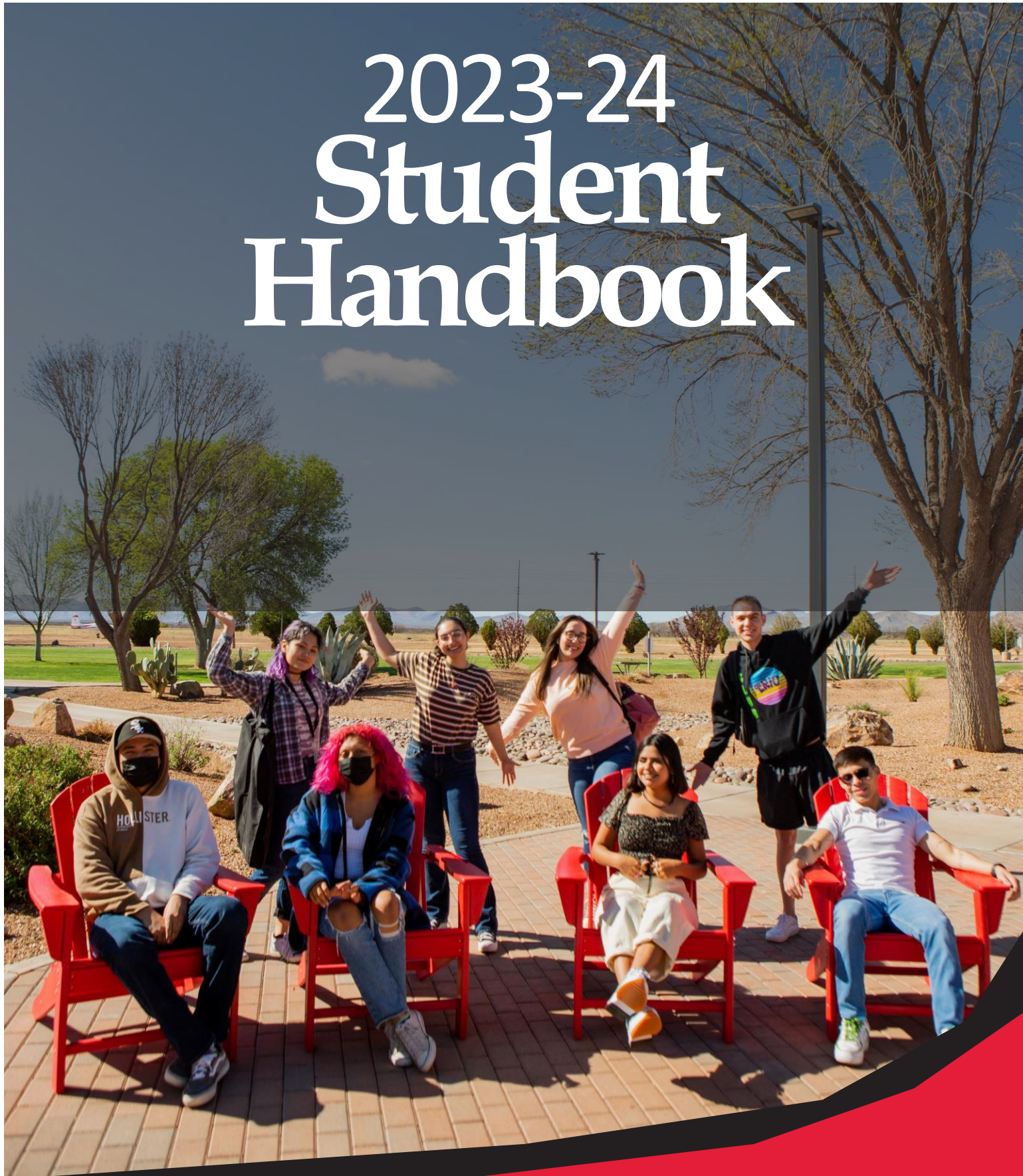


# 2023-24 Student Handbook



**COCHISE COLLEGE**

# Welcome to Cochise College



Dear Students,

Welcome to Cochise College! We are committed to providing education that is student-centered and future focused. Our caring faculty, staff, and fellow students stand ready to assist you in your learning journey. I encourage you to take a close look at the offerings in this student handbook and seek advice from our Student Services staff, who are ready to support you through every step and milestone, from academic advising and financial counseling to tutoring and library services.

I hope you will 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.

I hope you enjoy your time at Cochise College and wish you all the best in your academic journey

Sincerely,

A handwritten signature in black ink, which appears to read "J.D. Rottweiler". The signature is fluid and cursive, written on a plain white background.

J.D. Rottweiler, Ph.D. President

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# College Locations

## **BENSON CENTER**

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

## **DOUGLAS CAMPUS**

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

## **DOWNTOWN CENTER**

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

## **FORT HUACHUCA**

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

## **SIERRA VISTA CAMPUS**

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

## **WILLCOX CENTER**

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



Toll Free: (800) 966-7943  
[www.cochise.edu](http://www.cochise.edu)

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

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

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

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

## **Academic Calendar**

COCHISE COLLEGE 2023-2024 STUDENT HANDBOOK | 5

### **Summer Semester 2023**

*Eight-Weeks Session:*

*May 30 - July 24*

Summer 8-Week: Last day to add/drop classes without a penalty

June 2

Summer 8-Week: Tuition/course liability begins

June 5

Summer 8-Week: Last day to change to withdraw or audit status

July 18

Grades due by noon

July 27

*Financial Aid:*

Summer freeze date\*

June 7

Summer disbursement date

June 8

Last day to accept summer financial aid applications

June 15

\*Financial aid will not pay for classes added after this date.

*Holidays (No Classes):*

Memorial Day

May 29

Juneteenth

June 19

Independence Day

July 4

### **Fall Semester 2023**

Police Academy Semester (19 Week)

July 24 - November 30

Aviation Program (21 Week)

July 24 - December 15

Flight and Police Academy freeze date\*

August 1

Flight and Police Academy disbursement date

August 2

Convocation (College Offices Closed)

August 14

*16 -Week Semester:*

*August 21 - December 14*

Last day to add/drop without a penalty

August 25

Tuition/Course liability begins

August 28

Spring Registration Begins

November 1

Last day to withdraw or change to audit status

December 1

Finals (including Saturday)

