COCHISE COLLEGE LOCATIONS

Douglas Campus
4190 West Highway 80
Douglas, AZ 85607-6190 (520) 364-7943

Sierra Vista Campus
901 North Colombo Avenue
Sierra Vista, AZ 85635-2317
(520) 515-0500

Fort Huachuca
Army Education Center
2288 LaGuardia St. Building 52104
Fort Huachuca, AZ 85613-7014
(520) 533-2391

Willcox Center
470 N. Bisbee Avenue
Willcox, AZ 85643-1500
(520) 384-4502

Benson Center
1025 State Route 90
Benson, AZ 85602-6501
(520) 586-1981

Downtown Center
2600 East Wilcox Avenue
Sierra Vista, AZ 85635
(520) 515-0500

Virtual Campus
Fort Huachuca Center Bldg. 67601
Fort Huachuca, AZ 85613-6000
(520) 335-1596

Administrative Head
Dr. J.D. Rottweiler, President

Toll Free: 800.966.7943
www.cochise.edu

Regular Hours: 8:00 a.m.—4:30 p.m., Monday—Friday
Summer Hours: Monday-Thursday, 7:00 a.m. —5:00 p.m. CLOSED ON FRIDAYS

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

Cochise College is an equal-opportunity, affirmative-action employer and educational institution committed to excellence through diversity.
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Dear Students,

I am pleased you have chosen to pursue your academic goals with us at Cochise College.

Over the past several years, student success has been a strategic initiative for us. We embrace the opportunity to empower and transform our students as they realize their dreams. As we continue to face unknown challenges in unprecedented times, our goal has become even more focused on helping our students succeed.

In classrooms at Cochise, our devoted faculty provide high-quality and hands-on instruction based on their real-world experiences. We hope you take advantage of all that Cochise College offers, whether to collaborate with other students, engage in student leadership and projects, gain hands-on experience at campus jobs and internships, or participate in college ambassador roles. Our caring staff is available to support you through every step and milestone, from academic advising and financial counseling to tutoring and library services.

We hope you enjoy your time at Cochise and we wish you the very best in your academic journey here at Cochise College.

Sincerely,

Dr. J.D. Rottweiler, Ph.D.
President
FALL 2021 SEMESTER

Convocation (offices closed 8:00 a.m. - 1:00 p.m.)
Saturday Registration
Spring Open Registration Begins
16-Week Semester Begins
Last Day to add classes (The day before the class begins)
Last Day to Withdraw or Change Status to Audit
Final Exams (Including Saturday)
Grades Due by Noon
First Eight-Week Session:
Last Day to Add Classes (the day before the class begins)
Last Day to Withdraw or Change to Audit Status
Grades Due by Noon
Second Eight-Week Session:
Last day to add classes (the day before the class begins)
Last day to withdraw or change to Audit Status
Grades Due by Noon
Financial Aid:
16-Week and First Eight-Week Freeze date*
16-Week and First Eight-Week Disbursement Date
Second Eight-Week Session Freeze Date* Second
Eight-Week Session Disbursement Date
*Financial Aid will not pay for classes added after this date.
Holidays (No Classes):
Labor Day
Columbus Day
Veterans Day
Thanksgiving Recess
Winter Break (All Staff)

August 9
August 14
November 1
August 16—December 13
August 15
December 2
December 7-13
December 16
August 16—October 12
August 15
October 7
October 15
October 18—December 13
October 17
December 8
December 16
August 24
August 25
October 26
October 27
September 6
October 11
November 11
November 25– 26
December 19– January 3
SPRING 2022 SEMESTER

Saturday Registration
Residence halls open
LEO 17- Week Semester
PFT 21-Week Semester
Summer Registration Begins
Fall Registration Begins
Commencement

16-Week Semester:
Last day to add classes (the day before the class begins)
Last day to withdraw or change to Audit Status
Final Exams (including Saturday)
Grades Due by Noon

First Eight-Week Session:
Last day to add classes (the day before the class begins)
Last day to withdraw or change to Audit Status
Grades Due by Noon

Second Eight-Week Session:
Last day to add classes (the day before the class begins)
Last day to withdraw or change to Audit Status
Grades Due by Noon

Financial Aid:
PFT & LEO Freeze Date
PFT & LEO Disbursement Date
16-Week and First Eight-Week Freeze*
16-Week and First Eight-Week Disbursement
Second Eight-week Session Freeze Date* Second
Eight-week Session Disbursement Date

*Financial Aid will not pay for classes after this date.

Holidays (No Classes)
Martin Luther King Day
Lincoln/ Washington Presidents’ Day
Spring Break
Summer Hours Begin
Memorial Day Holiday
Independence Day
HISTORY OF THE COLLEGE

Cochise College opened its doors in 1964 as one of the 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 Arizona’s largest rural community college, serving approximately 15,000 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, the Virtual Campus, the Correctional Education Division, Adult Education, and the Center for Economic Research. 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 toward 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.

ACCREDITATIONS & CERTIFICATION

Cochise College is accredited by the Higher Learning Commission of the North Central Association. In 2015, the college received the maximum accreditation of 10 years. The next re-accreditation visit will be in 2025-2026. The college holds memberships in the Council of North Central Two-Year Colleges, 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.hlc.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
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
www.acenursing.org

Arizona State Board of Nursing
1740 W Adams Street, Suite 2000
Phoenix, AZ 85007
Phone: (602) 889-5150
Fax: (602) 889-5155
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) 210-2300
www.caauhp.org

The Paramedicine and emergency medical technician programs are certified through 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
(602) 200-3523 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.
MISSION STATEMENT

Cochise College provides accessible educational opportunities that are responsive to a diverse population and lead to constructive citizenship, meaningful careers and lifelong learning.

PHILOSOPHY

Cochise College provides post-secondary education and educational support services to students interested in and capable of benefiting from programs of higher education. The college prepares students for a successful life beyond the college by promoting the principles of general education as set forth in the college’s general education mission statement. Students should leave Cochise College with varied learning experiences and an understanding of the diversity of life. The college makes students aware of their ethical responsibilities to the community, the environment and their fellow human beings. The college provides educational opportunities, resources and programs tailored to changing social, economic and technological needs.

VISION STATEMENT

Cochise College strives to be a learning community held in high esteem by members of its communities, providing high quality learning opportunities for its citizens.

A learning community…

- Places its highest priority, resources and energy on learning.
- Creates an environment and experiences, real or virtual, that encourage students to be active members of the learning community.
- Makes learning possible not only in the classroom but outside, through a myriad of activities and experiences, using any number of tools to enhance learning.
- Extends learning not only to students but to all members of the college community so that a feeling of collegiality abounds.
- Empowers students, faculty and staff to create a personality meaningful learning environment, where each accepts responsibility for contributing to the same.

CORE VALUES

In all that we do— in teaching, learning and serving—we value quality, integrity and diversity.

QUALITY: We commit to a quest for excellence and strive to achieve our highest potential.

INTEGRITY: We base our decisions and interactions on honesty, trust, respect, responsibility, accountability and ethical behavior.

