college has been committed to serving citizens throughout Cochise County. Cochise College is one of

Arizona's largest rural community colleges, serving nearly 10,000 students annually.

The establishment of the college can be attributed to the efforts of the dedicated citizens of Cochise County, who voted in 1961 to create a community college district. A 1962 bond election resulted in the construction of the Douglas Campus, a 540-acre facility featuring unique architecture and panoramic views of the Mule and Chiricahua mountains, as well as neighboring Sonora, Mexico.

The population growth of Fort Huachuca and Sierra Vista and the increased interest in higher education created a need for a second campus in the western part of the county.

The campus in Sierra Vista evolved from a handful of temporary buildings at Buena High School in the early 1970s to the full-fledged separate campus that opened its doors to classes in 1978 at its present location on North Colombo Avenue. In partnership with Fort Huachuca, Cochise College also occupies a facility on post, providing classes and support services to active military and community-based residents.

The Benson Center opened in fall 2000 in the northwestern part of Cochise County. The Willcox Center opened in 2010 on Willcox Unified School District property in northeastern Cochise County. These centers provide a variety of programs and services throughout the region.

The development of community-directed services has included the Center for Lifelong Learning, the Small Business Development Center, Cochise Cares Program, and Adult Education. The college has increased its offering of educational programs while expanding partnerships with K-12 schools, universities and local industries.

In recent years, the college has put significant resources towards facility renewal projects across the district. On both its Douglas and Sierra Vista campuses, new construction and major renovations provide space to meet the needs of 21st century learners and educators.

In addition, the college has made major technology investments in its classrooms and support areas.

Cochise College continues its journey as a learning community. This direction focuses on teaching and learning, access and diversity, and the use of technology and innovative instruction.

FOUNDATION

The Cochise College Foundation is a nonprofit organization that provides thousands of dollars in scholarships to Cochise College students each year. The foundation also works with donors who are interested in supporting specific academic programs and with capital projects. The foundation accepts monetary gifts, property, gifts-in-kind or other items of value bequeathed or donated for the benefit of the college. The Cochise College Foundation can be reached at www.cochise.edu/give, 520-417-4735 or foundation@cochise.edu.

How to Use Your Student Handbook

This Student Handbook was developed for you. It includes information about requirements, policies, procedures, resources, and student support services.

The focus is on your success. It provides you with the information to be a successful student. It is your responsibility to review the information and use your student handbook.

We recommend that you use your student handbook in the following ways:

- To help you with your plans to be a successful college student through review of the Academic Calendar and Graduation Requirements.
- To learn where and how to get things done. This handbook will help you locate resources and assist you in becoming familiar with college policies and procedures. Information is available about resources which can help you, such as Advising and Career Services, Admissions and Records, Counseling, Academic Support Services, Financial Aid, and the Library.
- To explore educational and career options available to you. The Advising and Career Services Department will help you learn more about your interests, work skills, and personal goals.
- Note: Be sure to keep your address, telephone number, email address, and Program of Study current in your Cochise College account.

College Information



COCHISE COLLEGE INFORMATION

Advising & Career Services

(520) 417-4038 Douglas Campus

(520) 515-5484 Sierra Vista Campus

www.cochise.edu/advising

Advising and Career Services empowers students to make informed decisions that support their educational and career goals. Our advisors help students understand how program choices, course planning, time commitments, costs, and graduation requirements influence your success. We can help you:

- Choose a degree or certificate program that fits your goals.
- Build an academic plan to keep you on track.
- Understand course requirements and registration options.
- Make decisions about graduation, transfer, and career planning.
- Connect with resources and opportunities that support your success.

For more information, visit www.cochise.edu

Academic Renewal and Forgiveness

Academic renewal/forgiveness allows a student who previously attended Cochise College to have a selected grade (D, F and/or WF) excluded from the calculation of the grade point average (GPA). A student returning to the college after an absence of at least three years who has completed 12 or more credits with a minimum GPA of 2.0 following re-enrollment is eligible to pursue academic renewal/forgiveness. Students can only pursue this once in their academic tenure with the college. Contact the Admissions & Records Office for more information.

Adult Education

(520) 439-6832 (Douglas Campus)

(520) 515-5456 (Sierra Vista Campus)

(520) 586-1981 ext. 3304 (Benson Center)

(520) 384-4502 (Willcox Center)

The Adult Education staff are ready to help you learn new skills, earn your diploma, and practice English. We'll also help you train for jobs, earn credentials, and get ready for college or a career. No matter where you start, we are ready to help you move forward! Adult Education students must be 16 or older and not currently enrolled in high school. We offer year-round services and are currently tuition FREE!

For more information, visit www.cochise.edu

Admissions and Registration

(520) 515-5340

The Admissions and Records office provides information and services related to admissions, registration, international student services, enrollment verification, residency, schedule changes, grades, transcripts, student continuing status, and graduation conferral.

For more information, visit www.cochise.edu/admissions

Athletics

The Cochise College Athletics Department offers qualified students the opportunity to compete in intercollegiate athletic competitions in the following sports: Men's and Women's Basketball & Rodeo, Baseball, and Women's Soccer.

(520) 417-4095

For more information, visit www.cochise.edu/athletics

Bookstore

Sierra Vista Campus
901 North Colombo Ave
Building 900, Library Commons
Sierra Vista, AZ 85635
(520) 515-5419
www.cochise.edu/bookstore

Cafeteria

cochise.campus-dining.com
Both Sierra Vista Campus and Douglas Campus offer a wonderful variety of dining selections located in the Student Union; catering services are also available for each campus.

Campus Security

Douglas Campus Huachuca Hall Bldg. 1200
(520) 417-4022 or (520) 417-4133

Sierra Vista Campus Student Union Bldg.
1000 (520) 515-5470

Downtown Center | Room D101
(520) 301-9075

If you witness a crime on campus, please contact the Security Office or call 911.

www.cochise.edu/security-emergency

Cochise College offers emergency notifications and updates to employees and students via the CC Alerts emergency notification system. Visit <https://www.cochise.edu/administration/security-emergency/index.html> for more information.

Campus Tours

Cochise College encourages new and prospective students to visit its campuses and centers. The College Success Navigators arrange tours on an individual or group basis. Tours for all campuses can be scheduled online at www.cochise.edu/tours or recruitment@cochise.edu

Accessibility Services

Sierra Vista Campus
1050 – Student Union (2nd Floor) 520-515-5399

Douglas Campus
613- Learning Commons
520-515-5399
www.cochise.edu/accessibility

Accessibility Services provides student support services for registered students with a disability. To receive services, students must register with Accessibility Services and provide appropriate documentation supporting reasonable requested accommodations (please call or visit our website for any questions regarding documentation).

Enrollment Verification

Students who need verification of their enrollment for purposes such as life insurance, loan deferment, or other official requests may obtain it by visiting any Admissions & Records Office or by submitting an online request to transcripts@cochise.edu.

Enrollment verification is provided at no charge and is typically processed within 2–4 business days of receiving the request.

The National Student Clearinghouse is the college's authorized agent for degree and enrollment verifications. Third parties may obtain verification through www.degreeverify.org.

Family Educational Rights and Privacy Act (FERPA)

Cochise College will not disclose information from a student's education records or personally identifiable information contained in those records without the student's written consent, except as permitted by the

Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, and applicable U.S. Department of Education regulations.

The College may disclose directory information without prior written consent unless the student has submitted a written request to withhold its release to the Admissions & Records Office before the information is requested. A student's failure to submit such a request constitutes consent to the release of directory information as permitted under FERPA.

Cochise College designates the following as directory information: student name; major field of study; participation in officially recognized activities and sports; dates of attendance; enrollment status (full-time or part-time); degrees and awards received; and the most recent educational institution attended.

FERPA also permits disclosure of education records without a student's consent in certain circumstances. For example, the Solomon Amendment (10 U.S.C. § 983) requires institutions of higher education that receive federal funding to provide military recruiters with access to certain student directory information for recruitment purposes.

Students have secure, 24/7 online access to class schedules, grades, unofficial transcripts, account information, and other academic records through the MyCochise portal using their college credentials.

Questions about your student records? Contact the Admissions & Records Office by email at reg@cochise.edu or call 1-800-593-9567.

Financial Aid, Scholarships & Grants

Director of Financial Aid

Karen Emmer | emmerk@cochise.edu

Douglas Campus
Student Services – 1000 Bldg.
(520) 417-4044
Fax Number: (520) 515-5304

Sierra Vista Campus Student Union -1000
Bldg. 520-515-5417
www.cochise.edu/fa

Cochise Colleges' School Code is 001072

Students applying for financial aid at Cochise College must be admitted into an eligible degree or certificate program of study and must meet any other eligibility requirements for each program.

Official academic transcripts are required of all transfer students. Transcripts are evaluated and restricted enrollment enforced when applicable. Students who have not met the college's academic standards (2.0 GPA and completion of 67 percent of credits attempted) at their prior institution(s) will be evaluated with the same probation and suspension standards currently in place for Cochise College students. Students who consistently have received W and F grades may be required to complete a progress appeal.

Cochise College provides access to federal, state, and institutional financial aid through the Financial Aid Office. A number of institutional and private scholarship applications are also available. Financial aid may be awarded based on financial need, academic merit, athletic ability, or community service. The application process for most of the programs begins with completion of the Free Application for Federal Student

Aid (FAFSA). Students complete the FAFSA online at <https://studentaid.gov/h/apply-for-aid/fafsa>.

To assist in completing the online application, a FAFSA worksheet is available online or from the Financial Aid Office. Priority consideration for some grants is given to applications received in the Financial Aid Office by May 31.

Federal Pell Grants

A Federal Pell Grant is a federal subsidy awarded to students for post-secondary education. It is a form of Federal Financial Aid awarded to undergraduate students who demonstrate financial need. Pell Grants are awarded on the basis of financial need and do not have to be repaid except in rare circumstances. They are grants awarded through participating institutions to students with financial need who have not received their first bachelor's degree. Pell Grant amounts adjust based on a student's enrollment. A student who withdrawals from a course or from all courses, could face repayment of the Pell Grant or a portion of the Pell Grant for not fulfilling the course requirements.

Federal Direct Loans (Stafford Loans) Low-interest student loans are available to help meet educational expenses. The loans must be repaid. Students must be enrolled in a minimum of six credit hours during a term (including eight-week terms) to be eligible. Loans can also be obtained by students who do not demonstrate financial need. A student must complete loan entrance counseling, the master promissory note, and a direct loan request form before a student loan can be certified.

Work-Study Program

The work-study program offers students an opportunity to work up to 16 hours per week to assist with college expenses. Many of these jobs are career related and offer flexible work schedules.

Students must be enrolled at least half time, have a minimum 2.0 GPA, and maintain Satisfactory Progress to qualify for these jobs. Work-Study jobs are available both on and off campus. Information on student employment is available on our website at www.cochise.edu/employment.

Veterans Affairs

The Veterans Affairs Office is located within the Financial Aid Office on the Sierra Vista Campus. Information concerning attendance, benefits, and procedures is available. All veterans are advised to maintain close contact with the college's certifying official.