December 8 - 14

Grades due by noon

December 20

*First Eight-Week Session:*

*August 21 - October 17*

Last day add/drop without a penalty

August 23

Tuition/Course liability begins

August 24

Last day to withdraw or change to audit status

October 11

Grades due by noon

October 20

*Second Eight-Week Session:*

*October 23 - December 14*

Last day add/drop without a penalty

October 25

Tuition/Course liability begins

October 26

Last day to withdraw or change to audit status

December 8

Grades due by noon

December 20

<i>Financial Aid:</i>	
16-Week and First Eight-Week freeze date*	August 29
16-Week and First Eight-Week disbursement date	August 30
Second Eight-Week Freeze Date*	October 31
Second Eight-Week disbursement date	November 1
*Financial aid will not pay for classes added after this date.	
<i>Holidays (No Classes)</i>	
Labor Day	September 4
Columbus Day/Indigenous Peoples Day	October 9
Veterans Day Holiday Observed	November 10
Thanksgiving recess	November 23 - November 24
Winter break (all staff)	December 23 - January 7
<b>Spring Semester 2024</b>	
Police Academy Semester (19 Week)	January 16 - May 23
Aviation Program (21 Week)	January 16 - June 7
<i>16-Week Semester:</i>	<i>January 16 - May 14</i>
Last day to add/drop without a penalty	January 19
Tuition/Course liability begins	January 22
Summer and Fall Registration begins	April 8
Last day to withdraw or change to audit status	May 3
Finals (including Saturday)	May 8 - 14
Commencement	May 17
Grades due by noon	May 20
<i>First Eight-Week Session:</i>	<i>January 16 - March 8</i>
Last day add/drop without a penalty	January 17
Tuition/Course liability begins	January 18
Last day to withdraw or change to audit status	March 4
Grades due by noon	March 11
<i>Second Eight-Week Session:</i>	<i>March 18 - May 14</i>
Last day add/drop without a penalty	March 20
Tuition/Course liability begins	March 21
Last day to withdraw or change to audit status	May 9
Grades due by noon	May 20
<i>Financial Aid:</i>	
Flight and Police Academy freeze date*	January 24
Flight and Police Academy disbursement date	January 25
16-Week and First Eight-Week freeze date*	January 24
16-Week and First Eight-Week disbursement date	January 25
Second Eight-Week Freeze Date*	March 26
Second Eight-Week disbursement date	March 27
*Financial aid will not pay for classes added after this date.	

Holidays (No Classes):	
Martin Luther King Day	January 15
Lincoln/Washington President's Day	February 19
Spring Break	March 11 - 15
<b>Summer Semester 2024</b>	
Summer Business Hours	May 20 - August 11
<i>Eight-Week Session:</i>	<i>May 28 - July 23</i>
Summer 8-Week: Last day to add/drop classes without a penalty	May 30
Summer 8-Week: Tuition/course liability begins	May 31
Summer 8-Week: Last day to change to withdraw or audit status	July 18
Grades due by noon	July 26
<i>Financial Aid:</i>	
Summer freeze date*	June 5
Summer disbursement date	June 6
Last day to accept summer financial aid applications	June 13
*Financial aid will not pay for classes added after this date.	
<i>Holidays (No Classes):</i>	
Memorial Day	May 27
Juneteenth	June 19
Independence Day	July 4

## Mission Statement

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

## Vision

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

## Guiding Statements

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

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

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

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

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

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

## Accreditation & Certifications

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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.hlcommission.org](http://www.hlcommission.org)

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

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

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

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

Commission on Accreditation of Allied Health Education Programs

1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350  
[www.caahep.org](http://www.caahep.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  
(800) 200-8523 or (602) 364-3150  
Fax: (602) 364-3568  
[www.azdhs.gov/bems/](http://www.azdhs.gov/bems/)

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

## History

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

From the beginning, the college has been committed to serving citizens throughout Cochise County. Cochise College is one of Arizona's largest rural community college, serving approximately 10,000 students annually.

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

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

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

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

The development of community-directed services has included the Center for Lifelong Learning, the Small Business Development Center, 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.

## Foundation

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

## How to Use Your Student Handbook

*This Student Handbook was developed for you.*

It includes information about requirements, policies, procedures, resources, and student support services.

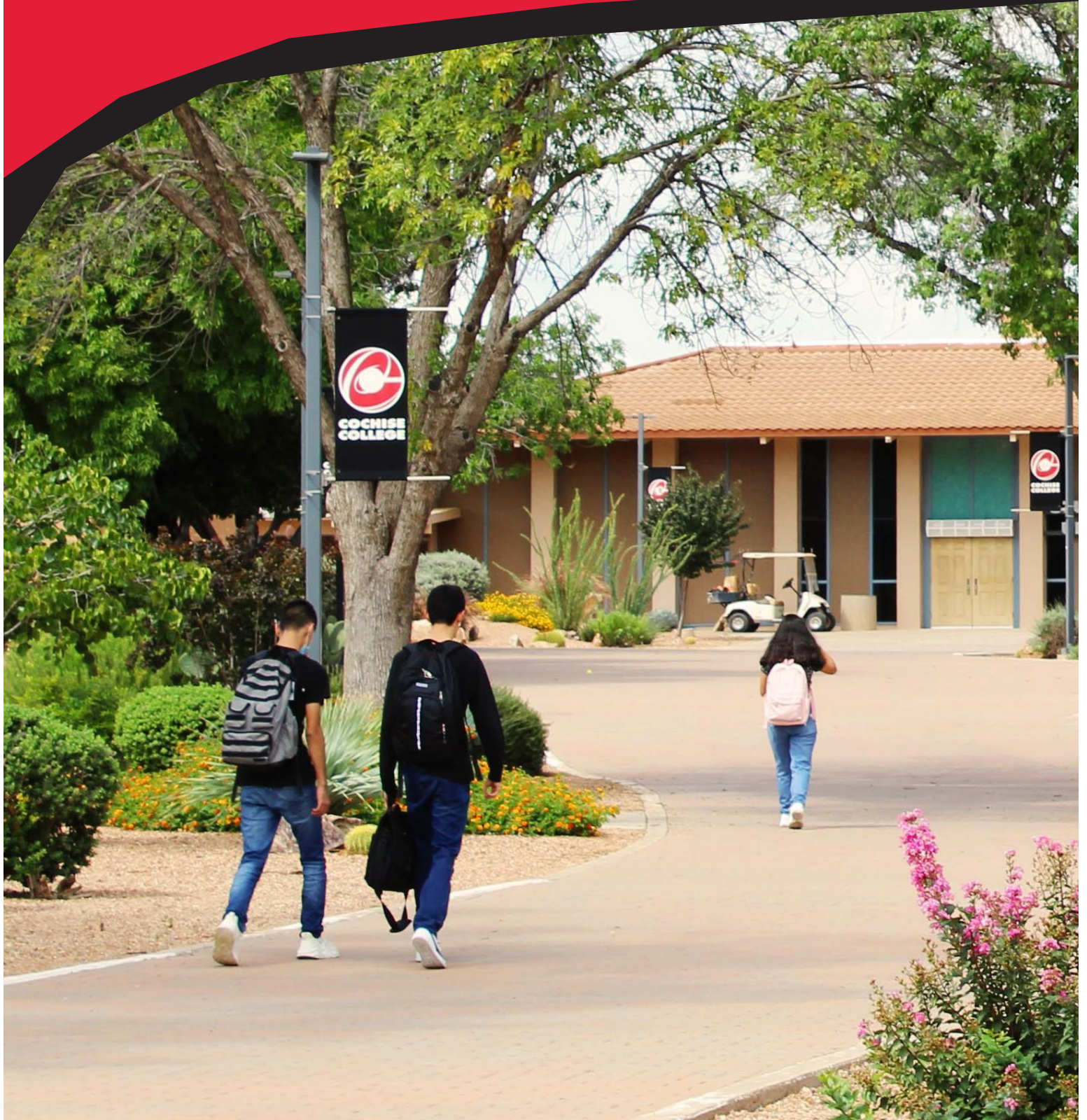
*The focus is on your success.*

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

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

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

# College Information



# Cochise College Information

## Academic Advising & Counseling

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(520) 417-4038 Douglas Campus  
(520) 515-5484 Sierra Vista Campus  
<https://www.cochise.edu/advising>

Academic advising at Cochise College is dedicated to teaching students how to get the most out of their college education. Our team of advisors and counselors support students in:

- Finding a certificate or degree program that suits their goals,
- Mapping out a personalized educational plan outlining the classes needed to reach those goals,
- Making good course selections to stay on track to completion, and
- Exploring university transfer options

*For more information, visit [www.cochise.edu](http://www.cochise.edu)*

## Academic Renewal and Forgiveness

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

*For more information, visit [www.cochise.edu](http://www.cochise.edu)*

## Admissions and Registration

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(520) 417-4038 Douglas Campus  
(520) 515-5483 Sierra Vista Campus  
<https://www.cochise.edu/admissions>

Admissions, Records and Registration information and services are provided for the following: admissions, registration, athletic eligibility, international education, enrollment verification, graduation, refunds, residency, schedule changes, grades, and transcripts.