DIVERSITY: We respect differences between and among members of the community by embracing and encouraging the expression of ideas, opinions, and thoughts exchanged freely, respectfully and civilly.
**IMPORTANT PHONE NUMBERS & EMAIL ADDRESSES**

<table>
<thead>
<tr>
<th>Department</th>
<th>Douglas Campus</th>
<th>Sierra Vista Campus</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>520.417.4005</td>
<td>520.515.5336</td>
<td><a href="mailto:adm@cochise.edu">adm@cochise.edu</a></td>
</tr>
<tr>
<td>Athletics</td>
<td>520.417.4095</td>
<td></td>
<td><a href="mailto:athletics@cochise.edu">athletics@cochise.edu</a></td>
</tr>
<tr>
<td>Cash/Business Office</td>
<td>520.417.4076</td>
<td>520.515.5416</td>
<td><a href="mailto:svbo@cochise.edu">svbo@cochise.edu</a></td>
</tr>
<tr>
<td>Counseling &amp; Advising</td>
<td>520.417.4038</td>
<td>520.515.5483</td>
<td><a href="mailto:advising@cochise.edu">advising@cochise.edu</a></td>
</tr>
<tr>
<td>Executive Dean of Student Services</td>
<td>520.417.4050</td>
<td>520.515.5329</td>
<td></td>
</tr>
<tr>
<td>Dining Services</td>
<td>520.417.4089</td>
<td>520.515.5352</td>
<td><a href="mailto:cafeteria@cochise.edu">cafeteria@cochise.edu</a></td>
</tr>
<tr>
<td>Disability Services</td>
<td>520.417.4023</td>
<td>520.515.5337</td>
<td><a href="mailto:disability@cochise.edu">disability@cochise.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>520.417.4045</td>
<td>520.515.5417</td>
<td><a href="mailto:finaid@cochise.edu">finaid@cochise.edu</a></td>
</tr>
<tr>
<td>Follett Bookstore</td>
<td></td>
<td>520.515.5419</td>
<td><a href="mailto:cochise@bkstr.com">cochise@bkstr.com</a></td>
</tr>
<tr>
<td>Housing</td>
<td>520.417.4062</td>
<td></td>
<td><a href="mailto:housing@cochise.edu">housing@cochise.edu</a></td>
</tr>
<tr>
<td>International Students Office</td>
<td>520.417.4050</td>
<td>520.515.5400</td>
<td><a href="mailto:international@cochise.edu">international@cochise.edu</a></td>
</tr>
<tr>
<td>IT Helpdesk</td>
<td></td>
<td>520.515.5490</td>
<td><a href="mailto:helpdesk@cochise.edu">helpdesk@cochise.edu</a></td>
</tr>
<tr>
<td>Library</td>
<td>520.417.4080</td>
<td>520.452.2671</td>
<td><a href="mailto:library@cochise.edu">library@cochise.edu</a></td>
</tr>
<tr>
<td>Mail Room</td>
<td>520.417.4026</td>
<td>520.515.5377</td>
<td></td>
</tr>
<tr>
<td>Moodle</td>
<td>520.335.8412</td>
<td></td>
<td></td>
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<tr>
<td>Nursing Department</td>
<td></td>
<td>520.515.8744</td>
<td></td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>520.417.4750</td>
<td>520.515.5364</td>
<td><a href="mailto:ptkdc@cochise.edu">ptkdc@cochise.edu</a></td>
</tr>
<tr>
<td>Student Government</td>
<td>520.417.4115</td>
<td>520.452.2618</td>
<td></td>
</tr>
<tr>
<td>Official Transcripts</td>
<td></td>
<td>520.515.5351</td>
<td><a href="mailto:transcripts@cochise.edu">transcripts@cochise.edu</a></td>
</tr>
<tr>
<td>Student Success</td>
<td>520.515.5451</td>
<td></td>
<td><a href="mailto:studentsuccess@cochise.edu">studentsuccess@cochise.edu</a></td>
</tr>
<tr>
<td>Testing</td>
<td>520.439.6825</td>
<td>520.515.5447</td>
<td><a href="mailto:testing@cochise.edu">testing@cochise.edu</a></td>
</tr>
<tr>
<td>TRIO</td>
<td>520.417.4708</td>
<td></td>
<td><a href="mailto:triosss@cochise.edu">triosss@cochise.edu</a></td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>520.515.3623</td>
<td></td>
<td><a href="mailto:titleix@cochise.edu">titleix@cochise.edu</a></td>
</tr>
<tr>
<td>Veterans Assistance</td>
<td>520.515.5462</td>
<td></td>
<td><a href="mailto:vet@cochise.edu">vet@cochise.edu</a></td>
</tr>
</tbody>
</table>

**TRANSPORTATION**

**COCHISE CONNECTION**

(520) 417-7400

For additional information email: infor@cociseconnection.com
Website: [https://www.douglasaz.gov/481/schedule](https://www.douglasaz.gov/481/schedule)
CAMPUS SECURITY

Cochise College has an excellent safety and crime record. Our Cochise College Annual Security and Fire Safety Report includes statistics on alcohol and drug use, assault, general security, firearms, fires, sex offenders, theft and other criminal violations.

**SECURITY OFFICE**

**DOUGLAS CAMPUS**
Located at Huachuca Hall 1200 Bldg.
(520) 417-4022 or (520) 417-4133

**SIERRA VISTA CAMPUS**
Located at Student Union 1000 Building
(520) 515-5470
https://www.cochise.edu/security-emergency/

**After Hours:** If you require emergency services please call 911 or go to the nearest hospital emergency room for assistance.

- **Copper Queen Urgent Care**
  100 5TH Street, Douglas AZ 85607

- **Copper Queen Community Hospital**
  101 Cole Ave., Bisbee, AZ 85603

- **Canyon Vista Medical Center**
  5700 E AZ-90, Sierra Vista, AZ 85635

**Emergency Notifications**

Cochise College offers emergency notifications and updates to employees and students via the CC ALERTS emergency notification system. Safety alerts, campus/center closures, delays, dismissals, and updates can be sent to a mobile phone, and/or email addresses. Log into MyCochise to sign up or change your account settings. Cochise College’s emergency hotline phone number is **1-800-276-1290**.

**COVID-19**

**Health & Safety**

The health and safety of the college community remains our highest priority, and we are expanding precautionary infection prevention measures by implementing cleaning and sanitation practices recommended by the CDC.

- Masks or face coverings are encouraged on all campuses and centers.
- The college has installing plexiglass partitions in all of student services areas.
- Sanitation cleaning will occur after each transaction.
- Classrooms and common areas are being measured and arranged to follow social distancing recommendations.
- Hand sanitizer will be provided throughout the campus centers.

For question contact Shane Van Bibber, CHST, Director of Risk Management, vanbibbers@cochise.edu, (520) 515-5455.
### 2021-2022 TUITION

| In-state | $91 per credit |
| In-state tuition (per credit hour) for NUR | $127 per credit |
| In-state tuition (per credit hour) for PFT | $275 per credit |
| Out-of-state 1-6 credits | $136 per credit |
| Out-of-state over 6 credits (retroactive to first credit) | $260 per credit |
| Out-of-state tuition for NUR | $379 per credit |
| Out-of-state tuition for PFT | $398 per credit |
| Student without Prop 300 documentation | $260 per credit |
| Combo Rate (15 credits, meal plan and dorm) | $136 per credit |
| Combo Rate for NUR (15 credits, meal plan and dorm) | $191 per credit |
| Online courses | $91 per credit |
| Online out-of-State (per credit hour) | $163 per credit |
| Co-op education courses | $46 per credit |
| New Mexico Tuition Waiver (NMW)* | $91 per credit |
| NMW tuition for NUR | $127 per credit |
| NMW tuition for PFT | $275 per credit |
| Western Undergraduate Exchange Tuition (WUE)** | $136 per credit |
| WUE tuition for NUR | $191 per credit |
| WUE tuition for PFT | $398 per credit |
| Golden Apache (county resident 60+ years): | |
| Regular course | $46 per credit |
| Online courses | $46 per credit |
| Tuition for NUR | $62 per credit |

### 2021-2022 FEES:

| Tuition payment plan fee (e-cashier) | $25 |
| Accuplacer testing retest - one subject | $15 |
| Accuplacer testing retest - two subjects | $20 |
| Accuplacer testing retest - three subjects | $25 |
| Proctor fee - one exam | $20 |
| Proctor fee - one course | $30 |
| CLEP proctor fee | $25 |
| DSST proctor fee | $25 |
| Credit by examination (per credit hour, non-refundable) | $77 |
| Myers-Briggs | $20 |
| Strong Interest Inventory | $15 |
| Other testing services | $20 |
| Placement scores (faxed) | $10 |
| MOS credentialing fee | $60 |
| Transcripts (official) | $10 |
| Transcripts (overnight) | $50 |
| Returned check fee (for each returned item) | $50 |
| Check reissuance fee | $50 |
| Airport tie-down fee (per month) | $100 |
| Replacement of ID card or meal card | $10 |
| Border commuter application fee | $20 |
| International student application fee | $75 |
| International student illness/accident insurance | TBD |