Veterans receiving VA benefits are required to immediately report to the college's certifying official when they add a course, drop a course or withdraw from college. Dropping or reducing enrollment may result in an overpayment of benefits by the VA and veterans may be required to repay all the money received during that term.

Veterans at Cochise College may register and have their classes put on hold to allow for payment to be made by the VA or by the veteran. When a veteran enrolls they must notify the VA Office, by submitting a Semester Benefit Request form, the day they enroll or they may be dropped for non-payment of tuition. Veterans are responsible for payment of all tuition and fees, regardless of approval or denial of VA benefit payments, unless the VA pays tuition and fees directly to the school.

Scholarships

Scholarships are offered by the Cochise College Foundation each year. These scholarships are funded by private donors. Financial need, grade point average, field of study, leadership and community service may be some of the eligibility requirements. Applications are accepted early in the spring semester for scholarships to be awarded for the following academic year. Notices of other scholarships are publicized periodically. The Cochise College Scholarship Portal application can be found at www.cochise.edu/fa.

For more information, visit www.cochise.edu/fa

International Student Office

Douglas Campus
Student Services – 1000 Bldg.
(520) 417-4050
(800) 966-7943

international@cochise.edu
www.cochise.edu/international

International Students will be admitted to Cochise College after the International Student Office has received and approved their international application, application fee, and required documents for admission.

For more information regarding eligibility, steps to apply and maintaining international status, please visit: www.cochise.edu/international

Library Services

Director of Library Services: Karly Scarbrough

Charles Di Peso Library
Douglas Campus
Bldg. 300 | (520) 417-4082

Andrea Cracchiolo Library
Sierra Vista Campus
Bldg. 900 | (520) 515-5320

Cochise College operates two physical libraries and a robust online collection of e-books, streaming media, and articles.

The physical libraries maintain a collection of over 40,000 books and media items, including DVDs and audiobooks, to support Cochise College curriculum and lifelong learning. Each library also has photocopiers, WEPA print stations, and computers with Internet access. The online library provides access to thousands of magazines and scholarly journals, eBook collections containing over 200,000 titles, and 20,000 plus streaming videos. The online library is available 24/7 to students, faculty, and staff from home, campus, and your mobile device.

For more information, visit www.cochise.edu/library

Residency Requirements

Arizona Revised Statutes (ARS-15-1801 et seq.) and Cochise College policies determine residency classification for tuition purposes.

To find detailed information regarding Prop 300 and 308, as well as a list of qualifying documents to verify eligibility for in-state tuition is available at <https://www.cochise.edu/admissions>.

Documentation can be submitted to the Admissions & Records Office or scanned and emailed to adm@cochise.edu.

Please email adm@cochise.edu or call (800) 593-9567 for more information.

Student ID Cards and Email

Students may obtain a Cochise College Student ID Card through the Admissions & Records Office. To receive a card, students must be enrolled in the current semester and present a valid government-issued or other approved photo ID for identity verification. The first ID card is free. Replacement cards cost \$15 and must be paid at the Business Office (Cash Office). Once issued, the card does not need to be renewed each semester.

Benefits of the Student ID Card:

- Student identification
- Declining balance meal card
- Access to labs, buildings, and designated rooms
- Attendance verification
- Wireless printing access
- Meal purchases on campus

Cochise College's email system is recognized as the official mode of communication between the college's faculty, staff, and students. Email accounts are free and provide a way to receive college news and other notifications.

Activate your student email immediately. Your student email is the college's official communication channel for registration, financial aid, billing, course updates, and other important notices. Check it regularly to stay informed and avoid missing important deadlines.

Student Life and Leadership

College activities serve as an important part of any person's college experience, regardless of age or background. Student Life and Leadership activities provide an opportunity

for people to interact socially, develop leadership skills, and utilize classroom theories.

For more information, visit www.cochise.edu/student-life

Testing Services

Douglas Campus
BUS/CIS Building – 200 Building Room 201C
(520) 439-6825
testingdc@cochise.edu

Sierra Vista Campus
Student Union – 1000 Building Room 1057
(520) 515-5447
testing@cochise.edu

Benson Center (520) 586-1981

Ft. Huachuca Center (520) 515-5447

Willcox Center (520) 384-4502

Testing is offered by appointment and all test takers must present a current photo ID (no exceptions).

Testing appointments are to be scheduled online. Cell phones, watches, and other electronic devices are not permitted in the testing rooms. Lockers for storing personal items are available at the Douglas and Sierra Vista campuses. Individuals taking tests at other locations should plan to leave personal items/electronics at home or in a vehicle.

Distance learners living outside of Cochise County may have their placement exams proctored at a remote ACCUPLACER testing location or using a virtual proctor and webcam. To request a remote testing appointment outside of Cochise County please go to www.cochise.edu/testing

Transcripts

800-966-7943
transcripts@cochise.edu
Douglas Campus
Student Services – 1000 Bldg

Current and former Cochise College students may request a copy of their transcripts as long as they have completed at least one Cochise College course with a grade of A, B, C, D, F, P or Audit (Policy 4020.2).

Please visit <https://www.cochise.edu/admissions/register/transcripts.html> for details on requesting un/official transcripts.

Per Federal Family Educational Rights and Privacy Act (FERPA) regulations, transcript requests must be done by the student (not a parent or spouse) and must include a signature if requested outside of the National Student Clearinghouse website.

Transfer to Cochise College

www.cochise.edu/transfer

If you have attended another college or university and wish to transfer to Cochise College, you must first complete the admissions process.

An advisor is available to meet with you and help you get started in the right direction.

Official transcripts from each previously attended institution are required for transfer credit evaluation. Transcripts must be sent directly from the issuing institution, either electronically or by mail, to be considered official.

Official and secure electronic transcripts can be sent by the issuing institution to eval@cochise.edu

Military Programs

Army Education Center
Bldg. 52104, 2288 LaGuardia St.
Fort Huachuca, AZ 85613-7014
(520) 533-2391 | fthuachuca@cochise.edu

Cochise College is proud to support our military and veteran community. In addition to our online programs, we offer a variety of programs at our Cochise College Fort Huachuca Center located at the Fort Huachuca Army Education Center with in-person day and evening classes. Our unique MOS credentialing program provides service members with the opportunity to earn college credit toward a degree through their military training. We are also dedicated to elevating readiness and family support by offering the Basic Skills Education Program (BSEP) for soldiers, English for Speakers of Other Languages (ESOL) classes, and robust military spouse assistance through the SpouseWorks Scholarship.
www.cochise.edu/military

Money Matters



PAYMENT OF TUITION AND FEES

All fees approved by the governing board are subject to change. Tuition and fee information is available from the Admissions Office, the Business Office or at www.cochise.edu/tuition.

Class schedules include specific registration and payment dates. All tuition and fees are due as the final step in the registration process. Cochise College accepts checks or credit card payments. Students may also pay online in full or set up a payment plan.

If a check is returned unpaid, students will be assessed a service fee. If tuition and fees are not paid in full prior to the end of the term, students will be prohibited from any future registration until all past due accounts have been paid. Past due accounts may be turned over to a collection agency, and students are liable for any collection or attorney fees.

If students have been approved to receive financial aid, it will be applied to their accounts. If the financial aid award does not cover the amount owed, students will need to pay their remaining balance. If financial aid is more than the amount owed, students will receive a refund.

TUITION

For up-to-date tuition and fees information, please refer to cochise.edu/tuition

Approved Tuition Rates 2026-2027	
In-State (per credit hour)	\$96
Online In-State (per credit hour)	\$96
Active-Duty Military (in-state regardless of location)	\$96
In-State Nursing NUR (per credit hour)	\$135
In-State Police Academy LEO (per credit hour)	\$135
In-State Aviation PFT (per credit hour)	\$290
Out-of-State 1-6 credits (per credit hour)	\$143
Out-of-State over 6 credits (per credit hour retroactive to 1 credit hour)	\$258
Out-of-state non-active-duty Military, Veterans, Reservists, & National Guard tuition (per credit hour)	\$143
Out-of-State Nursing NUR (per credit hour)	\$361
Out-of-State Police Academy LEO (per credit hour)	\$361
Out-of-State Aviation PFT (per credit hour)	\$411
Online Out-of-State (per credit hour)	\$258
Students without Prop 300 documentation (per credit hour)	\$258
WUE Western Undergrad Exchange Tuition (per credit hour)	\$143
WUE Nursing NUR (per credit hour)	\$201
WUE Police Academy LEO (per credit hour)	\$201
WUE Aviation PFT (per credit hour)	\$411
New Mexico Tuition Waiver (NMW)	\$96
NWM Nursing NUR (per credit hour)	\$135

Approved Tuition Rates 2026-2027	
NWM Police Academy LEO (per credit hour)	\$135
NWM Aviation PFT (per credit hour)	\$290
Dual Enrollment (per credit hour)	\$20
Golden Apache (County Resident 60 years or older) (per credit hour)	\$48
Golden Apache Online (County Resident 60 years or older) (per credit hour)	\$48
Border Commuter Application Fee	\$20
International Student Application Fee	\$75
MOS Credentialing Program	\$70
Innovation LaunchPoint (ILP)	\$250
E-cashier – HOLD Classes upon registration (set fee)	\$30
Credit by examination (per credit hour, non-refundable)	\$81
Co-op Education Courses (per credit hour)	\$48

Additional Fees	
Miscellaneous Fees 2026-2027	
Tuition Payment Plan Fee (e-cashier)	No Cost
Proctor Fee - One Exam	\$25
Proctor Fee-Per Course	\$35
Accuplacer Testing Retest-one subject	\$20
Accuplacer Testing Retest -two subjects	\$25
Accuplacer Testing Retest -three subjects	\$30
CLEP administration (does not include the CLEP fee)	\$25
DSST Administration (does not include DSST fee)	\$25
Myers-Briggs	\$25
Strong Inventory	\$25
Other Testing Services	\$25
HAPS	\$25
HAPS Rescheduling Fee	\$40
TEAS/ HESI entrance exam proctor fee	\$15
Placement scores (sent to 3rd party)	\$15
Typing Test	\$20
Transcripts (Official)	\$15
Transcripts (official 2nd Business Day) Additional Charge	\$60
Replacement of Student ID Card or Meal Card	\$15
Additional Diploma	\$10
Airport Tie-Down Fee (per month)	\$125
Check Reissuance Fee	\$50
Returned Check Fee (for each returned check)	\$50

Additional Fees	
Missed Clinical Fee	\$50
Public Records Request Fees – Individual request (electronic data file shared) – requiring less than two hours of staff time	\$35
Public Records Request Fees – Individual request (electronic data file shared) – requiring two or more hours of staff times	\$75
Public Records Request Fees – Commercial Request (electronic data file shared)	\$100

Fees are subject to change. The full tuition and fees schedule are available at www.cochise.edu/tuition.

REFUNDS

Tuition and Fee Refunds

Students are advised to sign up for class(es) the day prior to the course start date. To receive a full 100% refund and not have a 'W' grade noted on an academic transcript, students must drop a class(es) according to the add/drop dates published on the website at www.cochise.edu/paying-for-college/refunds. Students who drop a class after the published add/drop dates will have a 'W' grade noted on their transcript. A partial refund may be available based on the published refund schedule. Visit Refunds to view the Refund Schedule. Please see the Refund Request Form for exceptions to this procedure.