*For more information, visit [www.cochise.edu](http://www.cochise.edu)*

## Adult Education

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(520) 439-6832 (Douglas Campus)  
(520) 515-5456 (Sierra Vista Campus)  
(520) 586-1981 ext. 3304 (Benson Center)  
(520) 384-4502 (Willcox Center)

Cochise College Adult Education helps to prepare students for career and educational success. Our highly qualified teachers have years of experience grounded in how adults learn and are committed to helping our students meet their individualized goals with a learning plan tailored for each student.

*For more information, visit [www.cochise.edu](http://www.cochise.edu)*

## Athletics

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(520) 417-4095  
<https://www.cochise.edu/athletics>

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

*For more information, visit [www.cochise.edu](http://www.cochise.edu)*

## Bookstore

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**Sierra Vista Campus**  
901 North Colombo Road – Student Union  
Sierra Vista, AZ 85635  
(520) 515-5419  
<https://www.bkstr.com/cochisestore/home>

## Cafeteria

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(520) 515-5352 (Sierra Vista campus)  
(520) 417-4089 (Douglas campus)

<http://cochise.campus-dining.com>

Offers a wonderful variety of dining selections; provides catering services for the campus.

## Campus Security

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

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

**Downtown Center** | Room D101  
(520) 301-9075

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

[www.cochise.edu/security-emergency](http://www.cochise.edu/security-emergency)

Cochise College offers emergency notifications and updates to employees and students via the **CC Alerts emergency notification system**. [CC Alerts Sign Up Instructions](#)

## Campus Tours

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

## Accessibility Services

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**Sierra Vista Campus**  
1050 – Student Union (2nd Floor)

**Douglas Campus**  
613 – Learning Commons  
520-515-5337  
[www.Cochise.edu/accessibility](http://www.Cochise.edu/accessibility)

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

## Enrollment Verification

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Students requesting verification of their enrollment for any purpose, such as life insurance or loan deferment, can do so by visiting any of the Admissions and Registration Offices or by submitting an online request to [transcripts@Cochise.edu](mailto:transcripts@Cochise.edu) any time after the start of a semester.

Enrollment verification is free of charge and processed within 2-4 business days after receiving the request. The National Student Clearinghouse is Cochise College's authorized agent for providing degree and enrollment verifications at [www.degreeverify.org](http://www.degreeverify.org).

## Family Educational Rights and Privacy Act (FERPA)

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Cochise College shall not permit, without the written consent of the student, the disclosure of information from educational records or personally identifiable information contained therein other than directory information, 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 and Registration Office prior to the first day of classes each semester.

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, research, or support staff position (including law enforcement 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 inform: 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.

Online access is available to students and confidentiality is provided through secure username/password access by logging into the My.Cochise.edu portal website. Class schedules, grades, transcripts, accounts and more are available 24/7.

Questions about your student records? Contact the Admissions & Records Office by email at [reg@cochise.edu](mailto:reg@cochise.edu) or call 800- 593-9567.

## Financial Aid, Scholarships & Grants

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### Director of Financial Aid

Karen Emmer | [emmerk@cochise.edu](mailto:emmerk@cochise.edu)

### Douglas Campus

Student Services – 1000 Bldg.

(520) 417-4044

Fax Number: (520) – 515-5304

### Sierra Vista Campus

Student Union -1000 Bldg.

520-515-5417

[www.Cochise.edu/fa](http://www.Cochise.edu/fa)

### Cochise Colleges' School Code is 001072

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

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

Cochise College provides access to federal, state, and institutional financial aid through the Financial Aid Office. A number of institutional and private scholarship applications are also available. Financial aid may be awarded based on financial need, academic merit, athletic ability, or community service. The application process for most of the programs begins with completion of the Free Application for Federal Student Aid (FAFSA). Students complete the FAFSA online at [www.FAFSA.gov](http://www.FAFSA.gov).

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

### **Federal Pell Grants**

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

### **Federal Direct Loans (Stafford Loans)**

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

### **Work-Study Program**

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

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

### **Veterans Affairs**

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

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

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

## Scholarships

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

*For more information, visit [www.cochise.edu](http://www.cochise.edu)*

## International Student Office

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### Douglas Campus

Student Services – 1000 Bldg.

(520) 417-4050

(800) 966-7943

[International@Cochise.edu](mailto:International@Cochise.edu)

<https://www.cochise.edu/international-students>

We are dedicated to helping international students at Cochise College. We are available to guide students on immigration matters (visa document questions, government paperwork, and work authorization processes), financial questions, adjustments to life in the United States, and resources at Cochise College and in the community.

The primary function of the Office of International Students Services is to provide international students advising related to immigration laws and regulations.

## Available resources include:

**Visa Information** provides assistance with obtaining an initial F-1 visa, change of status, dependent visas, and other visa related needs.

**Maintaining Your Status** walks you through the important steps you must take as a student in order to ensure you remain “in-status.” There are five basic requirements for maintaining your status according to your F-1 visa status:

1. Be a full-time student. This means that F-1 students must pursue a full course of study and make normal progress toward completing their program of study at the school having jurisdiction over their I-20. There are some exceptions to this law, for example during a student’s last semester, but students and their DSO must submit a **Reduced Course Load E-Form** to SEVIS prior to being registered part-time.
2. Keep your immigration documents up-to-date.
  - Passport – Don’t let your passport expire while you are outside your country. If you are outside your country and your passport will expire within the next six months, review your embassy web information regarding passport extension procedures. If you get a new passport during your time at Cochise College, please provide a copy to your DSO for your student file.
3. Form I-94. This is your Arrival/ Departure record and can be printed and saved AFTER you arrive in the U.S.

4. Be employed only when, where and for the length of time that you are authorized to be employed.
5. Keep your address up-to-date and carry your immigration documents with you.

**Form I-20** provides a general overview of the purpose of this document and explains circumstances in which a new form I-20 is required

**SEVP, SEVIS, Recordkeeping, and Reporting** is a guide to the responsibilities of the DSOs (designated school officials) at Cochise College. Here you will find information on what the reporting requirements are for each F-1 student. For more information, visit [www.cochise.edu/international](http://www.cochise.edu/international).

### **Library Services**

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**Director of Library Services:** Karly Scarbrough

#### **Charles Di Peso Library**

Douglas Campus

Bldg. 300 | (520) 417-4082

#### **Andrea Cracchiolo Library**

Sierra Vista Campus

Bldg. 900 | (520) 515-5320

**Librarians:** Alex Felton, Tetima Parnprome, Amber Watson, and Toby Merrick

[Ask a Librarian \(contact web form\)](#)

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

The physical libraries maintain a collection of over 60,000 books and media items, including DVDs and audiobooks, to support Cochise College curriculum and lifelong learning. Each library also has photocopiers, WEPA print stations, and computers with Internet access. The online library provides access to more than 8,700 magazines and scholarly journals, eBook collections containing over 100,000 titles, and 20,000 plus streaming videos. The online library is available 24/7 to students, faculty, and staff from home, campus, and even mobile devices.