Fees are subject to change. Visit [www.cochise.edu/tuition](http://www.cochise.edu/tuition)

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**ROOMS**

The Douglas Campus offers students enrolled in a minimum of 12 credits the opportunity to live and learn at Cochise College. Our Residence halls include suite style (in room, shared bathrooms): Huachuca Residence Hall (single occupancy, approximately 80 residents) and Desert View Townhouses (double occupancy, approximately 100 residents). Residential students are required to purchase a meal plan. There is no Room charge for Residents enrolled in 15 or more credits for the semester. On-Campus Living amenities and benefits include: Wi-Fi, laundry facilities, game room equipment (pool tables, ping pong), computer labs, fully furnished bedroom (bed, dresser, desk/chair), in room satellite cable services, free parking, weeknight activities, close proximity to classrooms, professors, fitness center, athletic events and the Cafeteria. Payment for room and board (meal plan) is due at registration or by the last day to add classes per semester. On-campus residents must comply with all policies and procedures as they appear in the residence hall contract and the Student/Resident Handbook, as well as local, state and federal laws. The Residential Life Office can be reached at (520) 417-4062 or housing@cochise.edu. For more information please visit: [www.cochise.edu/housing](http://www.cochise.edu/housing).
ADMISSION

Complete the application online at [https://apply.cochise.edu/](https://apply.cochise.edu/) An acceptance letter will be sent with a student ID number and Cochise email. Visit a Registration Office to get your student ID card.

IDENTIFICATION NUMBER

Once admitted to the college, you will take your picture for your official college ID at the Admissions/ Registration Office. Make sure to bring government issued photo ID with you. The first card is free of charge: students must pay a $10 replacement fee for any lost or stolen cards.

APPLY FOR FINANCIAL AID AND SCHOLARSHIPS

All students are encouraged to apply for financial aid, regardless of their parents’ financial status. Complete the free FASFA application online at [https://studentaid.gov/](https://studentaid.gov/). Cochise College school code is 001072. Also, visit [www.cochise.edu/fa](http://www.cochise.edu/fa) for more information. You will need to check your Student Portal [https://www.cochise.edu](https://www.cochise.edu) and click on MyCochise Login for updates on Cochise College Financial Aid eligibility and requirements in the My Finances Tab.

PLACEMENT ASSESSMENT

The Cochise College Testing Center offers a variety of testing services to students, faculty and community members. The main testing center is located on the second floor of the Sierra Vista Campus Student Union, Building 1000. The Douglas Campus Testing Center is located on the east end of the BUS/CIS Building, 200. Testing is also provided at Cochise College centers on certain days and times each month. Schedule your test at [www.cochise.edu/testing](http://www.cochise.edu/testing).

**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

**Willcox Center** | (520) 384-4502

NEW STUDENT ORIENTATION

Learn more about campus life, college services and counseling programs online at [www.cochise.edu/orientation](http://www.cochise.edu/orientation)
MEET WITH AN ACADEMIC ADVISOR
Advisors and counselors are seen by appointment only. They can assist with choosing a major, exploring career information, selecting a class schedule and planning a degree. advising@cochise.edu www.cochise.edu/advising

Douglas Campus | Student Services/1000 Building
(520) 417-4038

Sierra Vista Campus | Student Union/1000 Building, 2nd floor (520) 515-5483

Fort Huachuca Education Center | Building 52104 Fort Huachuca, AZ 85613
(520) 533-2391

Benson Center | 1025 State Route 90 | Benson, AZ 85602
(520) 586-1981
benson@cochise.edu

Wilcox Center | 470 N. Bisbee Ave. Willcox, Arizona 85643
(520) 384-4502
willcox@cochise.edu

REGISTER FOR CLASSES
Student can view the schedule at www.cochise.edu and register online through the Student Portal, https://my.cochise.edu/cochise-college-u8/mycochise and the MY Classes Tab.

PAY TUITION AND FEES
Fees must be paid at the time of enrollment. If you have been awarded financial aid, your registration will be retained, and you will not be dropped for non-payment. You can also set up a payment plan at www.cochise.edu/payonline.

MyCochise STUDENT PORTAL AND EMAIL
MyCochise offers you instant access to important student information. Log into your student account to access your college email, to sign up for classes, to view grades, finance information and more!

TEXT BOOKS
www.bkstr.com/cochisestore
campusstore@cochise.edu
Rent, buy or price match textbooks and digital textbooks from the bookstore or online through MyCochise.

OFFICIAL STUDENT EMAIL (For first time users):
1. www.cochise.edu go to MYCOCHISE
2. User Name: Enter student email without the @students.cochise.edu.
   Look up your email under personal information under MYCOCHISE or on your acceptance letter.
3. First Time Password: Will be date of birth (MMDDYY) and change password to a new one.

HELPDESK(Student Computing)
Email: helpdesk@cochise.edu
Telephone: (520) 515-5400
MILITARY AND VETERAN EDUCATION

FORT HUACHUCA CENTER & SIERRA VISTA CAMPUS
Cochise College is proud to support our Military and Veteran community. The college was designated as a 2016 Military Friendly School by Victory Media. In addition to our online programs, we offer a variety of programs on Fort Huachuca and throughout Cochise County with evening and weekend classes. Our unique MOS credentialing program offers degrees for Service members’ training. The college also has dedicated staff members to assist with Veterans’ assistance and financial aid. Online students can complete their applications at https://www.cochise.edu/fa/#apply

Fort Huachuca Center (Cochise College)
Matt Coppi | Assistant Dean of Military Programs
Administrative Assistant | Erin Nevarez
Army Education Center | 2288 LaGuardia Street, Bldg. 52104
(520) 533-2391 | fhuachuca@cochise.edu

Sierra Vista Campus
Coleen Thrasher and Jean McNeil,
School Certifying Officials, 520-515-5462
Visit website for more information
https://studentaid.gov/

VETERANS CHECKLIST

FOR NEW STUDENTS

School Certifying Official for students with last name starting with A to L: Coleen Thrasher 520-515-3651 thrasherc@cochise.edu
School Certifying Official for students with last name starting with M to Z: Jean McNeil 520-515-3639 mcneilj@cochise.edu

1. Semester Benefit form: Complete prior to class registration each semester to prevent classes from dropping for nonpayment. Use this link or see attached form. Ctrl + click here for Semester Benefit form
2. Veteran Training Review form attached: Complete page one and sign page two.
3. Type a statement including what degree you are in and what is your career goal.
4. Return above forms and statement to your School Certifying Official found above.

Admissions Department 520-515-5336 adm@cochise.edu

1. Apply for admission or update your application: https://apply.cochise.edu/ You cannot register for classes if your application is out of date.
2. Email adm@cochise.edu to determine if you qualify for in-state residency as military. The VA only pays for the in-state portion of tuition and most Veterans qualify for in-state.
3. Order official transcripts for ALL prior colleges NO EXCEPTIONS: VA requires evaluation of all prior training. The VA does not pay for courses already passed.
   Cochise College, Transcripts, 901 N Colombo Ave., Sierra Vista, AZ 85635
   Emailed directly from prior school eval@cochise.edu
4. If you were military: Order official military transcripts “electronic version” to Cochise College, Fort Huachuca: for Army, Coast Guard, Marine Corps, Navy, Reserve:
   • Jst.doded.mil/
   • send email to eval@cochise.edu to inform them you ordered JST
   • Air Force: order official transcripts, https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/

Advising Department 520-515-5483 or advising@cochise.edu

1. Contact advising and tell them you are using VA benefits.
2. Advising helps with placement testing if necessary.
3. Advising helps with selecting a program of study.
4. Advising helps with course selection.
5. Remedial courses must be taken face to face or live streaming or VA will not cover them.
1. To apply to use VA educational benefits and to receive a Certificate of Eligibility. Do only if you have not done this yet: https://www.va.gov/education/how-to-apply/
2. If you have used VA Education benefits at another school, complete Request for Change of Program or Place of Training form 22-1995 to avoid delays in claims processing. See attached.