NOTE: Tuition, housing/meal plan refunds will be honored based on the meal plan/housing and tuition refund policy of Cochise College. See Housing section below for more details.

FLIGHT PROGRAM FEES REFUND

At the time of registration, students are required to have secured funding for their flight/course fees for that semester/term. We recognize that funding sources will vary on an individual basis. Students are required to complete and follow all required financial aid processes, forms and documentation. Payment of flight/course fees for aviation classes are subject to the following:

- All flight/course fees are to be paid in full prior to the start of the first day of class OR students may set up a payment plan via www.MyCollegePaymentPlan.com/Cochise.
- Failure to make required payments may result in the student being dropped from the course and/or prohibited from continuing to participate in flight training activities.
- The student assumes 100% financial responsibility for any flight/course fees incurred (used} prior to a drop, withdrawal or failure of the course(s).
- All flight/course fees associated with a specific course are required to be paid in full prior to the student being scheduled for any final course stage checks or check rides.

FLIGHT PROGRAM REFUND PROCEDURE

If a student chooses to withdraw/drop a flight course or the program, they must complete the following to be considered eligible for a refund under the procedure listed below:

- Request a meeting with either the Director or Chief Instructor(s)
- Submit a written/signed request to drop the classes/program to the Director of Aviation

Any flight/course fees paid which the student has not begun activities in, may be fully refunded.

After the start of each semester/term, students who withdraw or are dropped from a class may be eligible for a refund of UNUSED flight fees upon completion of a full audit of their flight activities (see refund schedule).

NOTE: Tuition, housing/meal plan refunds will be honored based on the meal plan/housing and tuition refund policy of Cochise College. See these policies for details.

FEDERAL TITLE IV FINANCIAL AID REFUNDS

The Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), and Federal Direct Student Loan programs are subject to this repayment provision. Students who completely withdraw before completing 60 percent of the term are subject to this policy and may owe a repayment of the unearned portion of their grant funds. Students have 45 days to return the funds to Cochise College. If repayment is not made during the 45 days, the repayment owed will be turned over to the Department of Education for collection. Once a repayment is turned over to the Department of Education, eligibility for additional federal aid is suspended until satisfactory payment arrangements are made.

The Federal Pell Grant and Supplemental Educational Opportunity Grant (SEOG) programs are subject to this repayment provision. Students who have received student loan funds are responsible for completing an exit interview and for notifying their lender of the withdrawal or dropping below 6 credits. The federal work-study program is not subject to the refund policy.

The withdrawal date is the date:

- The student began the withdrawal process prescribed by the institution.
- The student otherwise provided the school with official notification of their intent to withdraw; or
- The last date the student academically participated in the course.

The percentage of the payment period or period of enrollment completed for which assistance was awarded is calculated by dividing the total number of calendar days comprising the payment period or period of enrollment for which the assistance is awarded into the number of calendar days completed in that period as of the day the student withdrew.

Additional policy and regulatory information are available from the Financial Aid Office.

FINANCIAL AID, SCHOLARSHIPS AND GRANTS

Students applying for financial aid at Cochise College must be admitted into an eligible degree or certificate program of study and must meet any other eligibility requirements for each program.

Official academic transcripts are required of all transfer students. Transcripts are evaluated and restricted enrollment enforced when applicable. Students who have not met the college's academic standards (2.0 GPA and completion of 67 percent of credits attempted) at the prior institution(s) will be evaluated with the same probation and suspension standards currently in place for Cochise College students. Students who consistently have received W and F grades may be required to complete a progress appeal.

Cochise College provides access to federal, state, and institutional financial aid through the Financial Aid Office. Several institutional and private scholarship applications are also available. Financial aid may be awarded based on financial need, academic merit, athletic ability, or community service. The application process for most of the programs begins with completion of the Free Application for Federal Student Aid (FAFSA). Students complete the FAFSA online at <https://studentaid.gov/h/apply-for-aid/fafsa>. To assist in completing the online application, a FAFSA worksheet is available online or from the Financial Aid Office. Priority consideration for some grants is given to applications received in the Financial Aid Office by May 31.

FEDERAL PELL GRANTS

A federal Pell Grant, unlike a loan, does not have to be repaid. It is restricted to undergraduate students. Eligibility is established by the federal government, and the grant is targeted to students with high need. The award adjusts to students' actual enrollment status. Students never attending a course or withdrawing from all of their courses could face repayment of all received Pell Grant monies.

FEDERAL DIRECT LOANS (STAFFORD LOANS)

Low-interest student loans are available to help meet educational expenses. The loans must be repaid. Students must be enrolled in a minimum of six credit hours during a term (including eight-week terms) to be eligible. Loans can also be obtained by students who do not demonstrate a need. A student must complete loan entrance counseling, the master promissory note, and a direct loan request form before a student loan can be certified.

WORK-STUDY PROGRAM

The work-study program offers students an opportunity to work up to 16 hours per week to assist with college expenses. Many of these jobs are career related and offer flexible work schedules. Students must be enrolled at least half time, have a minimum 2.0 GPA, and maintain Satisfactory Progress to qualify for these jobs. Work-study jobs are available both on and off campus.

Information on student employment is available at our website www.cochise.edu/employment

VETERANS AFFAIRS

The Veterans Affairs Office is located within the Financial Aid Office on the Sierra Vista Campus. Information concerning attendance, benefits, and procedures is available. All veterans are advised to maintain close contact with the college's certifying official.

Veterans receiving VA benefits are required to immediately report to the college's certifying official when they add a course, drop a course or withdraw from college. Dropping or reducing enrollment may result in an overpayment of benefits by the VA and veterans may be required to repay all the money received during that term.

Veterans at Cochise College may register and have their classes put on hold to allow for payment to be made by the VA or the veteran. When a veteran enrolls they must notify the VA Office, by submitting a Semester Benefit Request form, the day they enroll or they may be dropped for non-payment of tuition. Veterans are responsible for payment of all tuition and fees, regardless of approval or denial of VA benefit payments, unless VA pays tuition and fees directly to the school.

SCHOLARSHIPS

Scholarships are offered by the Cochise College Foundation each year. These scholarships are funded by private donors. Financial need, grade point average, field of study, leadership and community service may be some of the eligibility requirements. Applications are accepted early in the spring semester for scholarships to be awarded for the following academic year. Notices of other scholarships are publicized periodically. The Cochise College Scholarship Portal application can be found at www.cochise.edu/fa.



ON-CAMPUS HOUSING (RESIDENCE LIFE)

Douglas Campus

The Douglas Campus offers students enrolled in a minimum of 12 credits the opportunity for residential living at Cochise College. Our residence halls include suite style (in room, shared bathrooms): Huachuca Residence Hall (single & double occupancy, approximately 100 residents) and Desert View Townhouses (double occupancy, approximately 100 residents). Residential students are required to purchase a meal plan.

Per the Cochise Combo, there is no room charge for residents enrolled in 15 or more credits for the semester. Room charges will be assessed only for students enrolled in less than 15 credits.

On-campus residential amenities and benefits include: WiFi, laundry facilities, game room equipment (e.g., pool and ping pong tables), computer labs, fully furnished bedroom (bed, dresser, desk/chair), free parking, student activities, close proximity to classrooms and professors, fitness center, athletic events and the cafeteria.

Payment for room and board (room charge and meal plan) is due at registration or by the last day to add classes each semester. On-campus residents must comply with all policies and procedures as they appear in the residence hall contract, the Resident Handbook and the Student Handbook, as well as all local, state and federal laws. The Residence Life Office can be reached at (520) 417-4062 or housing@cochise.edu. For more information, please visit www.cochise.edu/housing.

Deposit	
Residence Hall Deposit	\$100*
Application Fee (non-refundable)	\$50
Laundry Facility Service Fee per semester	\$35
Mailbox key replacement	\$25

**One-time deposit while a resident that carries over year to year and is refundable pending final checkout.*

Regular Student - Per Semester	
Meal Plan	\$3,340
Room Rate: Single Room (Huachuca Hall)	\$1,775
Room Rate: Double Room (Huachuca Hall)	\$1,565
Room Rate: Double Room (Townhome)	\$1,615

Professional Pilot - 21 Weeks	
Meal Plan	\$4,125
Room Rate	\$2,190

Combined Rate* - Per Semester	
<i>Regular Student:</i> Meal Plan & Housing with 15 or more Credit Hours of Enrollment	\$3,340
<i>Professional Pilot:</i> Meal Plan & Housing with 15 or more Credit Hours of Enrollment	\$4,125

**Students must apply for the Cochise Combo.*

Sierra Vista Campus

The Sierra Vista Campus offers students enrolled in a minimum of 12 credits the opportunity for residential living at Cochise College. Bugen Hall offers suite-style living for approximately 45 residents. Each suite includes a common area with a full-sized refrigerator and sink, a restroom, a shower room and three single bedrooms. Residential students are required to purchase a meal plan.

On-campus residential amenities and benefits include: WiFi, laundry facilities, fully furnished bedroom (bed, dresser, desk/chair), free parking, snack and drink vending machines, study/community room, student activities, close proximity to classrooms and professors, and campus dining.

Payment for room and board (room charge and meal plan) is due at registration or by the last day to add classes each semester. On-campus residents must comply with all policies and procedures as they appear in the residence hall contract, the Resident Handbook and the Student Handbook, as well as all local, state and federal laws. The Residence Life Office can be reached at (520) 515-4515 or SVhousing@cochise.edu. For more information, please visit www.cochise.edu/housing.

Bugen Hall	
Residence Hall Deposit (refundable pending final checkout)	\$100
Application Fee (non-refundable)	\$50
Laundry Facility Service Fee per semester	\$35
Mailbox key replacement	\$25
Access FOB replacement	\$25
Parking Pass replacement	\$10

Regular Student - Per Semester 17 Weeks	
Room Rate (Single Bedroom in shared suite):	\$2,060
Meal Plan I: (estimated 7 meals / week)	\$1,400
Meal Plan II: (estimated 12 meals per week)	\$2,380
Meal Plan III: (estimated 18 meals per week)	\$3,570

LEA - Per Semester 20 Weeks	
Room Rate (Single Bedroom in shared suite):	\$2,420
LEA Lunch only M-Th (20 weeks)	\$930
Meal Plan I: (estimated 7 meals / week)	\$1,400
Meal Plan II: (estimated 12 meals per week)	\$2,380
Meal Plan III: (estimated 18 meals per week)	\$3,570
AdHoc Weekly rates for college sponsored educational activities ONLY	\$325

Residence Life Refunds

Students are eligible for a 50-percent refund of room fees if leaving residence within 21 days of the first day of classes for each semester or within 21 days of the start date of a specific program in which they are enrolled. Room fees will not be reimbursed after the 21st day as specified above.