*For more information, visit [www.cochise.edu](http://www.cochise.edu)*

### **Residency Requirements**

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Arizona Revised Statutes (ARS-15-1801 et seq.) and Cochise College policies determine residency classification for tuition purposes. To find detailed information regarding Prop 300 and 308, as well as a list of qualifying documents to verify eligibility for in-state tuition is available at <https://www.Cochise.edu/admissions>. Documentation can be submitted to the Admissions & Records Office or scanned and emailed to [adm@Cochise.edu](mailto:adm@Cochise.edu).

Please email [adm@Cochise.edu](mailto:adm@Cochise.edu) or call (800) 593-9567 for more information.

## Student ID Cards and Email

All students should have a Cochise College Student ID card. Cards may be obtained in the Admissions office. To qualify for a Cochise Student ID card, individuals must be enrolled in the current semester, and present another form of approved photo ID as proof of identity. The first card is free; replacement cards are \$10.00, and must be paid for at the Business Office (Cash Office). Cards do not need to be updated each semester.

### Cochise College Student ID Card offers

- Student ID
- Declining balance meal card
- Entrance to labs, buildings and rooms
- Verifies Attendance
- Access to wireless printing
- Pay for meals

## Email

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

## Student Life and Leadership

<https://www.cochise.edu/studentlife>

College activities serve as an important part of any person's college experience, regardless of age or background. Student Life and Leadership activities provide an opportunity for people to interact socially, develop leadership skills, and utilize classroom theories.

For more information, visit [www.cochise.edu](http://www.cochise.edu)

## Testing Services

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### **Douglas Campus**

BUS/CIS Building – 200 Building |  
Room 201C  
(520) 439-6825 |  
[testingdc@cochise.edu](mailto:testingdc@cochise.edu)

### **Sierra Vista Campus**

Student Union – 1000 Building |  
Room 1057  
(520) 515-5447 |  
[testing@cochise.edu](mailto:testing@cochise.edu)

**Benson Center** | (520) 586-1981

**Ft. Huachuca Center** | (520) 515-5447

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

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

Testing appointments are to be scheduled online.

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

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

## Transcripts

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### **Sierra Vista Campus**

Student Union/1000 Building  
800-966-7943 | [transcripts@cochise.edu](mailto:transcripts@cochise.edu)

### **Douglas Campus**

Student Services – 1000 Bldg.

Current and former Cochise College students can request a copy of their transcripts. Per federal Family Educational Rights and Privacy Act regulations, transcript requests must be completed by the student (not a parent or spouse) and must include a signature.

A student must have completed at least three units or more of Cochise College coursework with a grade of A, B, C, D, F, P or Audit (policy 3006.1)

*For more information, visit [www.cochise.edu](http://www.cochise.edu)*

### **Transfer to Cochise College**

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(520) 515-5411  
[www.cochise.edu/transfer-to-cochise](http://www.cochise.edu/transfer-to-cochise)

If you have taken classes at another college or university and wish to transfer to Cochise College, you must first be admitted. Someone from our advising staff can meet with you and get you started in the right direction.

Transcripts are required from each previously attended institution. Electronic transcripts must come directly from the issuing institution to Cochise College. Paper transcripts must be in the original sealed envelope, with no evidence of tampering, to be considered official for transfer credit.

Official and secure electronic transcripts can be sent by the issuing institution to [eval@cochise.edu](mailto:eval@cochise.edu)

*For more information, visit [www.cochise.edu](http://www.cochise.edu)*

### **Military Programs**

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#### **Army Education Center**

Bldg. 52104, 2288 LaGuardia St.  
Fort Huachuca, AZ 85613-7014  
(520) 533-2391 | [fthuachuca@cochise.edu](mailto:fthuachuca@cochise.edu)

Cochise College is proud to support our military and veteran community. In addition to our online programs, we offer a variety of programs on Fort Huachuca and throughout Cochise County, with evening and weekend classes. Our unique MOS credentialing program provides service members the opportunity to earn college credit toward a degree through their military training.

# Money Matters



## Payment of Tuition and Fees

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

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

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

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

### Tuition

*For up to date tuition and fees information, please refer to [Cochise.edu/tuition-fees/](http://Cochise.edu/tuition-fees/)*

In-state	\$93 per credit
In-state tuition (per credit hour) for Nursing NUR and Police Academy	\$130 per credit
LEO In-state tuition (per credit hour) for Aviation PFT	\$281 per credit
Out-of-state 1-6 credits	\$139 per credit
Out-of-state over 6 credits (retroactive to first credit)	\$250 per credit
Out-of-state tuition for Nursing NUR	\$350 per credit
Out-of-state tuition for Aviation PFT Student	\$398 per credit
without Prop 300 documentation Online in-state courses (per credit hour)	\$250 per credit
Online out-of-state (per credit hour)	\$93 per credit
Co-op education courses	\$250 per credit
	\$47 per credit
New Mexico Tuition Waiver (NMW)*	\$47 per credit
NMW tuition for Nursing NUR and Police Academy LEO	\$93 per credit
NMW tuition for Aviation PFT	\$130 per credit
Western Undergraduate Exchange Tuition (WUE)**	\$281 per credit
WUE tuition for NUR and Police Academy LEO	\$139 per credit
WUE tuition for Aviation PFT	\$195 per credit
Golden Apache (County resident 60+ years):	\$398 per credit
Regular Course	\$47 per credit
Online Course	\$47 per credit

\*A special tuition agreement exists for full-time students between Cochise College and Western New Mexico University. Information is available from the Admissions Office.

\*\*Cochise College is a member of the Western Undergraduate Exchange (WUE) program. Residents of Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Northern Marianas Islands, Oregon, South Dakota, Utah, Washington or Wyoming should contact the Admissions Office for eligibility.

## Special Tuition Rates

Special tuition rates are available to students, including those from Sonora who want to study at Cochise College. Information is available at [www.cochise.edu/tuition-fees/](http://www.cochise.edu/tuition-fees/).

### Fees

Tuition payment plan fee (e-cashier)	No Cost
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
Myers-Briggs	\$25
Strong Interest Inventory	\$20
Other testing services	Varies
Placement scores (faxed)	\$10
MOS credentialing fee	\$60
Transcripts (official)	\$10
Transcripts (overnight)	\$50
Returned check fee (for each returned item)	\$50
Check re-issuance 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. The full tuition and fees schedule are available at [www.cochise.edu/tuition](http://www.cochise.edu/tuition).

## On-Campus Living

### Residential Living

The Douglas Campus offers students enrolled in a minimum of 12 credits the opportunity for residential living at Cochise College. Our residence halls include suite style (in room, shared bathrooms): Huachuca Residence Hall (single 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. Room charges will be assessed only for students enrolled in less than 15 credits. On-campus residential amenities and benefits include: WiFi, laundry facilities, game room equipment (e.g., pool and ping pong tables), computer labs, fully furnished bedroom (bed, dresser, desk/chair), free parking, student activities, close proximity to classrooms and professors, fitness center, athletic events and the cafeteria.