If your Cumulative GPA is less than 2.0 with Cochise College, please complete NSP appeal.

Book vouchers are only available for a few days at the start of the term. This book money advance will have to be paid back.

Chapters 30,1606,1607 must verify enrollment on the last day of each month W.A.V.E. enrollment verification.

FOR RETURNING STUDENTS

School Certifying Official for students with last name starting with A to L: Coleen Thrasher 520-515-3651 thrasherc@cochise.edu
School Certifying Official for students with last name starting with M to Z: Jean McNeil 520-515-3639 mcneilj@cochise.edu

1. Semester Benefit form: Complete prior to class registration each semester to prevent classes from dropping for nonpayment. Use this link or see attached form. Ctrl + click here for Semester Benefit form
2. Make sure the classes that you have registered for are approved classes from your Prior Training Review. If the registered classes are not approved on your prior training review they cannot be sent to the VA for benefits. You must see an advisor and update your degree map and then forward it to financial Aid for approval.

FOR CONTINUING STUDENTS

School Certifying Official for students with last name starting with A to L: Coleen Thrasher 520-515-3651 thrasherc@cochise.edu
School Certifying Official for students with last name starting with M to Z: Jean McNeil 520-515-3639 mcneilj@cochise.edu

1. Semester Benefit form: Complete prior to class registration each semester to prevent classes from dropping for nonpayment. Use this link or see attached form. Ctrl + click here for Semester Benefit form
2. Make sure the classes that you have registered for are approved classes from your Prior Training Review. If the registered classes are not approved on your prior training review they cannot be sent to the VA for benefits. You must see an advisor and update your degree map and then forward it to financial Aid for approval.
INTERNATIONAL STUDENT SERVICES

International students are persons who are not citizens or residents of the United States of America who enter the U.S. for the purpose of studying at a U.S. educational facility. International students require a F-1 student visa to enter the U.S. for the purpose of studying. The following must be submitted prior to the start of the semester in which the applicant plans to enroll:

- Complete international application for admission online at www.cochise.edu/international
- A non-refundable $75.00 application fee
- A copy of the identification page of the passport
- The Financial Guarantee Form providing proof of funding for one academic year for college and living expenses.
- College transcripts, certified and translated to English

**Mail Transcript(s) to:**
International Student Office
COCHISE COLLEGE
4190 W. Highway 80
Douglas, AZ 85607

BORDER COMMUTER STUDENTS

Border commuter students from Mexico are permitted to attend Cochise College part time or full time. These students must apply for an F-1 student visa 30 days prior to attending. The I-20 will be issued to students once the following documents have been submitted to the International Student Office:

- Complete international application for admissions online at www.cochise.edu/international
- A non-refundable $20.00 application fee
- A copy of the identification page of the passport (cannot expire within 6 months)
- The Financial Guarantee Form providing proof of funding for one academic year for college and living expenses
- Official high school transcripts, or certificate or diploma, with English translation
- Student Health Record

INTERNATIONAL TRANSFER STUDENTS

Provide all items listed above and also items listed below.

- International students transferring from a college or university within the United States are required to inform their current institution the intent to transfer to Cochise College and submit a Transfer Authorization form
- A copy of current F-1 student visa and I-20 issued from a U.S. educational institution
RESIDENCE HALL

Our Douglas Campus offers students the opportunity for a traditional college experience by living on campus. Full-time students, enrolled in a minimum of 12 credits per semester are eligible to join our housing community and take advantage of all it has to offer. Cochise College residence halls provide you with the independent living experience that so many students value. Halls are located on the Douglas Campus and provide you with easy access to classes, faculty and staff, campus activities and academic services. For more information call (520) 417-4062 or email housing@cochise.edu. Visit our website at https://www.cochise.edu/housing

ATTENTION: Due to precautions regarding COVID-19. Please confirm your room status with our office prior to making travel arrangements. We appreciate your understanding. You may email us at housing@cochise.edu

FOOD AND HOUSING SERVICES (POLICY 4016)

Students living in the residence halls (excluding family housing) are required to participate in the food service plan as provided by the college. Students withdrawing from the college may be eligible for a meal 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% 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 Executive Dean of Student Services and must contain the rationale for the request along with any documentation requested by the Dean. Requests for exceptions to this policy will not be accepted by the Dean after 15 working days from the departure of the student.

ROOM DEPOSITS

A $150 deposit required with the housing application that does not apply toward room and board fees and is refunded less any amounts due to the college for damages or other charges. Other charges include a $30 per semester laundry fee.

SPECIAL TUITION PROGRAMS

NEW MEXICO TUITION PROGRAM

A special tuition agreement exists for full-time students between Cochise College and Western New Mexico University. For more information, contact the Admissions Office.

WESTERN UNDERGRADUATE EXCHANGE (WUE) TUITION PROGRAM

Cochise College is a member of the Western Undergraduate Exchange (WUE) program. If you are a resident of Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, North- ern Marianas Islands, Oregon, South Dakota, Utah, Washington or Wyoming, contact the Admissions Office to see if you are eligible for this tuition program for full-time students.

COCHISE COLLEGE COMBO I TUITION STUDENTS

Students must register for 15 or more credits and purchase a meal plan to qualify to live in the Cochise College residence halls at no charge. Visit www.cochise.edu/paying-for-college/#TuitionWaiverRow. The residence halls are located on the Douglas campus where students have the opportunity to participate in evening events, join a club, and develop new friendships with a diverse group of students.
ARIZONA-SONORA AGREEMENT
Tuition waivers are available to students from Sonora through an agreement between the Arizona-Mexico Commission and the Comisión Sonora-Arizona. Qualifying students from Sonora who are studying in Arizona may pay in-state tuition for a maximum of two years. Students from Arizona who wish to study in Sonora have a series of educational and living options available. For more information, email international@cochise.edu or contact the International Student Office at (520) 417-4050.

SENIOR CITIZEN TUITION PROGRAM
Students who are 60 years or older can apply for the "Golden Apache" tuition program, available for Arizona residents who live in Cochise or Santa Cruz counties. This program allows a tuition discount of the regular in-state tuition and online tuition rates. Registration fees, lab fees, bookstore charges, avionics flight tuition and fees, and non-credit courses are not included in this discount. You have to meet in-state residency requirements for tuition purposes and have lived in Cochise County for at least 50 days prior to the start of the semester. Waivers cannot be accepted retroactively. Applications for this program may be picked up at the Admissions Office.

FLIGHT TRAINING FEES
Consult the Aviation Department for current flight fees. All flight fees are subject to change without notice. See the refund section for refunds of unused flight fees.

LABORATORY FEES
Lab fees are charged for those classes requiring special equipment, facilities, etc. Lab fees range from $5 to several hundred dollars. Consult the current lab fee schedule for courses charging lab fees and the amount. All student lab fees are due at the time of registration.

TUITION AND FEE REFUNDS:
Students must be signed up for a class the day prior to the course start date. To receive a full refund for a dropped course, it must be dropped prior to the start of the term. Students who drop a class within the first week of the term will be refunded 90 percent of their tuition. The refund can be applied to a new course added to their schedule as long as the new class has not met yet. No refund is available after the 90-percent refund window closes.

If a class is canceled by the college, students will receive a full refund for all tuition and fees. Refunds are issued within three weeks after the end of registration. Students may enroll in another class and apply the tuition and fees from the canceled class to a new class.