Students withdrawing from the college may be eligible for a meal plan refund, prorated on a weekly basis, up to four weeks after the start of the 17-week term. Students who are enrolled in only a first

or second eight-week term will be charged a prorated meal plan rate of 50 percent of a full 17-week meal plan. Departing eight-week-only students are eligible for refunds, prorated on a weekly basis, up to two weeks after the eight-week term begins. Any refund exceptions to this policy must be made in writing to the Associate Vice President of Student Services and must contain the rationale for the request along with any documentation requested. Requests for exceptions to this policy will not be accepted by the Vice President of Student Services after 15 working days from the departure of the student.

Academic Procedures



ACADEMIC STANDARDS AND STATUS

Classification of Students (Policy 3004)

- **Freshman:** Student with fewer than 31 passing college credits.
- **Sophomore:** Student with 31-60 passing units of college credit or completion of an associate's degree.
- **Junior:** Bachelor's degree seeking students with 61-90 passing units of college credit. Senior: Bachelor's degree seeking students with 91 or more passing units of college credit. Full-time: Student carrying 12 or more credits during a semester.
- **Three-quarter-time:** Student carrying 9 or more but fewer than 12 credits during a semester.
- **Half-time:** Student carrying 6 or more but fewer than 9 credits during a semester.
- **Less than half-time:** Student carrying fewer than 6 credits during a semester.

ACADEMIC STATUS (POLICY 3008)

- **Good Standing:** A student is considered to be in good standing as long as the Cochise College cumulative grade point average (GPA) is 2.0 or higher on a 4.0 scale.
- **Academic Warning:** Once a student has attempted 13 or more credits, the student's academic status is reviewed after each term. If the Cochise College cumulative grade point average (GPA) is below a 2.0 (on a 4.0 scale), the student will be notified that s/he has been placed on academic warning.
- **Academic Probation:** If a student's Cochise College cumulative GPA falls below 2.0 (on a 4.0 scale) for two consecutive terms, the student will be placed on Academic Probation. While on academic probation, the student will only be permitted to enroll in 13 or fewer credits for the term.
- **Academic Suspension:** If, after being placed on Academic Probation, a student's Cochise College cumulative GPA falls below 2.0 (on a 4.0 scale) for a third consecutive term, the student shall be suspended from the upcoming term and a notation of the academic status will be placed on the transcript. Note: If a student is academically suspended following the spring term, the student may not attend classes the following summer and fall terms. If a student is suspended following the fall term, the student may not attend classes the following spring and summer terms.

Academic Standing will be calculated at the end of fall and spring terms only.

TEACHING MODALITIES (POLICY 3004)

Classes taught at Cochise College may employ any one of these teaching modalities:

- **In Person:** Attend lectures and/or labs at a physical location, typically a Cochise College campus or center, and learn directly with your classmates and instructor on specified days and times.
- **Hybrid:** Experience a combination of lectures and/or labs at a physical location and online learning with fewer in-person meetings than full in-person classes.

- **Synchronous:** Join your classmates and instructor in a digital, web-based, online classroom where your lectures will happen at specific days and times.
- **Asynchronous:** Learn and participate regularly online while completing learning activities consistently through the term according to the instructor's class schedule. There are no set virtual meeting times.
- **Online Combo:** Experience a combination of synchronous and asynchronous learning where some of your learning will happen at specific days and times in a virtual environment while other course activities do not have a specified meeting time.

In addition to the above, the following types of specialized classes may be scheduled that use one or more of the teaching modalities:

Modular: A class where students complete a series of modules and demonstrate mastery at the conclusion of each module. Students are expected to reach specific milestones during the class term. Modular classes may be taught using any of the modalities.

Collaborative: Two or more independent classes where instructors conduct joint activities; for example, a reading and sociology collaboration may have reading activities assigned from sociology books. Students must register for both classes. The two courses may be taught using any of the modalities.

Concurrent: Two or more classes that meet as one. For example, a basic and advanced section of a class may meet as a single class, and the instructor would conduct activities appropriate for both sections. These classes can be taught using any of the modalities.

Independent Study: Independent study may be provided for students on a case-by-case basis due to unique circumstances (e.g., the course is required for completion of a program of study and is not otherwise available or to accommodate other special student needs). An independent study contract between the student and the instructor must be completed in advance and approved by the appropriate academic dean. These classes can be taught using any of the modalities.

Cooperative: A class in which a student completes work-related objectives or projects that are negotiated between the student, an employer related to the student's field of study, and the instructor. The student regularly submits assignments and other reports to the instructor.

These classes are coordinated by an academic dean or instructor and do not follow any particular modality.

GRADING (POLICY 3004)

The following are grade designations earned in each course and recorded on a student's permanent record. The instructor shall assign a grade to all students in the class using the online grade roster.

Grade	Points per unit earned
A	4
B	3
C	2
D	1
F	0

For example, a three-credit course with a grade of A would earn 12 grade points ($3 \times 4 = 12$). The total grade points accumulated are divided by the total credits attempted (excluding W, I, IW, AU, P and X grades) to determine the GPA. The registrar computes the student GPA on the basis of units attempted at the college only and shall not include units and grade points earned at another college.

Grade definitions follow:

A	Superior (4.0). A grade of A indicates the highest academic grade possible; it is an honor grade which is not automatically given to a student who ranks highest in the course, but is reserved for accomplishment that is truly distinctive and demonstrably outstanding.
B	Good (3.0). A grade of B denotes achievement considerably above acceptable standards and mastery of course materials.
C	Average (2.0). A grade of C indicates a satisfactory degree of attainment and is the least acceptable standard for graduation from college or additional studies within the discipline. This grade implies completion of the minimum outcomes identified in the course curriculum.
D	Poor (1.0). A grade of D denotes a limited understanding of the subject matter. This grade may not transfer to another institution of higher education. Please note: A course with a grade of D shall not satisfy a degree or prerequisite requirement at the college.
F	Failure (0). A grade of F indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, or failure to complete requirements of the course.
W	Indicates that the student withdrew from the course or was administratively withdrawn in accordance with College procedures.
I	Indicates that the student failed to complete all course requirements for a reason approved by the instructor and academic dean. The grade should be used only for a student who is passing the course and who needs to complete 20% or less of the course activities. The student must complete all work specified in the Incomplete Grade Contract within the succeeding semester or the Registrar shall change the I to an F on the permanent record.
IW	A grade of IW (incomplete to withdrawal) indicates that the student failed to complete all course requirements approved by the instructor and academic dean. The grade is typically only used by MOS students (military credentialing). The student must complete all coursework within a one-year period or the IW shall be changed by the registrar to a withdrawal (W).

AU	Assigned for a course that a student takes for personal growth or review. The student is not required to complete all of the assignments in a course taken for audit. Although the audit course appears on the permanent record, the student shall not be granted college credit for audit.
IP	Indicates that the course had not been completed at the time the grade rosters were issued. The grade shall be placed on the transcript in a timely fashion after the completion of the course.
P	Indicates C or better in a class taken for pass/fail.
X	Indicates a D or F in a class taken for pass/fail.

GRADE REPORTS

Cochise College has an online student grade report system for viewing and printing grades.

GRADE CHANGE

A grade that has been reported to the registrar by an instructor may be changed only by the instructor issuing the grade or by the academic dean.

ACADEMIC HONORS AND HONORS DISTINCTION (POLICY 3007)

Students who complete 12 or more credits in one 16-week semester or term at Cochise College and maintain a semester GPA of 3.9 or higher are recognized as achieving high academic honors. Students who complete 12 or more credits in one 16-week semester or term at Cochise College and maintain a semester GPA of 3.5 to 3.899 are recognized as achieving academic honors.

HONORS PROGRAM

General Eligibility: Students may join the Honors Program after completing 12 transfer-level credits with at least a 3.5 GPA.

HONORS DISTINCTION

Students completing 16 credits of honors coursework and having a 3.5 cumulative GPA or higher earn an Honors Program Distinction seal on their Cochise College diploma, a medallion, as well as a notation on their transcripts and in the commencement program.

TRANSFER TO UNIVERSITY HONORS PROGRAMS

Students earning the Cochise College Honors Program Distinction are often invited to join university-level honors programs upon transfer. Scholarship opportunities are also available to honors students.

STUDENT ATTENDANCE AND COURSE PARTICIPATION (POLICY 3004)

To comply with federal financial aid and institutional reporting requirements, instructors must monitor student attendance and course participation and maintain attendance and participation records for three years.

1. Instructors shall establish and communicate course participation expectations, including attendance requirements, and the consequences for failing to meet those expectations.

Students who do not actively participate in a course for 14 consecutive calendar days shall be reported through the College's administrative withdrawal process in accordance with established procedures. Online instructors shall establish participation requirements that ensure students engage in meaningful academic-related activities on a regular basis. The instructor determines what constitutes active participation for the course.

2. Course participation expectations shall be communicated to students in writing as part of the course syllabus. Instructors shall report non-participation and the student's last date of attendance in accordance with established College procedures.
3. Students with disabilities who need consideration for attendance and participation must work through the college disabilities services office to establish an accommodation plan.

COURSE REPEATS (POLICY 3004)

A course may be repeated a maximum of six times for grade (unless noted otherwise).

1. All courses shall be listed on the student transcript with the grade received. A notation of "I" (include) or "E" (exclude) shall be placed next to the grade and shall remain as a part of the permanent record. The highest grade earned shall be computed for graduation and cumulative grade point average.
2. For the Associate of General Studies Degree, certain specified courses are exempt from the procedure. The chief academic officer or designee in consultation with the department chairs shall compile and maintain a list of exempt courses. Grades for the exempt courses shall be included in the cumulative grade point average. This exemption policy does not apply to other the college degree programs.
3. Students need not repeat a course that they have failed unless it is a prerequisite for another course or is a course required for graduation or transfer.

CREDIT LOAD LIMITATIONS (POLICY 4003)

Maximum educational benefits accrue when students enroll for a reasonable course load. The college has established the following credit load limitations:

- Beginning freshman (first-time college students) and returning students with a cumulative GPA greater than or equal to 2.00: 19 units*
- Student with a cumulative GPA less than 2.00: 12* units
- Concurrently enrolled high school students: 14 units.

**Students may petition the associate vice president for student services or designee to enroll in more units.*

FINAL EXAMS

Final examinations are required and serve an important purpose in the academic process. Certain courses may call for demonstration of competency with final projects requiring more than two hours of work; these projects may serve as the final examination. Such projects must necessarily begin and end before the examination period; however, these courses must meet

during the scheduled examination period for review, critique or other meaningful activity. The final examination schedule is printed in the class schedule at the beginning of each semester. Students must attend all final examinations or their instructor may issue a failing grade.

COURSE WITHDRAWAL

Students may withdraw from a course by logging into MyCochise or by completing a drop form through the Admissions & Records Office. Failing to withdraw could jeopardize the receipt of any refunds and may result in an F grade.

ACADEMIC DISHONESTY (POLICY 3010)

Cochise College requires students to adhere to the highest level of ethical academic conduct and has no tolerance for academic dishonesty. The college may impose serious academic sanctions as a result of academic dishonesty up to and including suspension and expulsion from a specific program or from the college. A statement regarding and defining academic dishonesty must be part of every course procedure sheet.