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

## Deposit

Residence hall	\$200*
Laundry Facility Service Fee per semester	\$32

\*Required. Deposit does not apply toward room and board fees and is refundable less laundry fees, any damage fees or other outstanding balances owed to the College.

## Regular Student – 17 Weeks

Meal program	\$3,060
Room rate – single room	\$1,675
Room rate - shared room	\$1,575

## Combined Rate

Meal plan and housing with 15 or more credit hours of enrollment	\$3,060
Meal plan and room with 12-14 credit hours of enrollment - single room	\$4,735
Meal Plan and room with 12-14 credit hours of enrollment - shared room	\$4,635

## Professional Pilot – 21 Weeks

Meal plan	\$3,780
Meal plan and room with 12-14 credit hours of enrollment –single room	\$1,675
Meal Plan and room with 12-14 credit hours of enrollment - shared room	\$1,575

## Combined Rate

Meal plan and housing with 15 or more credit hours of enrollment	\$3,780
Meal plan and housing with 12-14 credit hours of enrollment - single room	\$5,435
Meal Plan and room with 12-14 credit hours of enrollment - shared room	\$5,355

## Refunds

### Tuition and Fee Refunds

Students are advised to be signed up for class(es) the day prior to the course start date. To receive a full 100% refund and not have a 'W' grade noted on an academic transcript, students must drop a class(es) according to the refund schedule published in each semester's class schedule. Students who drop a class after the published add/drop dates, will have a 'W' grade noted on their transcript and will receive a 90% refund up until the semester census date. Students who drop courses after the census date will receive no refund and a 'W' grade on their transcript. Please see the [Refund Request Form](#) for exceptions to this procedure.

## **Residence Hall Refunds**

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

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

## **Flight Program Fees Refund**

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

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

## **Flight Program Refund Procedure**

- If a student chooses to withdraw/drop a flight course or the program, they must complete the following in order to be considered eligible for a refund under the procedure listed below:
  - Request a meeting with either the Director or Chief Instructor(s)
  - Submit a written/signed request to drop the classes/program to the Director of Aviation
- Any flight/course fees paid for a course the student has not begun activities in may be fully refunded.
- After the start of each semester/term students who withdraw or are dropped from a class may be eligible for a refund of UNUSED flight fees upon completion of a full audit of their flight activities (see refund schedule below).

- No refund will be granted if the refund request is made later than the last day of the next semester after the semester in which the class was taken. (Fall semester refunds must be requested no later than the end of the next spring term. Spring refund requests must be requested before the end of the next fall term. Summer session refunds must be requested before the end of the next fall term.)

Weeks 1-6                      80%

Weeks 7-12                    50%

Weeks 13-21                  0%

**There is no refund available after the 12th week.**

**NOTE:** Students who drop prior to the start of the semester/term will receive a full refund of their flight/course fees.

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

#### **Federal Title IV Financial Aid Refunds**

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

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

The withdrawal date is the date:

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

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

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

### **Financial Aid, Scholarships and Grants**

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

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

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

### **Federal Pell Grants**

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

### **Federal Direct Loans (Stafford Loans)**

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

### **Work-Study Program**

The work-study program offers students an opportunity to work up to 16 hours per week to assist with college expenses. Many of these jobs are career related and offer flexible work schedules. Students must be enrolled at least half time, have a minimum 2.0 GPA, and maintain Satisfactory Progress to qualify for these jobs. Work-study jobs are available both on and off campus. Information on student employment is available at our website [www.cochise.edu/employment](http://www.cochise.edu/employment).

## **Veterans Affairs**

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

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

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

## **Scholarships**

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

# Academic Procedures



## Academic Classification and Status

### Classification of Students

**Freshman:** Student with fewer than 32 passing college credits.

**Sophomore:** Student with 32 or more passing college credits.

**Full-time:** Student carrying 12 or more credits during a semester.

**Three-quarter-time:** Student carrying 9 or more but fewer than 12 credits during a semester.

**Half-time:** Student carrying 6 or more but fewer than 9 credits during a semester.

**Less than half-time:** Student carrying fewer than 6 credits during a semester.

### Academic Status

**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.

### Teaching Modalities

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

1. **Face-to-Face (F2F):** Classes that meet physically and students are required to attend regular face-to-face sessions.
2. **Live Streaming Room-to-Room (LS):** A class where students participate in real time either in person or through a web conferencing system. All participants are required to be physically present in a Cochise College classroom or computer center and actively participate in class activities during the scheduled class times.
3. **Live Streaming Anywhere (LSA):** A class where students participate in real time through a web conferencing system. Students may utilize Cochise College computer resources to participate in the class but may also be able to join the class from other locations. All participants are required to be present and actively participate in class activities during the scheduled class times.

4. **Hybrid (F2F/LS), (F2F/ONLN), (LS/ONLN):** Classes combine two of the other methods in approximately equal proportions. Requirements for meeting will match the livestream or Face-2-Face description in addition to the online requirements.
5. **Online (ONLN):** Classes that require no on-site meetings. These classes may include one or two activities where the instructor and students meet in real time through a web conferencing system, but they are designed to be completed by students who do not need to be physically present. These classes may also require a proctored final examination.
6. **HyFlex (HYF):** Classes are offered by an instructor in a traditional classroom setting in-person and are simultaneously delivered through a web conferencing system which will be recorded. Students may choose whether to attend class in-person, livestream logged in via a computer or watch the recorded session at a later time online. Students are responsible for all assignments due throughout the week.

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

1. **Modular:** A class where students complete a series of online modules and demonstrate mastery at the conclusion of each module. While these classes are somewhat self-paced, students are expected to reach specific milestones during the term of the class. Modular classes use a Face-to-Face, Online or Hybrid-Online/Face-to-Face modality.
2. **Collaborative:** Two or more independent classes where instructors conduct joint activities; for example, a reading and sociology collaboration may have reading activities assigned from sociology books. Students must register for both classes. The two classes may be taught using any of the modalities.
3. **Concurrent:** Two or more classes that meet as one. For example, a basic and advanced section of a class may meet as single class and the instructor would conduct activities appropriate for both sections. These classes can be taught using any of the modalities.
4. **Cooperative:** A class in which a student completes work-related objectives or projects that are negotiated between the student, an employer related to the student's field of study, and an instructor. The student regularly submits assignments and other reports to the instructor. These classes are coordinated by the cooperative education office and do not follow any particular modality.

## 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.
- 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.
- 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:

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

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**

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.

## **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:

## **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](http://my.cochise.edu) or by completing a drop/add form from the Registration Office. 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. 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.

## **Mandatory Advising**

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

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

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

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

## **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 will result in a W on the student's transcript. After this time, instructors must assign a grade of A, B, C, D or F or an incomplete (I 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.

## **Non-Traditional Learning**

A maximum of 30 credits are allowed for non-traditional learning experiences. In addition, certain departments allow students to receive credit for earned certificates if they are enrolled in a related Cochise College certificate or degree program. Non-traditional learning credits do not count toward the college residency requirement.