All refunds for tuition, fees, and deposits due to a student will first be applied to any amounts owed to the college. Sufficient time must be allowed for final clearance of fee payment checks before refunds are made.
CLASSIFICATION OF STUDENT

- **Freshman**: Student with fewer than 32 passing units of college credit
- **Sophomore**: Student with 32 or more passing units of college credit
- **Full-time Student**: Student carrying 12 or more credits during a semester
- **Three Quarter-time Student**: Student carrying 9 or more but fewer than 12 credits during a semester
- **Half-time Student**: Student carrying 6 or more but fewer than 9 credits during a semester
- **Less Than Half-time Student**: Student carrying fewer than 6 credits during a semester

ACADEMIC STATUS

**Good Standing**: A cumulative grade point average (GPA) of 2.0 or higher on a 4.0 scale.

**Probation**: After attempting 13 or more credits, a student's academic status is reviewed after each semester. A cumulative GPA below 2.0 places a student on academic probation, with the academic status noted on the student's transcript. While on probation, a student is permitted to enroll in 12 or fewer credits.

**Suspension**: If a student's cumulative GPA falls below 2.0 for two consecutive terms, the student is suspended from school and the academic status noted on the student's transcript. A student suspended following the spring semester may not attend classes the following summer and fall terms. A student suspended following the fall semester may not attend classes the following spring and summer terms.

GRADING SYSTEMS

The following are grade designations earned in each course and recorded on a student's permanent record.

- **A**: Indicates the highest academic grade possible. It is reserved for accomplishment that is truly distinctive and demonstrably outstanding.
- **B**: Denotes achievement considerably above acceptable standards and mastery of course materials.
- **C**: Indicates a satisfactory degree of attainment and is the least acceptable standard for graduation from college or for additional studies within the discipline. This grade implies completion of the minimum outcomes identified in the course curriculum.
- **D**: Denotes a limited understanding of the subject matter. This grade will not transfer to another institution of higher education and it is unacceptable for additional studies within the discipline.
- **F**: Indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material or failure to complete requirements of the course.
- **W**: Indicates a withdrawal from the course by the designated drop date.
GRADING SYSTEMS continued

I Indicates that, for a justifiable reason, a student failed to complete all requirements of the course. The instructor has the option of issuing an incomplete rather than an F to the Registration Office. The student must make up an incomplete during the succeeding semester to avoid an F. An incomplete grade is not computed in the student's GPA.

IW Indicates that, for a justifiable reason, a student failed to complete all course requirements for the course. The instructor has the option of issuing an incomplete or withdrawal grade. The grade is typically only used by MOS students (military credentialing). It was also used during the spring 2020 term, for students effected by the COVID-19 Pandemic. The student must complete all coursework within a one-year period, or the IW will be changed by the Registrar to a withdrawal (W). An incomplete/withdrawal grade is not computed in the student's GPA.

AU Indicates that a student will not receive a grade or credit. Registration and fee policies apply. Pass/fail classes may not be audited. Instructors give priority to students registering for credit, and they do not require audit students to take examinations or to hand in assignments. A student auditing a class may not change to a credit basis later than Friday of the second week of the semester. A student may change from a credit to an audit basis up to five calendar days prior to the start of finals. The drop/add procedure is used to effect such changes.

IP Indicates that a student's coursework is in progress at the time grades are due.

P Indicates C or higher work in a class taken for pass/fail.

X Indicates a D or failed grade in a class taken for pass/fail.

GRADE POINT AVERAGE (GPA)
Semester grades are assigned grade points as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point per credit earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

For example, a three-credit course with a grade of A earns 12 grade points. The total grade points accumulated are divided by the total credits attempted (excluding W, I and AU) to determine the GPA. In determining academic standing at Cochise College, the GPA of a transfer student is computed on the basis of credits attempted at Cochise College only and does not include credits and grade points earned at another college.

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

**PRESIDENT'S LIST AND DEAN'S LIST**

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 and placed on the President's List. 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 and placed on the Dean's List.

**HONORS PROGRAM**

A prime purpose of the Cochise College Honors Program is to foster the lifelong love of scholarly inquiry, open-mindedness, and independent thinking. Students who meet the challenges afforded by the program gain confidence in their intellectual abilities and enhanced academic potential. The goal of the program is to enrich the collegial experience, providing intellectual challenge and stimulation for motivated, creative and academically talented students and faculty.

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.
ACADEMIC RESTRICTIONS

ATTENDANCE

Student attendance is a major factor in academic success. Cochise College conducts a census report on the 10th day of each semester. Students who have not attended in that time are dropped for non-attendance. Instructors are responsible for establishing specific attendance criteria for each class and communicating the criteria to students in writing during the first week of class. Instructors may drop students who exceed their limit of absences. Students who are dropped during the census or by their instructor will not receive a refund on tuition and fees. Students on college-sponsored trips may be excused; however, they are responsible for all missed assignments.

COURSE REPEATS

A course may be repeated six times for a grade. All courses will be listed on the student’s transcript with the grade received. The highest grade earned will be computed for graduation and cumulative grade point average. Students are not required to repeat a failed course unless it is a prerequisite for another course or required for graduation or transfer.

CREDIT LOAD LIMITATIONS

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

- **19 CREDITS**: Beginning freshmen (first-time college students) and returning students with a cumulative GPA of 2.0 or higher
- **12 CREDITS**: Concurrently enrolled high school students and returning students with a cumulative GPA below 2.0

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 my.cochise.edu or by completing a drop/add form from the Registration Office or the Student Development Center. Failing to withdraw could jeopardize the receipt of any refunds and may result in an F grade.
ACADEMIC DISHONESTY

Cochise College requires students to adhere to the highest level of ethical academic conduct and has no tolerance for academic dishonesty under Policy 3010. 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:
   A. Submitting work to more than one instructor for credit without disclosure and approval.
   B. Knowingly violating the terms of any academic sanction imposed for an earlier violation of Policy 3010.

ADDING AND DROPPING COURSES

ADDING CLASSES
Students who wish to add classes to their schedule must register the day before the class begins.

DROPPING CLASSES
Classes dropped after the last day of the drop/add period and up to five calendar days prior to the start of finals 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 or IW).

WAIT LISTED CLASSES
When a student is wait listed for a class it puts them on standby for future openings in the class. If an opening becomes available the student will receive notification through their Cochise College email. The student then has 24 hours to register for the class.

GRADUATION APPLICATION PROCESS
Graduating students must complete and submit the online graduation application at www.cochise.edu/advising/graduation. Telephone: (520) 515-5483. Students must notify the Student Development Center of any change of address that occurs during the application process period.

For associate degrees, students must file their application by the deadline listed in the academic calendar. Diplomas will be delayed and student names may not appear in the commencement program if students miss the deadline to file.

For certificates, students must file an application at any time during the semester they are completing the requirements for their certificate. Diplomas and Certificates of Completion are mailed after final grades are processed, and 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 transcript, diploma or certificate.
TRANSCRIPTS

A transcript is a copy of a student's permanent academic record. Transcript processing time is normally five business days after receiving the signed request form and payment. Archived transcripts (prior to 1985) may require additional processing time. Transcripts are mailed via first-class mail. Cochise College offers an expedited service for an additional fee. According to federal law, transcript requests must be submitted in writing and include the student’s signature; telephone requests are not honored. Transcript requests can be submitted online at www.GetMyTranscript.com or www.cochise.edu/transcripts or in person at the Admissions Office.

Transcript fees must be paid at the time the transcript request is submitted. Payment may be made by check or money order payable to Cochise College, or by credit card payment. The college accepts Visa, MasterCard, Discover, and American Express. Transcripts are not sent to students who have an outstanding financial obligation with the college.

Unofficial transcripts are strictly copies of the computerized records on file (after 1985) in the Student Information System. Unofficial transcripts are available at MyCochise or at www.cochise.edu/cc.

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 or director or submit a student complaint form at www.cochise.edu/feedback-complaint-form. 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 nonacademic 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 vice president for instruction/provost, who ascertains whether the complaints follow any particular pattern and whether special intervention, direction and/or staff development is needed to mitigate subsequent complaints or address institutional problems.
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 Cochise College curriculum and lifelong learning. Each library also has open study areas, study rooms, photocopiers, WEPA print stations, and computers with Internet access.

The online library, available at www.cochise.edu/library, provides access to magazines and scholarly journals, eBook collections, and streaming educational and documentary videos. The online library is available 24/7 to students, faculty, and staff from campus, home, and mobile devices. Cochise College librarians offer individual and group research instruction and are available to help with research in person, by phone, and by email.