Academic dishonesty consists of many forms of unethical academic conduct, including, but not limited to, cheating, fabrication, plagiarism, and facilitating academic dishonesty.

1. Cheating means intentionally using or attempting to use unauthorized materials, information, or study aids, as well as unauthorized devices such as cell phones and other technology.
2. Fabrication means intentional falsification of any information or citation.
3. Plagiarism means intentionally or knowingly representing the words or ideas of another as one's own.
4. Facilitating academic dishonesty means intentionally or knowingly helping another to commit an act of academic dishonesty.
5. Other forms of academic dishonesty include:
6. Submitting work to more than one instructor for credit without disclosure and approval.
7. Knowingly violating the terms of any academic sanction imposed for an earlier violation of Policy 3010.

MANDATORY ADVISING

Cochise College recognizes that students are more successful when they have academic goals and career plans in place. Establishing mandatory advising for students in specific categories is an effort to assist students in establishing these critical milestones. The following student categories are those which will be required to seek advising before registration:

- Current high school students
- International students (F1 visa students)*
- All other students having between 0 and 14 earned college credits

These students are required to register for courses each semester with an advisor. An advising hold will be placed on student records which will be removed once the student has earned 15 college credits.

**International students must always meet with a counselor or advisor until they have graduated or leave the school.*

ADDING AND DROPPING COURSES (POLICY 3004)

Adding Classes

Students who wish to add classes to their schedule must register by the drop/add no penalty deadline.

Dropping Classes

Classes dropped after the last day of the drop/add no penalty period and up to five calendar days prior to the start of finals will result in a W on the student's transcript. After this time, instructors must assign a grade of A, B, C, D or F or an incomplete (I).

Wait-Listed Classes

Students who are waitlisted for a class are placed on standby for any available openings. If a seat becomes available, the student will be notified through their college email and will have 24 hours from the time the notification is sent to register for the course. If they do not register within that time, they will forfeit the seat.

Prior Learning Assessment (PLA) Credit

Depending on the degree or certificate program, there are limits to the number of PLA credits awarded. More information on the limitations is available in Policy 4020 or at www.cochise.edu/transfer-to-cochise. In addition, certain departments allow students to receive credit for earned certificates if they are enrolled in a related Cochise College certificate or degree program as approved by the provost. PLA credits do not count toward the college residency requirement.

Advanced Placement

The Advanced Placement (AP) program offers college-level courses and examinations to high school students. AP exams are administered in high schools by the College Board each year in May. Students who receive a score of 3, 4 or 5 on an AP subject exam may be awarded college credit. Students should consult with an advisor in the Student Development Center to confirm AP credit. Information about the AP program is available on the College Board website at www.collegeboard.org. A list of tests accepted by Cochise College and their corresponding credits is available on www.aztransfer.com.

CLEP and DSST

Cochise College accepts both College Level Examination Program (CLEP) exams and DSST exams for college credits, provided satisfactory scores are attained.

A list of exams that Cochise College accepts and their corresponding scores and credits are available on www.aztransfer.com. Students cannot be awarded CLEP or DSST credit for courses taken in the same subject at the same level. Credit awarded by Cochise College does not obligate other colleges and universities to accept these credits.

MILITARY SERVICE SCHOOLS AND MOS

The college follows the credit recommendations of the American Council on Education (ACE) for Military Occupational Specialty (MOS) training. Colleges differ on their policies related to credit allowed for military service schools. Credit granted by Cochise College does not obligate any other college or university to accept such credit.

Evaluation and posting of credits occur once a student has been admitted to Cochise College. Students may not request an official Cochise College transcript until they have registered for and completed a Cochise College course with a grade designation of A, B, C, D, F, P or AU (audit). Credit earned for military service may not be used toward the college's 16-credit residency requirement.

DEGREE AND CERTIFICATE REQUIREMENTS

Degree Requirements

A cumulative grade point average (GPA) of 2.0 or higher is required for any associate degree: Associate of Arts (AA), Associate of Arts in Elementary Education (AAEE), Associate of Business (ABUS), Associate of Science (AS), Associate of General Studies (AGS), Associate of Applied Science (AAS), Bachelor of Applied Science in Leadership, Management, and Operations (BAS-LMO), and Bachelor of Science in Nursing (BSN-NUR). All courses must be completed with a grade of C or better. A minimum of 16 credits of any associate degree granted must be completed in residency at Cochise College. Students must complete at least 30 residency credits, including a minimum of 18 upper-division (300- and 400-level courses) credits, to earn a bachelor's degree.

Additional degree requirements are found in the Degrees and Programs section of this catalog.

Bachelor's Degree Waiver of General Education Requirements

Students who have already earned a bachelor's degree from an Institutional Accrediting Body and are interested in pursuing an Associate of Applied Science (AAS) degree or a second bachelor's degree may use the prior bachelor's degree to satisfy the general education requirements for most AAS degrees. Students should consult with an academic advisor to determine their eligibility to waive the general education requirements.

Certificate Requirements

A Certificate of Completion is awarded to students who complete a certificate program outlined in the Cochise College catalog. All courses must be completed with a grade of C or better. A minimum of 25 percent of the required credits must be taken in residency at Cochise College for each Certificate of Completion granted.

Additional Associate Degrees

Students may earn additional associate degrees at Cochise College if they complete the following for each additional degree:

- All requirements for the additional degree and
- Sixteen additional Cochise College credits not used in other Cochise College degree(s).

Graduation Application Process

Graduating students must complete and submit the online graduation application at www.cochise.edu/student-resources/academic-advising/graduation/ to have their degree or certificate officially awarded on their college transcript. Students must notify the Admissions & Records Office of any change of name or address that occurs during the application process period.

For certificate, associate, and bachelor's degrees, students must apply for graduation when they have registered for their final course(s) and/or all of their transcripts have been reviewed. Cochise College's Commencement ceremony is held annually in May. Students must apply by the deadline listed in the academic calendar in order to have their name listed in the commencement program. Student names may not appear in the commencement program if students miss the deadline to apply.

Diplomas and Certificates of Completion are mailed after final grades are processed, records evaluated, and posted to official transcripts. Students must ensure there are no encumbrances or holds on their college account to avoid delays in distribution of their diploma or certificate.

Additional copies of student credentials (Certificates or Diplomas) can be requested through the Cochise College Graduation Technician's office for a fee. For more information contact: graduating@cochise.edu.

Transcripts

An official transcript is a copy of a student's permanent academic record. Official electronic and mailed transcripts are available through the National Student Clearinghouse (NSCH). Transcript requests may also be submitted in person at the Admissions & Records Office.

Transcript requests are typically processed within five business days. Archived transcripts (prior to 1985) may require additional processing time. Expedited delivery options are available for an additional fee through NSCH.

Transcript fees must be paid at the time the request is submitted. Payment methods and delivery options are available through the NSCH ordering system or through the Business Office for in-person requests.

In accordance with federal law, transcript requests must be submitted in writing and include the student's signature. Telephone requests cannot be accepted.

Unofficial transcripts for coursework recorded in the Student Information System (1985 to present) are available through MyCochise or at the Admissions & Records Office.

Instructor-Student Mediation & Student Complaints and Grievances

Students who have complaints, grievances or personal concerns about a Cochise College course, instructor or grade are encouraged to first discuss the problem with their instructor. Students who are still dissatisfied may contact the appropriate academic dean, program director, or initiate the instructor-student mediation process. Mediation may help when an ongoing communication problem, misunderstanding, or difficulty working with your instructor

is affecting your educational experience. A neutral Mediator helps both of you discuss the concern and look for a solution you can both accept. Mediation is voluntary. To initiate the instructor-student mediation process, visit [Student Support Alerts and Referrals](#). Students can also submit a formal student complaint to the Associate Vice President of Student Services.

The Arizona State Authorization Reciprocity Agreement (SARA) Council has non-academic complaint jurisdiction for distance education classes over all SARA-approved institutions in the state, including Cochise College. Academic complaints, such as grade appeals, are not reviewed by the Arizona SARA Council and should not be submitted to that organization for review. Prior to submitting a non-academic complaint with the Arizona SARA Council, the student must complete Cochise College's complaint process as listed above. Nonacademic complaints may be submitted at the AZ SARA website.

Student Complaint Log

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.

Complaints are documented and investigated, and their resolution and/or disposition noted, with a record of such complaints maintained for no less than two years. Information about these 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 Provost, who ascertains whether the complaints follow any particular

Services for Students



LIBRARIES

The Charles Di Peso Library on the Douglas Campus and the Andrea Cracchiolo Library on the Sierra Vista Campus house a diverse collection of books and media items, including DVDs and audiobooks, to support the Cochise College curriculum and lifelong learning. There is a robust Early Childhood Education collection at each campus, including teaching resources for K-12 classrooms, children's books, games, and activities. Each library also has open study areas, study rooms, photocopiers, WEPA print stations, and computers with Internet access. Laptops and Wi-Fi hot spots are available for checkout to students who demonstrate financial need. In addition to traditional library materials, Cochise College Libraries offers a Library of Things, providing students access to study tools such as webcams, monitors, anatomy models, noise-canceling headphones, USB chargers, and more.

The online library is available on the library website and provides access to magazines and scholarly journals, e-book collections, and streaming videos. The online library is available 24/7 to students, faculty, and staff on campus, at home, and on mobile devices. Cochise College librarians are research professionals who offer individual and group research instruction and are available to help with research in person, by phone, by email, and by online chat.

www.cochise.edu/library

BOOKSTORE

The Campus Store carries all required and recommended textbooks and supplies. New, used, and digital options for textbooks – including rental and buyback options – are available to help students save money. The Campus Store carries supplies, technology, snacks and swag to show Cochise College pride! The Campus Store is located in the Student Union Building on the Sierra Vista Campus or online at www.cochiseshop.com!

Campus Store (520) 515-5419
cochise@bkstr.com

ACADEMIC SERVICES

Placement Assessment

Students entering Cochise College programs are expected to possess basic academic proficiency in English, mathematics, and reading before taking college-level courses. Those students who do not demonstrate this proficiency may need to take courses which will not necessarily count toward their degree. Lack of academic preparation is one of several factors affecting students' ability to complete their programs in a timely fashion while maximizing the advantages of financial aid.

All new students are required to demonstrate their skill levels in English, mathematics, and reading prior to registration. This is usually done by taking the Directed Self Placements. Students who place at the developmental level in any of the three areas above and want to improve their skills should consult with an academic advisor to select the right courses designed to prepare them for college-level work. These courses currently include the following:

- ENG 095, Basic Writing
- ENG 096, Intermediate Writing
- MAT 081, Beginning Algebra
- MAT 091, Intermediate Algebra
- RDG 020, Basic Reading
- RDG 092, College Reading

The above developmental courses all count toward meeting full-time status for financial aid purposes but any course numbered 099 and below cannot be used to meet graduation requirements. Any student registering in his or her first developmental course(s) must enroll concurrently in CPD 150, Student Success Strategies, and complete it successfully.