## **Advanced Placement**

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

## **CLEP and DSST**

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

Students must have completed at least one Cochise College course before CLEP or DSST credit is granted. A list of available tests and their corresponding credits is available on [www.aztransfer.com](http://www.aztransfer.com). Students cannot be awarded CLEP or DSST credit for courses taken in the same subject at the same level. Conversely, students cannot receive course credit at the same or lower level if they have already received CLEP or DSST credit. More information is available in Policy 3006.3 or at [www.cochise.edu/transfer-to-cochise](http://www.cochise.edu/transfer-to-cochise). Cochise College may award up to 30 credits for CLEP and DSST examinations; however, other colleges and universities are not obligated to accept these credits.

## **Military Service Schools and MOS**

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

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

## **Degree and Certificate Requirements**

### **Degree Requirements**

A cumulative grade point average (GPA) of 2.0 or higher is required for any associate degree: Associate of Arts, Associate of Arts in Elementary Education, Associate of Business, Associate of Science, Associate of General Studies and Associate of Applied Science. All courses must be completed with a grade of C or better. A minimum of 16 credits of any degree granted must be completed in residency at Cochise College.

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

### **Bachelor's Degree Waiver of General Education Requirements**

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

### **Certificate Requirements**

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

### **Additional Associate Degrees**

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

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

### **Graduation Application Process**

Graduating students must complete and submit the online graduation application at [www.cochise.edu/advising/graduation](http://www.cochise.edu/advising/graduation). Students must notify the Student Development Center of any change of name or 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.

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

## **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](http://www.GetMyTranscript.com) or [www.cochise.edu/transcripts](http://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 payable to Cochise College, or by credit card. The college accepts Visa, MasterCard, Discover, and American Express. Transcript requests are not processed for 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](http://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 to the Vice President of Student Services.

The Arizona State Authorization Reciprocity Agreement (SARA) Council has non-academic complaint jurisdiction for distance education classes over all SARA-approved institutions in the state, including Cochise College. Academic complaints, such as grade appeals, are not reviewed by the Arizona SARA Council and should not be submitted to that organization for review. Prior to submitting a 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 Executive Vice President, 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.

# Services for Students



## **Libraries**

The Charles Di Peso Library on the Douglas Campus and the Andrea Cracchiolo Library on the Sierra Vista Campus house a diverse collection of books and media items, including DVDs and audiobooks, to support 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](http://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 – including rental and buyback options – are available to help students save money. The Campus Store carries supplies, technology, snacks and swag to show Cochise College pride! The Campus Store is located in the Student Union Building on the Sierra Vista Campus or online at [www.cochiseshop.com](http://www.cochiseshop.com)!

Campus Store  
520-515-5419  
[cochise@bkstr.com](mailto: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, 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 Assessment**

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

All new students are required to demonstrate their skill levels in English, mathematics, and reading prior to registration. This is usually done by taking the 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. These courses currently include the following:

- [ENG 095](#), Basic Writing
- [ENG 096](#), Intermediate Writing
- [MAT 081](#), Beginning Algebra
- [MAT 091](#), Intermediate Algebra
- [RDG 020](#), Basic Reading
- [RDG 092](#), College Reading

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

### **Developmental Course Sequencing toward College Level**

English pathway

[ENG 095](#) > [ENG 096](#) > [ENG 101](#)

Mathematics pathways

Most AAS degrees: [MAT 081](#) > [MAT 132](#) Most AA degrees: [MAT 081](#) > [MAT 142](#)

ABUS degrees: [MAT 081](#) > [MAT 142](#) > [MAT 151](#), [MAT 154](#), [MAT 156](#), or [MAT 167](#) > [MAT 212](#)

Most AS degrees: [MAT 091](#) > [MAT 151](#), [MAT 182](#), or [MAT 187](#) > [MAT 220](#) > [MAT 231](#) > [MAT 241](#), [MAT 252](#), or [MAT 262](#)

Reading pathway

[RDG 020](#) > [RDG 092](#) > Reading Exempt

### **Typical English, Mathematics, and Reading Program Requirements**

English requirement

AA, AAEE, AAS, ABUS, AGS, AS: [ENG 101](#) and [ENG 102](#)

Mathematics requirement

AA and AAEE: [MAT 142](#) or higher AAS: [MAT 132](#) or [MAT 142](#) or

higher ABUS: [MAT 212](#) or [MAT 220](#)

AGS: [MAT 132](#) or higher AS: [MAT 220](#) or higher Reading requirement

AA, AAEE, ABUS, AS, AGS, AAS: [RDG 092](#) or exemption

### **Tutoring**

Cochise College provides free tutoring in a number of academic areas.

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. More information is available at [www.cochise.edu/tutoring](http://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](http://www.cochise.edu/cteps).

## **TRiO Student Support Services**

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

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

More information is available at [www.cochise.edu/trio](http://www.cochise.edu/trio) or at the TRiO Student Support Services Office on the Douglas Campus.

## **Accessibility Services**

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

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

For more information go to [www.cochise.edu/accessibility](http://www.cochise.edu/accessibility)

## **Cooperative Education**

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

## **Campus Life**

### **Student Activities**

Extracurricular activities include community service, civic engagement, and campus events as well as student government and various clubs plan activities that promote leadership and social development. More information is available at [www.cochise.edu/events](http://www.cochise.edu/events).

### **Student Government**

Membership in the Student Government Association (SGA) is available on both the Douglas and Sierra Vista campuses. SGA is comprised of twelve appointed officers who are selected based on an application process each spring: president, vice-president of Douglas campus, vice president of Sierra Vista campus, vice president of student programming, vice president of public relations coordinator, secretary, treasurer, coordinator of operations (Douglas campus), coordinator of operations (Sierra Vista campus), coordinator of records, coordinator of outreach, and coordinator of outreach.

Student government plans, coordinates, promotes, sponsors fun, educational, cultural, and social events and activities in partnership with Student Clubs for the entire student body through its mission and procedures outlined in the SGA Constitution. All students are encouraged and invited to take an active part in Student Government. More information is available at [www.cochise.edu/sga](http://www.cochise.edu/sga).

### **Clubs and Organizations**

Extracurricular activities through clubs and organizations can bring a whole new perspective to your life as a Cochise College student. Many campus events are the result of student clubs and organizations, which are governed by the Student Government Association. For more information on existing clubs or how to start a new club, visit [www.cochise.edu/clubs](http://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. More information is available at <https://athletics.cochise.edu/>

### **Other Educational Services Learning Communities**

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

### **Dual Enrollment**

High school students taking certain academic and/or career and technical education classes in high school can earn college credit. These courses count for credit at both the high school and at Cochise College. A list of courses that meet dual enrollment guidelines is available from high school counselors or the Cochise College dual enrollment coordinator. Information is available at <https://www.cochise.edu/k12/dual-enrollment/>.

## **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

**[www.cochise.edu/adulteducation/](http://www.cochise.edu/adulteducation/)**.

## **Integrated Education Training (IET)**

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

## **English as a Second Language (ESL)**

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

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

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

## **Teach-Out Process for a Deleted Program**

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

- reasonable timeline for the anticipated closure
- process to equitably obtain individual student's interest and intent regarding completion options

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

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

### **Responsibilities of Students Involved in a Teach-Out**

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

# Policies



## REVISION WITHOUT NOTICE

Cochise College reserves the right to make changes without notice to its fees, faculty assignments, time schedules, courses, curricula, and policies; to cancel classes when necessary; to set maximum and minimum limits for enrollment in certain classes; and to make changes to other content included within this handbook.