BOOKSTORE
The Campus Store carries all required and recommended textbooks and supplies. New, used, and digital options for textbooks - rental and buyback available to help save! Also available are scrub, nursing supplies and other needed course materials. The Campus Store carries supplies, technology, snacks and swag to show off Apache pride! Visit the Campus Store in the Student Union Building on the Sierra Vista Campus or shop online at https://www.bkstr.com/cochisestore/home Tel: (520)515-5419 E-mail: cochise@bkstr.com

ACADEMIC SERVICES

STUDENT SUCCESS CENTER
The Student Success Centers, located on the Douglas and Sierra Vista campuses, coordinate several key services supporting student learning: academic advising, counseling, career exploration, testing, tutoring, referrals for experiential learning and CTEPS programs. Counselors and advisors assist students in defining, planning, and achieving success by helping them develop decision-making skills and personal strengths. Students can plan their program of study, learn about work/career options, explore transfer programs, and learn about college resources.

PLACEMENT TEST
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 college placement assessment. Students who place at the developmental level in any of the three areas above need to improve their skills and should consult an advisor to select the right courses designed to prepare them for college-level work.
ACCUPLACER
Applicants to Cochise College are required to complete the ACCUPLACER placement assessment or submit ACCUPLACER, ACT, SAT or GED College Ready scores which are no more than three years old before registering for any courses that have academic skills prerequisites. Transferred scores must come directly from the institution previously attended or from the testing agency.

Normally, students must complete placement assessments in English, mathematics, and reading after which they meet with an advisor prior to registering in any course with an English, mathematics, and/or reading prerequisite. However, this placement testing may be waived for students who provide a transcript or diploma showing completion of an accredited associate or higher degree, or for transfer students whose official transcripts show completed coursework in a corresponding subject with a grade of C or better.

TUTORING
Cochise College provides free tutoring in a number of academic areas. Professionals, para-professionals, and peer 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 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
- Learning or physically disabled student registered with the Office of Disability Services.

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

COOPERATIVE EDUCATION
Cooperative education is required in some academic programs This requirement consists of experiential learning under the direction of a faculty member and the appropriate department. Refer to the program of study academic map indicating cooperative education credits are required. Further guidance will be provided by the department overseeing the academic program.
OFFICE OF DISABILITY SERVICES

The ADA/ Disability 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, 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. Accessibility and compliance are ongoing college efforts. If you are having trouble accessing information and/or services, please contact our office.

To begin the intake process and to schedule an appointment visit www.cochise.edu/disability or call (520) 515-5337 or 1-800-966-7943.

Rocío Suarez, M.Ed.
Director of Disability Services
Cochise College | Disability Services Office
suarezr@cochise.edu

Sierra Vista Campus | 1064 – Student Union (2nd Floor) | (520) 515-5337
Douglas Campus | 613 – Learning Commons | (520) 417-4023
Downtown Center | Benson Center | Willcox Center | Ft. Huachuca Education Center
STUDENT ACTIVITIES
Extracurricular activities include community service, civic engagement and campus events. Student government and various clubs plan activities that promote leadership and social development. More information is at www.cochise.edu/events.

STUDENT GOVERNMENT
Student Government Association (SGA) is established on both the Douglas and Sierra Vista campuses. At each campus, SGA is comprised of six appointed officers: president, vice president, secretary, treasurer and student programming coordinator, and public relations coordinator, who are selected based on an application process each spring or when necessary due to vacancies. Selected executive officers must be in good academic standing and meet position requirements to receive SGA scholarship. Student government plans, coordinates, and promotes student activities, educational events and school spirit. More information is available at www.cochise.edu/sga.

CLUBS AND ORGANIZATIONS
Many campus events are the result of student clubs and organizations, which are governed by the Student Government Association. More information is at 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, and the mascot is the Apaches.

OTHER EDUCATIONAL SERVICES

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 Dual Enrollment Coordinator. More information is available at https://www.cochise.edu/k12/

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, and Willcox. Fees are based on household income on a sliding scale. For more information visit https://www.cochise.edu/adult-education/

ENGLISH AS A SECOND LANGUAGE (ESL)
ESL courses do not apply to a student’s program but are considered prerequisites to the degree programs offered by the college. Similar to other remedial coursework, a student may receive financial aid for ESL courses and must be aware that the financial aid funds received can exhaust a student’s eligibility for financial aid before completion of the program.
HOUSING

Our Douglas Campus offers students the opportunity for an on-campus college experience by living on campus. Full-time students, enrolled in a minimum of 12 credits per semester, are eligible to join our housing community and take advantage of all it has to offer.

Cochise College residence halls provide you with the independent living experience that many students value. Traditional Residence Halls and Townhouses are located on the Douglas Campus and provide you with easy access to focused study, fun with friends, campus activities, and academic services. For more information visit www.cochise.edu/housing

DINING HALL

The dining hall is located inside the Student Union, building 500, and is currently operated by Aladdin Food Services. All students, staff, faculty and guests of Cochise College may visit the dining hall. All on-campus residents are on an “all you care to eat” meal plan and must present their current Cochise College student ID. Commuter students and other customers must pay per food item selected. For more information go to https://www.cochise.edu/dining/
SIERRA VISTA CAMPUS CLUBS

- (American Sign Language) ASL Club
- Armed Forces Communications and Electronics Association (AFCEA)
- Cochise Pride Club Dance Club
- Dance Club
- Digital Media Arts Club (DMAC)
- Electronics Technology Club
- Literary Guild Club
- MACS (Math and Computer Science) Club
- Phi Theta Kappa International Honor Society
- Rotaract Club
- SkillsUSA Automotive Club
- SkillsUSA Welding Club
- Strong Oak Historical Society (Society for Creative Anachronism)
- Student Veterans Association
- Tabletop Games Club
- The Art Club (TAC)
- Undergraduate Science Research Club

DOUGLAS CAMPUS CLUBS

- Apache Flight Club
- Art Club
- Club Trio
- Dance Club
- Disaster Relief Club
- Phi Theta Kappa International Honor Society
- Q & A Club (Pride)
- Research Club
- Welding Club
- Yearbook Club

DOWNTOWN CENTER CLUBS

- Culinary Club
- Student Nurses Association (SNA)
Cochise College reserves the right to make changes without notice in fees, faculty assignments, time schedules, courses, curricula, and policies; to cancel classes when necessary; to set maximum and minimum limits for enrollment in certain classes; and to make changes to other matter contained in this handbook. Parking is permitted only in designated areas. Cochise College accepts no responsibility whatsoever for loss or damage to vehicles or other property. Cochise College is in full compliance with the Family Education Rights and Privacy Act (FERPA) of 1974. Cochise College, in compliance with the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1972, and the Americans with Disabilities Act of 1990 (PL 101-336) does not discriminate on the bases of race, color, national origin, sex, age or disability in any of its programs or activities.

**Angela Garcia**  
Acting Executive Dean of Student Services  
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**Dr. Wendy Davis**  
Vice President for Human Resources  
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**Rocio Suarez, M.Ed.**  
Director, Office of Disability Services  
(520) 515-3651 | (520) 417-4023  
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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.

(POLICY 4005) - AMERICANS WITH DISABILITIES ACT

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.

(POLICY 4008) STUDENT COMPLAINTS AND GRIEVANCE

If you have complaints, grievances, or personal concerns about a Cochise College course, instructor, or grade, you are encouraged to discuss the problem with your instructor first. If you are dissatisfied after the discussion, you may contact the appropriate academic dean or director or submit a student complaint form at www.cochise.edu/feedback-complaint-form

FILING A COMPLAINT WITH ADMINISTRATION

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 vice president for instruction/provost, who
(POLICY 4009) - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Cochise College shall not permit the disclosure of information from educational records or personally identifiable information contained therein other than directory information of students without the written consent of the student to any individual, agency, or organization other than in specific situations as outlined by the Family Educational Rights and Privacy Act of 1974, its amendments and the final rule of the U.S. Department of Education. Students may withhold disclosure of any directory information by submitting written notification to the Admissions Office prior to the first day of classes each semester. Failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Cochise College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); or a person or company with whom Cochise College has contracted (such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse). Cochise College designates the following items as directory information: student name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and most recent previous school attended. 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. For more information on Policy 4009, please visit https://cochise.policystat.com/home/.