Developmental Course Sequencing toward College Level

English pathway:

ENG 095 > ENG 096 > ENG 101

Mathematics pathways:

Most AAS degrees: MAT 081 > MAT 132 Most AA degrees: MAT 081 > MAT 142

ABUS degrees: MAT 081 > MAT 142, MAT 151, MAT 154, MAT 156, or MAT 167 > MAT 212

Most AS degrees: MAT 091 > MAT 151, MAT 182, or MAT 187 > MAT 220 > MAT 231 > MAT 241, MAT 252, or MAT 262

Reading pathway:

RDG 020 > RDG 092 > Reading Exempt

English, Mathematics, and Reading Program Requirements

English requirement:

AA, AAEE, AAS, ABUS, AGS, AS: ENG 101 and ENG 102

Mathematics requirement:

AA and AAEE: MAT 142 or higher AAS: MAT 132 or MAT 142 or higher

ABUS: MAT 212 or MAT 220

AGS: MAT 132 or higher AS: MAT 220 or higher

Reading requirement AA, AAEE, ABUS, AS, AGS, AAS: RDG 092 or exemption

Tutoring

Cochise College provides free tutoring in a number of academic areas. Professional tutors with a bachelor's or master's degree, senior tutors with an associate degree, and current Cochise College student tutors work with students individually and in small groups to support them as they sharpen their academic skills.

Staff members at the Tutoring and Learning Centers help students prepare for tests, understand mathematical concepts, generate ideas for essays, work through the writing process, conduct

research, build confidence, and more. Tutoring services are also available online through an online lab and paper review service or by utilizing our 24/7 services available through tutor.com. More information is available at www.cochise.edu/tutoring.

CAREER TECHNICAL EDUCATION PROGRAMS (CTEPS)

CTEPS offers a variety of support services to students enrolled in career and technical education programs, including academic advising, advocacy, career exploration, and financial assistance. More information is available at www.cochise.edu/cteps.

TRIO STUDENT SUPPORT SERVICES

The TRiO program helps students overcome class, social, and cultural barriers to their college education. To qualify, a student must be enrolled or accepted for full-time enrollment at Cochise College, be a U.S. citizen or legal permanent resident, demonstrate a need for academic support, and meet at least one of the following criteria:

- First-generation college student (parents or guardian did not receive a bachelor's degree);
- Low-income student as established by the Department of Education; or
- Student with a learning or physical disability registered with the Office of Accessibility Services.

More information is available at www.cochise.edu/trio or at the TRiO Student Support Services Office on the Douglas Campus.

ACCESSIBILITY SERVICES

The Accessibility Services Office at Cochise College provides a variety of support services to meet the unique needs of faculty, staff, and students with documented disabilities. Our goal is to empower students, foster independence, promote success and assist individuals in discovering and developing their full potential.

Cochise College is continuously working to maintain accessibility standards throughout the college community. Compliance is an ongoing college effort; if you are having trouble accessing information, please contact our Accessibility Service Office.

For more information go to www.cochise.edu/accessibility

COOPERATIVE EDUCATION

Cooperative education is required in some academic programs and consists of experiential learning under the direction of a faculty member and the appropriate department. Further guidance will be provided by the department overseeing the academic program; students may also refer to their program of study's academic map for more information about cooperative education credit requirements.

CAMPUS LIFE

Student Activities

Extracurricular activities include community service, civic engagement, and campus events as well as student government and various activities hosted by student clubs and organizations to promote leadership and social development. More information is available at www.cochise.edu/events.

Student Government

Student Government Association (SGA) membership is available on both the Douglas and Sierra Vista campuses. SGA is comprised of twelve appointed officers who are selected based on an application process each summer. The positions available per campus are President, Vice-President, Secretary, Treasurer, Vice-President of Student Programming, and Vice-President of Public Relations. Student government plans to coordinate, promote, and sponsors fun, educational, cultural, and social events and activities in partnership with Student Clubs for the entire student body through its mission and procedures outlined in the SGA Constitution. All students are encouraged and invited to participate actively in Student Government. More information is available at www.cochise.edu/sga.

Clubs and Organizations

Extracurricular activities through student clubs and organizations can bring a whole new perspective to your life as a Cochise College student. Many campus events are the result of student clubs and organizations, which are governed by the Student Government Association. For more information on existing clubs or how to start a new club, visit www.cochise.edu/clubs.

Athletics

Student athletic programs reside on the Douglas Campus. Athletes compete in men's baseball, men's and women's basketball, men's and women's rodeo, and women's soccer. Cochise College is a Division I National Junior College Athletic Association school and a member of the National Intercollegiate Rodeo Association. The school colors are red and white. More information is available at athletics.cochise.edu.

Other Educational Services Learning Communities

Learning communities use collaborative teaching to bring together different academic disciplines and teach students how these areas are related. Instructors from different academic disciplines restructure their curriculum thematically to foster community, coherence and connections among disciplines. Learning communities increase student engagement, motivation and intellectual development.

Dual Enrollment

High school students taking certain academic and/or career and technical education classes in high school can earn college credit. These courses count for credit at both the high school and at Cochise College. A list of courses that meet dual enrollment guidelines is available from high school counselors or the Cochise College Early College office. Information is available at www.cochise.edu/early-college. Students can also contact Early College Programs at 520-515-4511 or de@cochise.edu.

Adult Education

Cochise College Adult Education helps adult learners acquire the skills and knowledge necessary to enter the workforce or post-secondary education. Our focus areas are academics, technology, and communication in job and college contexts.

Classes provide instruction for:

- Foundational skill building (reading, writing, math)
- High school equivalency test preparation (GED® Test prep)
- English language acquisition for nonnative speakers

Classes are held at Cochise College locations in Sierra Vista, Douglas, Benson, Ft. Huachuca, and Willcox. We offer year-round services and are currently tuition FREE!

Integrated Education Training (IET)

The Cochise College Integrated Education and Training (IET) Program is an innovative combination of education and job skills training, used to transition adult learners beyond adult basic education and through a career pathway that offers job training with a focus toward gainful employment. To learn more about this program contact the Adult Education Center at 520-515-5456.

English as a Second Language (ESL)

The mission of English as a Second Language (ESL) courses at Cochise College is to provide students with high- quality language instruction and cultural skills necessary for success in their academic, professional, civic, and personal lives. In ESL courses, students develop speaking, listening, reading, grammar, and writing skills that enable them to transition to remedial and college level academic programs at the college. ESL Levels I, II, and III consist of skill-building courses which prepare students for the transition into developmental coursework. ESL I courses are prerequisite to ESL II courses, ESL II courses are prerequisites to ESL III courses, and ESL III courses are prerequisite to ESL IV courses. ESL Level IV consists of additional ESL support courses along with developmental courses in English (ENG) and reading (RDG), or college level courses in ENG and RDG, appropriate to the individual student. Students in Level IV may also enroll in any course which pertains to their degree plan and for which they meet the established prerequisite.

Level III students may choose to participate in a test-out during Week 13 of the semester. The test-out will determine if they are ready to transition to college level courses, or if they need to remain in ESL courses and register for ESL Level IV in the subsequent semester. Transitioning to college level courses is not an option if the student chooses to not participate in the test-out and registration in Level IV classes will be required.

Upon completion of ESL and developmental coursework, students are prepared to advance into the academic courses of their choice.

TEACH-OUT PROCESS FOR A DELETED PROGRAM

Almost any deleted program will have some students that are still in some stage of active pursuit of the program credential. These students must be offered an opportunity to complete the credential. This requires the submission of a good faith teach-out plan for any deleted program. This plan will need to be submitted to the Higher Learning Commission and any other accreditation bodies. This plan should include the following elements:

- reasonable timeline for the anticipated closure
- process to equitably obtain individual student's interest and intent regarding completion options
- method(s) for notifying students of the upcoming closure including reasons for the discontinuance of the program
- plan for ensuring course offerings priced at the current tuition schedule to enable student completion will be provided
- process for advising students on the best path for each individual student's completion
- timeline for removal of the program from college publications, accreditation listings and department of education approval lists

The college may choose to offer students a teach-out plan that involves an agreement with another institution that will teach-out the students.

Responsibilities of Students Involved in a Teach-Out

1. The college will assist students desiring to transfer to another institution. Once a student has transferred, they will no longer be involved in the teach-out.
2. Students who fall out of sequence in the program as a result of course failure may retake the course only if it continues to be offered at the college. The student may seek approval from the relevant dean to establish a substitution course or an equivalent from another institution.
3. Students who fail to make satisfactory academic progress and are dismissed from the program will lose their right to be involved in the teach-out.
4. Students are expected to take courses as they are offered according to the teach-out plan. Failure of students to take required courses when offered does not obligate the college to offer the courses again.

Policies



REVISION WITHOUT NOTICE

Cochise College reserves the right to make changes without notice to its 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 content included within this handbook.

COMPLIANCE WITH FEDERAL LAW

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, religion or disability in any of its programs or activities. Questions regarding Cochise College's compliance with federal law should be directed to:

Loren Gladwill

Interim Director of Human Resources/Title IX Coordinator
(520) 452-2619
gladwilll@cochise.edu

Nanette Romo

Director of Accessibility Services
(520) 515-5337
romon@cochise.edu

Dr. Jacqie Allen

Associate Vice President of Student Services
(520) 515-5326
allenjacqie@cochise.edu

Dr. Wendy Davis

Executive Vice President for Administration
(520) 515-3623
davisw@cochise.edu

CONDUCT WITHIN THE COMMUNITY

A fundamental goal of the College is to foster an environment in which its members may live and work productively together, making use of the rich resources of the College, in individual and collective pursuit of academic excellence, extracurricular accomplishment, and personal challenge. By accepting membership in Cochise College, an individual joins a community ideally characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others, and openness to constructive change.

For this goal to be achieved, the community must be a tolerant and supportive one, characterized by civility and consideration for others. Therefore, the standards and expectations of this community are high, as much so in the quality of interpersonal relationships as they are in academic performance.

AMERICAN WITH DISABILITIES ACT (POLICY 4005)

Cochise College fully recognizes all provisions of the Americans with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973 which require colleges to make reasonable modifications to their policies, practices, and procedures so that people with disabilities can have access to all the goods, services, and opportunities provided to all students. The college has adopted internal grievance procedures, which follow the policy, providing for prompt and equitable resolution of complaints. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded for the participation in, be denied in the benefits of, or be subjected to discrimination in” programs sponsored by Cochise College.

For more information, go to cochise.policystat.com

STUDENT COMPLAINTS AND GRIEVANCE (POLICY 4008)

For more information or to file a complaint, go to www.cochise.edu/feedback

The Cochise College Associate Vice President of Student Services shall establish procedures to accommodate any student who feels that he or she has suffered harm by the interpretation, application or violation of college policies.

Student Grievance and Due Process

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

When a student feels that they have been subjected to unjust action or denied their rights as stipulated in published college policy or state or federal law, they can seek redress through the grievance procedure.

A grievance may be initiated by a student against an instructor, an administrator, or a member of the classified staff (students subjected to alleged misconduct by another student have recourse through Policy 4006, Social Standards).

The following actions are grounds for student grievances under Policy 4008.