## COMPLIANCE WITH FEDERAL LAW

Cochise College is in full compliance with the Family Education Rights and Privacy Act (FERPA) of 1974. Cochise College, in compliance with the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1972, and the Americans with Disabilities Act of 1990 (PL 101-336) does not discriminate on the bases of race, color, national origin, sex, age, religion or disability in any of its programs or activities. Questions regarding Cochise College's compliance with federal law should be directed to:

**Jessica Morgan-Tate, J.D.**

Director of Compliance/Title IX Coordinator

(520) 452-2683

[morgantate@cochise.edu](mailto:morgantate@cochise.edu)

**Nanette Romo**

Director of Accessibility Services

(520) 515-5337

[romon@cochise.edu](mailto:romon@cochise.edu)

**Dr. Dana Horne**

Vice President for Student Services

(520) 515-5326

[horned@cochise.edu](mailto:horned@cochise.edu)

**Dr. Wendy Davis**

Vice President for Administration

(520) 515-3623

[davisw@cochise.edu](mailto:davisw@cochise.edu)

## **CONDUCT WITHIN THE COMMUNITY**

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

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

## **AMERICAN WITH DISABILITIES ACT (POLICY 4005)**

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

For more information, go to [cochise.policystat.com](http://cochise.policystat.com)

## **STUDENT COMPLAINTS AND GRIEVANCE (POLICY 4008)**

**For more information or to file a complaint, go to [www.cochise.edu/feedback/](http://www.cochise.edu/feedback/)**

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

### **Student Grievance and Due Process**

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

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

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

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

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

Redress for prejudicial or capricious decisions in the academic evaluation of a student's performance can be sought under Policy 3011 Academic Appeals.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

### **Definitions**

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

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

### **Annual Notification**

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

**Right of College to Refuse Access**

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

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

**Refusal to Provide Copies**

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

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

**Fees for Copies of Records, Except Transcripts**

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

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

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Types	Location	Custodian
Admissions Records Cumulative Academic Records (Current students and former students)	Records & Registration Cochise College 901 N Colombo Ave Sierra Vista, AZ 85635	Registrar
Financial Records	Business Office Cochise College 901 N Colombo Ave Sierra Vista, AZ 85635	Director of Finance/Control
Job Placement Records	Human Resources Cochise College 901 N. Colombo Sierra Vista, AZ 85635	Human Resources
Progress Records	Student Development Center at each campus	Vice President of Student Services
	Office for each Department	Appropriate Instructional Administrator
Financial Aid Records	Financial Aid Office Cochise College 901 N Colombo Ave Sierra Vista, AZ 85635	Director of Financial Aid
Disciplinary Records	Student Services Office Cochise College 901 N Colombo Ave Sierra Vista, AZ 85635	Vice President of Student Services

## **Disclosure of Education Records**

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

1. To school officials who have a legitimate educational interest in the records. A school official is:
  - a. A person employed by the college in an administrative, supervisory, academic or research, or support staff position.
  - b. A person elected to the Governing Board.
  - c. A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.
2. A school official has a legitimate educational interest if the official is:
  - a. Performing a task that is specified in his or her position description or by a contract agreement.
  - b. Performing a task related to a student's education.
  - c. Performing a task related to the discipline of a student.
  - d. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
3. To officials of another school, upon written request, in which a student seeks or intends to enroll.
4. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
5. In connection with a student's written request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
7. To organizations conducting certain studies for or on behalf of the college.
8. To accrediting organizations to carry out their functions.
9. To parents or guardians of a student who claim the student as a dependent for income tax purposes. Parents must provide a copy of the last filed income tax return form as proof of a student's dependency prior to release of data, as well as a signed release of information form. If a student is receiving financial aid, upon written request of parent or guardians, records in the Financial Aid Office at the college may be used as proof of dependency.
10. To comply with a judicial order or a lawfully issued subpoena according to the directions of the college's legal counsel. The college will make a reasonable attempt to notify the student in advance when non-directory information is to be released in response to subpoenas or court orders.
11. To appropriate parties in a health or safety emergency.
12. Requests by Armed Services Recruiters covered under the Solomon Act.

**Disclosure of Campus Security Records**

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

**Record of Requests for Disclosure**

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

**Directory Information**

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

**Correction of Education Records**

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

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

7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the college discloses the contested portion of the record, it must also disclose the statement.
8. If the college decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

## **ANNUAL SECURITY AND FIRE SAFETY REPORT**

The Director of Risk Management in cooperation with the Vice President of Student Services and the Director of Compliance/Title IX Coordinator prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, our security office, the Vice President for Administration, and their designees. Campus crime, arrest, and referral statistics include those reported to Campus Security, designated campus officials, and local law enforcement agencies. Cochise College is committed to assisting all members of the Cochise College community in providing for their own safety and security. The annual Security and Fire Safety compliance document is available at the Cochise College Security and Emergency page.

## **HAZING (POLICY 4018)**

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

## **EMERGENCY RESPONSE PLAN (POLICY 5002)**

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

## **DRUG & ALCOHOL-FREE ENVIRONMENT (POLICY 5003.1)**

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

Students registered at Cochise College assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution and are expected to exercise personal responsibility and make informed choices concerning the use and misuse of alcohol and illicit drugs. Cochise College will impose disciplinary sanctions that include, but are not limited to, verbal or written reprimands, disciplinary probation, removal from classes, suspension, expulsion, or possible referral to local, state, or federal law enforcement agencies, for any unlawful on-campus manufacture, distribution, use, or possession of alcohol or any prohibited controlled substance.

## **MEDICAL MARIJUANA (POLICY 5003.2)**

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

## **POSSESSION OF DANGEROUS OBJECTS OR WEAPONS (POLICY 5007)**

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

## **USE OF TOBACCO PRODUCTS (POLICY 5008)**

Cochise College is committed to providing a healthy environment for employees, students, visitors and community members and complies with all applicable provisions of the Smoke Free Arizona Act. Tobacco use is prohibited in all college facilities, vehicles and all campus locations not designated as a tobacco use area. It is the policy of the college to provide employees, students and visitors with examples of healthy life styles, to reduce the effects of secondhand smoke and vapor to the greatest degree possible, and to assure the sanitary disposal of the by- products of smokeless tobacco.

## **TITLE IX AND SEXUAL HARASSMENT (POLICY 1029)**

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

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

As required by Title IX, Cochise College does not discriminate on the basis of sex in its educational programs or activities, including in admission and employment. Questions concerning the application of Title IX or the college's policies may be directed to the Director of Compliance/Title IX Coordinator, 901 North Colombo, SU-1055, Sierra Vista, AZ 85635, [titleix@cochise.edu](mailto:titleix@cochise.edu), (520) 452-2683 or to the U.S. Department of Education, Assistant Secretary, or both.

## **VIOLENCE AGAINST WOMEN ACT (VAWA)**

Under VAWA, colleges are required to provide “primary prevention and awareness programs” for all incoming students, as well as ongoing prevention and awareness campaigns. Questions about Cochise College’s VAWA related training and prevention programming should be directed to the Director of Compliance/Title IX Coordinator at [titleix@cochise.edu](mailto:titleix@cochise.edu).

## **PARKING**

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

## **SOCIAL STANDARDS POLICY 4006**

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

### **1. Purpose (Procedure 4006.1)**

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

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

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

## **2. Due Process (Procedure 4006.2)**

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

An accused student, in the case of an administrative hearing held by the Vice President of Student Services, shall be entitled to:

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

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

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

1. 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 Vice President of Student Services, their continued presence on campus constitutes a serious threat to the college community, or to property of the college.