The Office of the Registrar provides the Student’s Authorization to Release information form, in accordance with the Family Educational Rights and Privacy Act.

CAMPUS CRIME REPORT

According to federal statute and regulations, colleges and universities are required to prepare and distribute each year an annual security report. The Campus SaVE Act details those reporting requirements. Within the report, colleges must set forth their policies on crime prevention and sex offenses and give statistics on the number of crimes reported on campus. Other reported crimes include the number of arrests for liquor law and drug violations and weapons possessions. The crime report is updated each September; the drug and alcohol-free workplace report is updated each April. The reports may be reviewed at www.cochise.edu/security-emergency.
HAZING (POLICY 4018)
Cochise College prohibits hazing activities, whether by an individual or an organization. For more information please see Policy 4018.

EMERGENCY RESPONSE PLAN (POLICY 5002)
The 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 as designated by the administration.

DRUG AND ALCOHOL FREE ENVIRONMENT (POLICY 5003)
The college shall maintain drug and alcohol free work and learning environments for its employees and stu- dents. The manufacture, distribution, dispensation, possession, or use of all controlled substances is prohibited on or in all college property. Use of alcoholic beverages for educational purposes in classroom instruction is permitted in officially sponsored college courses when specifically required as part of the course curriculum. Possession and or consumption of alcohol on college property is not permitted in work or educational environments and is limited to specifically approved and controlled special events with an Alcohol Restriction Waiver.

MEDICAL MARIJUANA (POLICY 5003.1)
Arizona State Law permits the use of medical marijuana; however, the federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions who are recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is, therefore, not allowed in Cochise College housing or on Cochise College property, nor is it allowed at any Cochise College sponsored event or activity on or off campus.

POSSESSION OF DANGEROUS OBJECTS (POLICY 5007)
Cochise College forbids the possession of firearms, ammunition, explosives, and/or other dangerous weap- ons (including, but not limited to, bows & arrows, bb/pellet, air soft or paintball 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.

SMOKING POLICY (POLICY 5008)
Smoking is not permitted in any building or classroom at Cochise College. Designated smoking areas may be used outside of buildings on each campus and at each center. Information on designated smoking areas can be obtained from campus security or the Executive Dean of Student Services.
**TITLE IX (POLICY 5009)**

Cochise College prohibits any discrimination as defined by Title IX of the Education Amendments of 1972 to include, but not limited to, gender-based discrimination, sexual harassment, sexual misconduct, and sexual violence. 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 5009 Title IX 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 Compliance, 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.

Questions regarding Title IX or the college’s policies should be directed to the Title IX Coordinator at 520-515-3623 or the Executive Dean of Students/Title IX Deputy Coordinator/Investigator at 520-417-4050.

**SEXUAL HARASSMENT (POLICY 5009.2)**

Cochise College expressly forbids sexual harassment and discrimination of its employees and students by supervisors, other employees and students, and the general public. Behaviors considered to be sexual harassment include the following: unwanted physical touching (beyond normal greeting); sexual molesting; verbal insults; and sexually explicit suggestions or rumors designed to cause emotional distress, place an individual in bad light, substantially interfere with an individual's work or study performance, or create an intimidating, hostile, and offensive work or study environment.

Any persons who believe that they have been victims of sexual harassment may make a formal complaint to an immediate supervisor, the Vice President for Administration, or the Executive Dean of Student Services. All such complaints are treated in a confidential manner and are investigated thoroughly and promptly. If the complaints are not resolved, persons believing themselves victimized by such alleged sexual harassment are free to pursue other administrative or judicial remedies available, including the pursuit of their rights under Title IX of the Education Amendments of 1972, through the vice president for Human Resources and affirmative action or the Executive Dean of Student Services.

**VIOLENCE AGAINST WOMEN ACT (VAWA)**

Under the [Violence Against Women Act (VAWA, 1994)](https://www.justice.gov/ovw) colleges are required to provide “primary prevention and awareness programs” for all incoming students, as well as ongoing prevention and awareness campaigns. Information is available from the Vice President for Administration or the Executive Dean of Student Services.
Cochise College
Administrative Policy

The Executive Dean of Student Services or designee shall make available a Student Handbook. Social Standards of the College shall be included in the handbook. Responsibilities for upholding the College Social Standards shall be vested in the Office of the Executive Dean of Student Services, which shall adjudicate incidents of misconduct and violation of Social Standards. Note: Academic Appeals are administered through Policy 3011 Academic Appeals.

Procedure 4006.1 Purpose

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.

Procedure 4006.2 Due Process

Due process is a series of procedures involving protection of the rights of an individual while determining his/her liability for wrongdoing and the applicability of punishment. As the punishment should fit the offense, so must the process protect an accused person from arbitrary, capricious adjudication procedures and sanctions.
C. Written statement of charges outlining time, place, date, nature of offense, and names of witnesses and complainants.

D. Not appear at the formal hearing, but if he/she chooses not to appear, the formal hearing shall proceed to consider the case.

E. An advisor of his/her choice to assist in his/her defense. The advisor can help advise the student but cannot take part in the formal hearing.

F. Testify on his/her own behalf, but that he/she is not required to do so.

G. The opportunity to admit or deny the allegation.

H. Two persons of his/her own choice present at the hearing as observers.

I. Ask questions of the hearing officer or body and witnesses present at the hearing.

J. An explanation of the procedure and reasons for any judgment rendered, and the appeals procedures.

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

Procedure 4006.3
Complaint, Incident Report, Charges

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

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

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

If a student is charged with violation of a local, state or federal law, said alleged violation occurring off campus, any action by the College shall be postponed until the courts have adjudicated the matter, unless the act committed by the student presents a clear and present danger to the College 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 Executive Dean of Student Services shall make such a decision.
Procedure 4006.4

Administrative Action - Executive Dean of Student Services

1. The results of any administrative action will be communicated to the student through written notification by the Executive Dean 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 Executive Dean of Student Services at the conclusion of any administrative action. The student will also be given a written affidavit from the Executive Dean 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)

2. Informal Discussion – A method of informal discussion, questioning and advising, particularly in cases where the incident and subjects of the incident are not clearly defined or if the incident is of an especially minor nature. Should such measures prove to be ineffective, or through discovery yield more pertinent information on the incident, the Dean may proceed with a formal administrative hearing or refer the matter to another disciplinary board.

3. Administrative Hearing - The Dean, after reviewing the complaint or incident report, may choose to hear the matter administratively. Following all elements of due process and after hearing from all individuals involved in the case, the Dean shall either dismiss the case or render an oral judgment with sanctions. Proceedings of an administrative hearing shall not be open to the public unless requested by the student and shall involve only those individuals summoned by the Dean or requested by the student, including a recording secretary. All testimony, including the judgment and sanctions, shall be held in strict confidence. All written documents pertinent to the case shall be held in a confidential discipline file until the student terminates attendance at Cochise College. 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.

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

   a. A voting quorum of three board members shall be required for the hearing to be conduct.
b. The chairperson shall record accurate minutes of the proceedings.

c. The proceedings of the Social Standards Board shall not be open to the public or the press, and all attending the meeting shall hold discussions in strict confidence.

d. After hearing from all involved with the case, the Board shall deliberate in private to determine a recommended action.

e. The student and his/her representative shall be recalled to the hearing room, and the recommended action shall be presented to the student by the chairperson of the Board.

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

Procedure 4006.5
Residence Hall Administrative Hearings

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

Procedure 4006.6
Appeal Procedure

1. A student shall have the right to appeal the sanctions of a hearing body or Executive Dean of Student Services. 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:
   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. This criteria is based on sanction(s) being inconsistent with sanctions applied to previous hearing of similar infractions/offenses. The VPI/Provost will determine to grant or deny an appeal after examining the consistency of sanctions applied by the Executive Dean 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 Executive Dean of Student Services. The Executive Dean of Student Services’ decision is final with no recourse of appeal.