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 Policy 3011 Academic Appeals.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) controls access to student education records. The College's FERPA Policy, in its entirety, is as follows:

Cochise College will make a reasonable effort to extend to students and their parents the rights granted by the act.

Definitions

For the purposes of FERPA, the college uses the following definitions of terms:

1. A student is any person who attends or has attended Cochise College.
2. Parents or guardians include any person who can establish to the satisfaction of the college that the student is their dependent for income tax purposes.
3. Education records include any record (in handwriting, print, tapes, film, electronic, or other medium) maintained by the college or an agent of the college which is directly related to a student, except:
 - a. A personal record made by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the records.
 - a. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
 - a. Records maintained by Cochise College Security if the record is maintained solely for law enforcement purposes.
 - a. Alumni records which contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student.

Annual Notification

1. Students will be notified of their FERPA rights annually by publication in the catalog, the student handbook and the class schedule.
2. Students may inspect and review their education records upon request to the appropriate record custodian.
3. Students should submit to the record custodian or an appropriate college staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.
4. The record custodian or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 calendar days or less from the receipt of the request.
5. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

Right of College to Refuse Access

Cochise College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statement of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975.
3. Records connected with an application to attend Cochise College or a component unit of Cochise College if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies

Cochise College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA if there is an unresolved disciplinary action against the student.

Fees for Copies of Records, Except Transcripts

The college charges for copies of records according to a fee schedule approved annually by the Cochise College Governing Board.

Refusal to Provide Copies

Cochise College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the college.
2. There is an unresolved disciplinary action against the student.

Fees for Copies of Records, Except Transcripts

The college charges for copies of records according to a fee schedule approved annually by the Cochise College Governing Board.

The following is a list of the types of records that the college may maintain, their locations, and their custodians.

Types	Location	Custodian
Admissions Records Cumulative Academic Records (Current students and former students)	Records & Registration Cochise College 901 N Colombo Ave Sierra Vista, AZ 85635	Registrar
Financial Records	Business Office Cochise College 901 N Colombo Ave Sierra Vista, AZ 85635	Director of Finance & Procurement Services
Job Placement Records	Human Resources Cochise College 901 N. Colombo Sierra Vista, AZ 85635	Human Resources

Types	Location	Custodian
Progress Records	Student Development Center at each campus	Associate Vice President for Student Services
	Office for each Department	Appropriate Instructional Administrator
Financial Aid Records	Financial Aid Office Cochise College 901 N Colombo Ave Sierra Vista, AZ 85635	Director of Financial Aid
Disciplinary Records	Student Services Office Cochise College 901 N Colombo Ave Sierra Vista, AZ 85635	Associate Vice President for Student Services

Disclosure of Education Records

The college will disclose information from a student's education records, including disciplinary records, only with the written consent of the student, except:

- 1.** To school officials who have a legitimate educational interest in the records. A school official is:
 - a.** A person employed by the college in an administrative, supervisory, academic or research, or support staff position.
 - b.** A person elected to the Governing Board.
 - c.** A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.
- 2.** A school official has a legitimate educational interest if the official is:
 - a.** Performing a task that is specified in his or her position description or by a contract agreement.
 - b.** Performing a task related to a student's education.
 - c.** Performing a task related to the discipline of a student.
 - d.** Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- 3.** To officials of another school, upon written request, in which a student seeks or intends to enroll.
- 4.** To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

5. In connection with a student's written request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
7. To organizations conducting certain studies for or on behalf of the college.
8. To accrediting organizations to carry out their functions.
9. To parents or guardians of a student who claim the student as a dependent for income tax purposes. Parents must provide a copy of the last filed income tax return form as proof of a student's dependency prior to release of data, as well as a signed release of information form. If a student is receiving financial aid, upon written request of parent or guardians, records in the Financial Aid Office at the college may be used as proof of dependency.
10. To comply with a judicial order or a lawfully issued subpoena according to the directions of the college's legal counsel. The college will make a reasonable attempt to notify the student in advance when non-directory information is to be released in response to subpoenas or court orders.
11. To appropriate parties in a health or safety emergency.
12. Requests by Armed Services Recruiters covered under the Solomon Act.

Disclosure of Campus Security Records

Investigative reports and other records created and maintained by campus security are not considered education records subject to FERPA. Accordingly, institutions may disclose information and records from campus security to anyone, including outside law enforcement authorities, without student consent. The college designates the Associate Vice President of Student Services as the official responsible for communication with law enforcement units.

Record of Requests for Disclosure

The college will maintain a record of all written requests for and/or disclosure of information from a student's education records according to the schedule established by the Records Management Division, Arizona State Library, Archives and Public Records.

Directory Information

The college designates the following items as Directory Information: student name, major field of study, participation in officially recognized extracurricular activities and sports, dates of attendance, full-time or part-time enrollment, degrees received, and most recent previously attended institution. The college may disclose any of those items without prior written consent, unless notified in writing to the contrary by the student in advance of any request.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the appropriate official of the college to amend a record. In so doing, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights.
2. The college may comply with the request or it may decide not to comply. If it decides not to comply, the college will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon written request, the college will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by the appropriate official or committee. The hearing is not a criminal or civil legal proceeding; however, the student may be accompanied by an advisor. The advisor may be an attorney; however, the advisor may not participate in the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. The college will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the college decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the college discloses the contested portion of the record, it must also disclose the statement.
8. If the college decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

ANNUAL SECURITY AND FIRE SAFETY REPORT

The Director of Risk Management in cooperation with the Associate Vice President of Student Services and the Title IX Coordinator prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, our security office, the Executive Vice President for Administration, and their designees. Campus crime, arrest, and referral statistics include those reported to Campus Security, designated campus officials, and local law enforcement agencies.

Cochise College is committed to assisting all members of the Cochise College community in providing for their own safety and security. The annual Security and Fire Safety compliance document is available at the Cochise College Security and Emergency page.

HAZING (POLICY 4018)

Cochise College prohibits hazing activities, whether by an individual or an organization.

EMERGENCY RESPONSE PLAN (POLICY 5002)

Cochise College shall establish and maintain an emergency response plan for all personnel, buildings and grounds which are owned, operated or rented by Cochise College. The emergency response plan shall be the responsibility of the college official designated by administration.

DRUG & ALCOHOL-FREE ENVIRONMENT (POLICY 5003.1)

Cochise College is committed to the prevention of alcohol and drug abuse, recognizing that the abuse of alcohol or other drugs poses serious risks to a person's health. Cochise College conforms with and supports all federal, state, and local laws, and regulations that prohibit the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or any prohibited or controlled substance at any college location.

Students registered at Cochise College assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution and are expected to exercise personal responsibility and make informed choices concerning the use and misuse of alcohol and illicit drugs.

Cochise College will impose disciplinary sanctions that include, but are not limited to, verbal or written reprimands, disciplinary probation, removal from classes, suspension, expulsion, or possible referral to local, state, or federal law enforcement agencies, for any unlawful on-campus manufacture, distribution, use, or possession of alcohol or any prohibited controlled substance.

MEDICAL MARIJUANA (POLICY 5003.2)

Arizona State Law permits the use of medical and recreational marijuana; however, federal law prohibits marijuana use, possession, and/or cultivation at educational institutions who are recipients of federal funds. The use, possession, or cultivation of marijuana for medical or recreational purposes is, therefore, not allowed in college housing or on college property, nor is it allowed at any college sponsored event or activity on or off campus.

POSSESSION OF DANGEROUS OBJECTS OR WEAPONS (POLICY 5007)

Cochise College forbids the possession of firearms, ammunition, explosives, and/or other dangerous weapons (including, but not limited to, bows and arrows, bb/pellet, air soft or paint ball guns, or any other implements that could be considered dangerous) on the college campus, except as carried by law enforcement or security officers who are on campus in an official capacity.

USE OF TOBACCO PRODUCTS (POLICY 5008)

Cochise College is committed to providing a healthy environment for employees, students, visitors and community members and complies with all applicable provisions of the Smoke Free Arizona Act.

Tobacco use is prohibited in all college facilities, vehicles and all campus locations not designated as a tobacco use area. It is the policy of the college to provide employees, students and visitors with examples of healthy lifestyles, to reduce the effects of secondhand smoke and vapor to the greatest degree possible, and to assure the sanitary disposal of the by-products of smokeless tobacco.

TITLE IX AND SEXUAL HARASSMENT (POLICY 1029)

Cochise College prohibits any discrimination as defined by Title IX of the Education Amendments of 1972 including, but not limited to, sex and/or gender-based discrimination, sexual harassment, sexual misconduct, and sexual violence towards its employees and students by supervisors, other employees and students, and the general public. Behaviors considered to be sexual harassment include the following: sexual assault, domestic violence, dating violence, stalking, and/or unwelcome physical touching, verbal insults and/or sexually explicit suggestions or rumors designed to cause emotional distress, interference with an individual's work or study performance, or create an intimidating, hostile and/or offensive work or educational environment. Such acts can interfere with a student's ability to participate in or benefit from the college's academic and non-academic programs, an employee's ability to function in the workplace, or a campus visitor's ability to utilize the college. Accordingly, these behaviors are strictly prohibited.

Cochise College Administrative Policy 1029 Title IX and Sexual Harassment Compliance describes the college's policy and procedures in detail. In an effort to ensure broad scale awareness of students' rights and responsibilities under Title IX, the college conducts training for students, required to be taken within the first six months following initial registration. Students shall receive two notices to complete the training within the six-month period. Failure to complete the required training shall result in the student being unable to register for classes following the six-month period until the training has been completed.

As required by Title IX, Cochise College does not discriminate on the basis of sex in its educational programs or activities, including in admission and employment. Questions concerning the application of Title IX or the college's policies may be directed to the Interim Director of Human Resources/Title IX Coordinator, 901 North Colombo, SU-1055, Sierra Vista, AZ 85635, titleix@cochise.edu, (520) 452-2619 or to the U.S. Department of Education, Assistant Secretary, or both.

VIOLENCE AGAINST WOMEN ACT (VAWA) Under VAWA, colleges are required to provide "primary prevention and awareness programs" for all incoming students, as well as ongoing prevention and awareness campaigns. Questions about Cochise College's VAWA related training and prevention programming should be directed to the Interim Director of Human Resources/Title IX Coordinator at gladwilll@cochise.edu.

PARKING

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

SOCIAL STANDARDS (POLICY 4006)

The Cochise College Associate Vice President 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 Social Standards shall be vested in the Office of the Associate Vice President of Student Services, which shall adjudicate incidents of misconduct and violation of Social Standards. (NOTE: Academic Appeals are administered through Policy 3011 Academic Appeals).

1. Purpose (Procedure 4006.1)

The purpose of this policy is to provide an orderly, stable college community in which the freedoms and responsibilities of its members may be protected. This policy 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.

2. Due Process (Procedure 4006.2)

Due process is a series of procedures involving protection of the rights of an individual while determining their 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.

An accused student, in the case of an administrative hearing held by the Associate Vice President of Student Services, 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 Associate Vice President of Student Services is notified of the incident unless circumstances dictate otherwise. In the absence of the Associate Vice President 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 formal hearing, but if they choose not to appear, the formal hearing shall proceed to consider the case.

4. An advisor of their choice to assist in their defense. The advisor can help advise the student but cannot take part in the formal hearing.
5. Testify on their own behalf, but they are not required to do so.
6. The opportunity to admit or deny the allegation(s).
7. Two persons of their 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 their case.

3. Complaint, Incident Report, Charges (Procedure 4006.3)

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

1. 1. Dismiss the allegation.
2. 2. Proceed administratively as described herein.
3. 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 Associate Vice President of Student Services, their 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 or college property.

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 Associate Vice President of Student Services shall make such a decision.

4. Administrative Action – Associate Vice President of Student Services (Procedure 4006.4)

The results of any administrative action will be communicated to the student through written notification by the Associate Vice President of Student Services. The student will be responsible for obtaining all notifications at the respective campus security office or College Center office. The student will be given a date and time when the notification will be available at the campus

security office or a College Center office by the Associate Vice President of Student Services at the conclusion of any administrative action. The student will also be given a written affidavit from the Associate Vice President of Student Services indicating the period available to file a written appeal of the administrative action, and when and where to pick up the written notification of the administrative action. The student will be required to sign and date an affidavit signifying acknowledgement of the appeal period and responsibility to obtain the written notification. Failure to follow these guidelines will result in forfeiture of the right of appeal. (See appeal procedure 4006.6)

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 Associate Vice President of Student Services may proceed with a formal administrative hearing or refer the matter to another disciplinary board.

Administrative Hearing. The Associate Vice President of Student Services, 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 Associate Vice President of Student Services 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 Associate Vice President of Student Services 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. There shall be a single verbatim record, such as a tape recording, of all administrative hearings. The record shall be the property of the college and/or District. A letter of record delineating disposition of the case and any imposed sanction shall be sent to the student within 5 working days after completion of the hearing. The letter shall also describe the appeal procedure.

Social Standards Board. The Associate Vice President of Student Services 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 Associate Vice President of Student Services, 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 Associate Vice President of Student Services shall be responsible for implementing the sanction(s) of the Social Standards Board.

5. Residence Hall Administrative Hearings (Procedure 4006.5)

The Director of Residential Life shall conduct hearings involving resident student violations within and around the residence halls. The Director of Residential Life may administer hall probation, fines or other appropriate sanctions (i.e., community service). The Director of Residential Life may also suspend or dismiss a student from the residence halls.

6. Appeal (Procedure 4006.6)

1. A student shall have the right to appeal the sanctions of a hearing body or Associate Vice President of Student Services. The student has three (3) 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. These criteria are based on sanctions(s) being inconsistent with sanctions applied to previous hearing of similar infractions/offenses. The EVP will determine to grant or deny an appeal after examining the consistency of sanctions applied by the Associate Vice President of Student Services.
 - 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 Associate Vice President of Student Services. The Associate Vice President 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 Associate Vice President of Student Services are appealed to the EVP.
5. Appeals that are denied require a written statement of rationale to the student.

7. Disciplinary Sanctions (Procedure 4006.7)

The following sanctions may be imposed by:

1. Residence Hall Hearing Chair/Director of Residential Life
 - 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/Associate Vice President 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 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.

8. Medical Withdrawals (Procedure 4006.8)

1. Voluntary Medical Withdrawal – A student, in conjunction with the Associate Vice President of Student Services may choose to withdraw due to medical issues resulting in aberrant or serious student behavior.
2. Involuntary Medical Withdrawal – The Associate Vice President of Student Services, in conjunction with the C.A.R.E.S Team (Behavioral Intervention Team) may initiate the withdrawal process when student behavior is of a serious nature.
 - a. The Associate Vice President of Student Services, in conjunction with the C.A.R.E.S Team can withdraw any student, including students with disabilities, from one or more classes or from the college when the student poses a direct threat to self or others, when the behavior is disruptive to the educational or learning environment, or when

other behavior related to a medical or disability condition interferes with the educational processes of the college.

- b.** The C.A.R.E.S Team is led by the Director of Student Success and consists of representatives from across the college, including academics and student services.
- 3.** Readmission from Voluntary or Involuntary Withdrawal – A student who voluntarily withdraws or is involuntarily withdrawn from the college must make an application for readmission to the Associate Vice President of Student Services and the C.A.R.E.S Team which allows them to:
 - a.** Require a letter from the students' treating physician(s), psychiatrist(s) or other professional(s) indicating current treatment and that the student is ready and able to return to and benefit from enrollment in the College. Additionally, documentation should include any needed terms, conditions, or limitations for continued College enrollment and specify prescribed medications, their purpose and effect.
 - b.** Consult with the student, their physician, and/or with people knowledgeable about the student's medical or psychological condition and its probable manifestations.
 - c.** Consult with a qualified professional of its choice to help assess current medical evidence as to the student's readiness for reentry to the college and of their ability to attend classes without disruptive behavior or substantial risk of harm to the health and safety of self or others.
 - d.** Require the student to provide additional documentation, or to be examined by a qualified professional(s) of the college's selection and at the college's expense.
 - e.** Require other current information reasonably calculated to assist in making an appropriate decision regarding readmission.
 - f.** Set certain requirements for readmission and continued enrollment based upon the information presented. Any breach of the readmission requirements may result in immediate involuntary withdrawal of the student.
- g.** A student may submit a written appeal for any decision of the C.A.R.E.S Team to the Associate Vice President of Student Services using the following policy. The student has three (3) 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:
 - i.** Denial of due process, constitutional or statutory rights.
 - ii.** Discrimination.
 - iii.** Clearly unreasonable, arbitrary, or capricious methods used in the decision of the matter.
 - iv.** Excessively severe sanction.
 - v.** Newly discovered evidence or information which, with reasonable diligence, could not have been produced for the C.A.R.E.S Team.

4. Appeal consideration will not be granted unless one or more of the criteria is satisfied. The student will receive a written statement of the rationale for denying the student's request of appeal from the Associate Vice President of Student Services.
5. Appeals considered by the Associate Vice President of Student Services may require a meeting with the student to gather new information. The Associate Vice President of Student Services may confer with the Director of Accessibility Services. Appeals that are granted require a written statement of rationale to the student and the C.A.R.E.S Team.
6. There is no appeal of the Associate Vice President of Student Services decision.

9. Social Standards Violations (Procedure 4006.9)

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 their 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 their 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, which 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 college rules and regulations not included herein.

VETERANS ADMINISTRATION COMPLIANCE (POLICY 4019)

Cochise College is committed to complying with the Veterans Benefits and Transition Act of 2018, and satisfying Title 38 US Code, Section 3679l School Compliance.

Procedure: 4019.1 Completion of 3679l School Compliance Form

The College president or designee shall complete the required forms, attesting compliance with the requirements of Title 38 United States Code, Section 3679l. This policy will appear in the official College catalog.

Procedure: 4019.2 Covered Individuals

A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post- 9/11 GI Bill® benefits.

Procedure: 4019.3 Compliance Protecting Covered Individuals

The College shall not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Veteran's Affairs (VA) under chapter 31 or 33. Any covered individual who participates in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 and 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of VA website – eBenefits, or VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

The date on which payment from VA is made to the institution 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility

GOVERNANCE

The college district is governed by a five-member governing board elected from precincts in Cochise County:

Don Hudgins, Board Chair

Precinct 2

United States Department of Labor

Bureau of Apprenticeship and Training, Electrical Power Lineman

National Joint Apprenticeship and Training Committee for the Electrical Industry

I.B.E.W. Local 125, Journeyman Lineman

David DiPeso, Secretary

Precinct 1

Cochise College, A.A. University of Arizona, B.S.

Steve Leeder, Board Member

Precinct 4

United States Army

West Virginia University, B.A.

Stephanie Money, Board Member

Precinct 5

Washington University, BSBA

Arthur “Mark” Farr, Board Member

Precinct 3

University of Arizona, MBA Brigham Young University, BAS Eastern Arizona College, A.A.

The college is financed by legislative appropriation, a countywide tax levy and student tuition.

Administration

President

Dr. James Perey
Grand Canyon University, Ed.D. Northern
Arizona University, M.A. University of
Arizona, B.A.

District Administrators

Dr. Sheena Brown
Provost
University of Otago, Ph.D.
Mel & Enid Zuckerman College of Public
Health, MPH.

Dr. Wendy Davis
Executive Vice President for
Administration Colorado State
University, Ph.D.
University of Wyoming, B.S., M.B.A.
Northwest College, A.S.

Dr. Jacqie Allen
Associate Vice President of Student
Services
National University, Ed.D.
University of Arizona, M.Ed.
University of Arizona, BA

Dr. Jennifer Wantz
Executive Dean of Community
Engagement
Northern Arizona University, Ed.D.
University of Buffalo, Ed.M. University of
Buffalo, B.A.
Niagara County Community College, A.A.

Equal Opportunities and Students With Disabilities

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 students with disabilities with any reasonable accommodation in order to facilitate access to College classes and activities. Students seeking such an accommodation should make an official request through the Accessibility Services Office located 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 antidiscrimination 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 Acting Director of Student Success.

Cara Elkins

Acting Director of Student Success

SIERRA VISTA CAMPUS
Student Union Building Room 1050
901 N. Colombo Avenue
Sierra Vista, AZ 85635
(520) 515-3664
Elkinsc@cochise.edu
Studentsuccess@cochise.edu

DOUGLAS CAMPUS
Building 600, Office 615
4190 West Highway 80
Douglas, AZ 85607
(520) 515-3664
Elkinsc@cochise.edu
Studentsuccess@cochise.edu

IGUALDAD DE OPORTUNIDADES, INCLUYENDO ESTUDIANTES CON DISCAPACIDADES O INCAPACIDADES

En cumplimiento con las leyes de los Estados Unidos y del Estado de Arizona, Cochise College no discrimina en base de raza, color de piel, etnicidad, nacionalidad, sexo, genero, religión, edad (el ser mayor de 40 años) o cualquier discapacidad o incapacidad que presente una persona. Estas posturas son retenidas durante los procesos de empleo, admisión o al tratar de obtener los servicios, programas o las actividades que ofrece esta institución.

Cochise College trata de proporcionar facilidades (dentro de lo razonable) a sus estudiantes con discapacidades o con limitaciones físicas para facilitarles el acceso a las clases o actividades. Aquellos estudiantes que necesiten este tipo de facilidades deberán de solicitarlas formalmente al departamento de Servicios para Estudiantes con Discapacidades localizado en Douglas o Sierra Vista.

Cualquier limitación o inhabilidad de hablar el idioma inglés no será una barrera para la admisión o participación en las carreras técnicas y vocacionales disponibles en la institución.

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

Cara Elkins

Acting Director of Student Success

SIERRA VISTA CAMPUS
Student Union Building Room 1050
901 N. Colombo Avenue
Sierra Vista, AZ 85635
(520) 515-3664
Elkinsc@cochise.edu
Studentsuccess@cochise.edu

DOUGLAS CAMPUS
Building 600, Office 615
4190 West Highway 80
Douglas, AZ 85607
(520) 515-3664
Elkinsc@cochise.edu
Studentsuccess@cochise.edu