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

4. Appeals from the Social Standards Board or Executive Dean of Student Services are appealed to the VPI/Provost.

5. Appeals that are denied require a written statement of rationale to the student.
10– Policies and Regulations cont.

**ADMINISTRATIVE ACTION AND APPEALS MATRIX CHART**

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<thead>
<tr>
<th>ACTION</th>
<th>APPEALS</th>
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<tbody>
<tr>
<td>Informal discussion by the Executive Dean of Student Services</td>
<td>No Appeal</td>
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<td>OR</td>
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<tr>
<td>Residence Hall Hearing by Director of Residential Life/Student Life</td>
<td>Executive Dean of Student Services</td>
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<td>OR</td>
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<tr>
<td>Administrative Hearing by Executive Dean of Student Services</td>
<td>VPI/PROVOST</td>
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<td>OR</td>
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<td>Social Standards Board</td>
<td>VPI/PROVOST</td>
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DECISION IS FINAL
The following sanctions may be imposed by:

1. Residence Hall Hearing Chair / (Director of Residential/Student Life)

   Admonition - An oral statement to a student that he/she is violating or has violated institutional rules or regulations.
   a. Warning - A written notice that continuation or repetition of misconduct may result in more severe disciplinary action.

2. Restitution - A written notice ordering reimbursement, which may include work assignments, for damage to, misappropriation of, or misuse of College property.
   a. 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.

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

4. Disciplinary action, including suspension for a time period commensurate to the circumstances, may be taken immediately in an emergency situation without advance notice or a College hearing if the welfare of the individual, other persons, or College property is endangered or if disruption of educational activities is threatened or is in progress. In the event of such suspension or expulsion, the student shall have the right to a hearing to appeal this action if he/she indicates a desire for such hearing, in writing, to the Vice President of Instruction/Provost within five working days after receiving notification that the suspension or expulsion has occurred. Otherwise, the student's right to appeal shall be waived and the original decision shall stand pending a hearing.
1. Voluntary Medical Withdrawal – A student, in conjunction with the Executive Dean of Student Services may choose to withdraw due to medical issues resulting in aberrant or serious student behavior.

2. Involuntary Medical Withdrawal – The Executive Dean of Student Services, in conjunction with the College Behavioral Intervention Team (C.B.I.T.) may initiate the withdrawal process when student behavior is of a serious nature.
   a. The Executive Dean of Student Services, in conjunction with the College Behavioral Intervention Team (C.B.I.T.) 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.B.I.T. will consist of a Dean, the Executive Dean of Student Services, a representative from the Student Development Center, Assistant Executive Dean of Student Services, the Head of Security and a faculty or staff member.

3. Readmission from Voluntary or Involuntary Withdrawal - A student who voluntarily withdraws or is involuntarily withdrawn from College must make an application for readmission to the Executive Dean of Student Services and the C.B.I.T. which allows them to:
   a. Require a letter from the student's 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, his/her physician, and/or with persons 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 his/her 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 present- ed. 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.B.I.T. to the VPI/Provost using the follow- ing policy. The student has three (3) college working days upon receipt of the administrative action to pro- vide 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.B.I.T.

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 VPI/Provost.

5. Appeals considered by the VPI/Provost may require a meeting with the student to gather new information. The VPI/Provost may confer with the Director of Disability Services. Appeals that are granted require a written statement of rationale to the student and the C.B.I.T.

7. There is no appeal of the VPI/Provost’s decision.

Procedure 4006.9
Social Standards Violations

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

1. Violation of local, state and federal laws.

2. Failure to comply with a lawful direction of a College official acting in the performance of his/her duties.

3. Engaging in acts of cheating or plagiarism, as these terms are commonly defined.

4. Violation of College traffic rules and regulations including the use of motorized skate boards.

5. Failure to comply with housing regulations.

6. Failure to make satisfactory settlement with the College for any and all debts to the College.
7. Forgery, counterfeiting, alterations, or misuse of any College record, document, or identification card.

8. Possession or consumption of alcoholic beverages on campus.

9. Unlawful possession, use, distribution, or sale of any narcotic or dangerous drug as defined by the statutes of the State of Arizona.

10. Participating in illegal gambling activities in College-owned or controlled property or at a function identified with the College.

11. Possession, use, or storage of any firearms, incendiary devices, explosives, or dangerous weapons on the College campus.

12. Reporting the presence of a bomb, explosive, or incendiary device or fire on the College campus without good reason to believe the facts are true.

13. Theft of College property or property of any member of the College community or a campus visitor.

14. Unwarranted damage of property belonging to the College or to a member of the College community.

15. Action which deprives the members of an audience of their right to see, hear, and enjoy, in peace and with safety to themselves, all College-sponsored functions.

16. Entering or attempting to enter any athletic contest, dance or social function without the credentials for admission, e.g., ticket, identification card, or invitation, or in violation of reasonable qualifications for attendance as established by the sponsors.

17. Engaging in violent, abusive, indecent, profane, boisterous, or similarly disorderly conduct, which infringes upon the privacy, rights, or privileges of others, disturbs the peace or the orderly process of education on campus.

18. Obstruction, disruption, or interference with the normal activities of the College including, but not limited to, teaching, research, service, class attendance, administration, disciplinary procedures, or other College authorized function, event or activity.

19. Occupation, seizure, or detention of any College building, facility, or portion thereof for use which is inconsistent with the customary and normal use of such premises by those persons for whom and to whom such space is assigned.

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

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

22. Changing, without consent of an authorized College official, the position of the flag of the United States or the flag of the State of Arizona while being displayed by the College.
23. Failure to comply with lawful direction of a classroom instructor in maintaining good order.

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

25. Obstructing and substantially interfering with the normal flow of pedestrian traffic on College-owned property in a manner, 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.

The violation of other College rules and regulations not included herein.
EQUAL OPPORTUNITY AND STUDENTS WITH DISABILITIES POLICY

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

The College seeks to provide disabled or handicapped students with any reasonable accommodation in order to facilitate access to College classes and activities. Students seeking such an accommodation should make an official request at Counseling/Advising Services or Disability Services located 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 Title IX and Section 504 compliance officer:

**Angela Garcia**
*Acting Executive Dean of Student Services*

**SIERRA VISTA CAMPUS**
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Douglas, AZ 85607-6190
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LA POLITICA DE IGUALDAD DE OPORTUNIDADES Y LOS ESTUDIANTES CON INCAPACIDADES

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

Cochise College trata de proporcionar un acomodo razonable a sus estudiantes incapacitados o con limitaciones físicas para facilitarles el acceso a las clases o actividades. Aquellos estudiantes que necesiten este tipo de acomodo deberán formalmente solicitarlo al departamento de Servicios para Estudiantes con Incapacidades localizado en Douglas o Sierra Vista.

La habilidad limitada del idioma inglés no es una barrera para la admisión o la participación de las carreras técnicas y vocacionales disponibles en la institución. Cualquier pregunta sobre la administración de las leyes sobre discriminación en Cochise College en sus servicios, programas o actividades, así mismo como cualquier queja o reclamo de violación de dichas leyes se debe dirigirse al oficial a cargo de la administración y el cumplimiento de Titulo IX y Sección 504.

Angela Garcia
Acting Executive Dean of Student Services

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Governance
Mr. Don Hudgins, Chair
Mr. Dennis L. Nelson, Secretary
Mr. Tim Quinn, Member
Mrs. Jane Strain, Member
Mr. David Di Peso, Member

Administration

President
James Dale (J.D.) Rottweiler
University of Wyoming, B.A., M.A.
University of Utah, Ph.D.

District Administrators

Executive Vice President/Provost
Dr. Verlyn Fick
University of Minnesota, B.S.
Iowa State University, Ph.D.

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

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University of Arizona, B.S.
Northern Arizona University, M.Ed.