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

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

#### **4. Administrative Action - Vice President of Student Services (Procedure 4006.4)**

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

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

3. Administrative Hearing. The Vice President of Student Services, after reviewing the complaint or incident report, may choose to hear the matter administratively. Following all elements of due process and after hearing from all individuals involved in the case, the Vice President of Student Services shall either dismiss the case or render an oral judgment with sanctions. Proceedings of an administrative hearing shall not be open to the public unless requested by the student and shall involve only those individuals summoned by the Vice President of Student Services or requested by the student, including a recording secretary. All testimony, including the judgment and sanctions, shall be held in strict confidence. All written documents pertinent to the case shall be held in a confidential discipline file until the student terminates attendance at Cochise College. There shall be a single verbatim record, such as a tape recording, of all administrative hearings. The record shall be the property of the college and/or District. A letter of record delineating disposition of the case and any imposed sanction shall be sent to the student within 5 working days after completion of the hearing. The letter shall also describe the appeal procedure.

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

- a. A voting quorum of three board members shall be required for the hearing to be conducted.
- b. The chairperson shall record accurate minutes of the proceedings.
- c. The proceedings of the Social Standards Board shall not be open to the public or the press, and all attending the meeting shall hold discussions in strict confidence.
- d. After hearing from all involved with the case, the Board shall deliberate in private to determine a recommended action.
- e. The student and his/her representative shall be recalled to the hearing room, and the recommended action shall be presented to the student by the chairperson of the Board.
- f. The Vice President of Student Services shall be responsible for implementing the sanction(s) of the Social Standards Board.

**5. Residence Hall Administrative Hearings (Procedure 4006.5)**

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

**6. Appeal (Procedure 4006.6)**

1. A student shall have the right to appeal the sanctions of a hearing body or Vice President of Student Services. The Student has three (3) working days upon receipt of the administrative action to provide written request of appeal. The appeal must be based on one or more of the following:

- a. Denial of due process.
- b. Discrimination.
- c. Denial of constitutional or statutory rights.
- d. Clearly unreasonable, arbitrary, or capricious methods used in the adjudication of the matter.
- e. Excessively severe sanction. These criteria are based on sanctions(s) being inconsistent with sanctions applied to previous hearing of similar infractions/offenses. The EVP will determine to grant or deny an appeal after examining the consistency of sanctions applied by the Vice President of Student Services.
- f. Newly discovered evidence, which, with reasonable diligence, could not have been produced at the hearing.

2. Appeals of decisions made by the Residence Hall Hearing shall be made to the Vice President of Student Services. The Vice President of Student Services' decision is final with no recourse of appeal.
3. Appeals for a new hearing will not be granted unless one or more of the criteria is satisfied.
4. Appeals from the Social Standards Board or Vice President of Student Services are appealed to the EVP.
5. Appeals that are denied require a written statement of rationale to the student.

## **7. Disciplinary Sanctions (Procedure 4006.7)**

The following sanctions may be imposed by:

1. Residence Hall Hearing Chair/Director of Residential Life
  - a. Admonition - An oral statement to a student that he/she is violating or has violated institutional rules or regulations.
  - b. Warning - A written notice that continuation or repetition of misconduct may result in more severe disciplinary action.
  - c. Restitution - A written notice ordering reimbursement, which may include work assignments, for damage to, misappropriation of, or misuse of college property.
  - d. Loss of Privileges - A written notice stating loss of specific privileges, such as visitation privileges in the residence hall, cafeteria usage, parking on campus, or attendance at college functions, and removal from the residence hall.
2. Social Standards Board/Vice President of Student Services
  - a. Disciplinary Probation - Written notice for violation of specific regulations, including the probability of more severe disciplinary sanctions, which can result in suspension or dismissal in the event of finding of a violation of any institutional regulation within a stated period of time.
  - b. Suspension - Exclusion from class, or other activities or privileges as set forth in the notice for a definite period of time not to exceed one year.
  - c. Expulsion - Termination of student status within the institution.
3. Disciplinary action, including suspension for a time period commensurate to the circumstances, may be taken immediately in an emergency situation without advance notice or a college hearing if the welfare of the individual, other persons, or college property is endangered or if disruption of educational activities is threatened or is in progress. In the event of such suspension or expulsion, the student shall have the right to a hearing to appeal this action if he/she indicates a desire for such hearing, in writing, to the Executive Vice President within five working days after receiving notification that the suspension or expulsion has occurred. Otherwise, the student's right to appeal shall be waived and the original decision shall stand pending a hearing.

## **8. Medical Withdrawals (Procedure 4006.8)**

1. Voluntary Medical Withdrawal – A student, in conjunction with the Vice President of Student Services may choose to withdraw due to medical issues resulting in aberrant or serious student behavior.

2. Involuntary Medical Withdrawal – The Vice President 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 Vice President 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 an academic dean, the Vice President of Student Services, a representative from the Student Development Center, the Dean of Student Success or designee, 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 the college must make an application for readmission to the Vice President 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, their 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 their ability to attend classes without disruptive behavior or substantial risk of harm to the health and safety of self or others.

d. Require the student to provide additional documentation, or to be examined by a qualified professional(s) of the college's selection and at the college's expense.

e. Require other current information reasonably calculated to assist in making an appropriate decision regarding readmission.

f. Set certain requirements for readmission and continued enrollment based upon the information presented. Any breach of the readmission requirements may result in immediate involuntary withdrawal of the student.

g. A student may submit a written appeal for any decision of the C.B.I.T. to the EVP using the following policy. The student has three (3) college working days upon receipt of the administrative action to provide written request of appeal. The appeal must be based on one or more of the following:

- i. Denial of due process, constitutional or statutory rights.
- ii. Discrimination.
- iii. Clearly unreasonable, arbitrary, or capricious methods used in the decision of the matter.
- iv. Excessively severe sanction.
- v. Newly discovered evidence or information which, with reasonable diligence, could not have been produced for the C.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 EVP.

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

6. There is no appeal of the EVP decision.

## **9. Social Standards Violations (Procedure 4006.9)**

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

1. Violation of local, state and federal laws.
2. Failure to comply with a lawful direction of a college official acting in the performance of their duties.
3. Engaging in acts of cheating or plagiarism, as these terms are commonly defined.
4. Violation of college traffic rules and regulations.
5. Failure to comply with housing regulations.
6. Failure to make satisfactory settlement with the college for any and all debts to the college.
7. Forgery, counterfeiting, alterations, or misuse of any college record, document, or identification card.
8. Possession or consumption of alcoholic beverages on campus.
9. Unlawful possession, use, distribution, or sale of any narcotic or dangerous drug as defined by the statutes of the State of Arizona.
10. Participating in illegal gambling activities in college-owned or controlled property or at a function identified with the college.
11. Possession, use, or storage of any firearms, incendiary devices, explosives, or dangerous weapons on the college campus.
12. Reporting the presence of a bomb, explosive, or incendiary device or fire on the college campus without good reason to believe the facts are true.
13. Theft of college property or property of any member of the college community or a campus visitor.
14. Unwarranted damage of property belonging to the college or to a member of the college community.

15. Action which deprives the members of an audience of their right to see, hear, and enjoy, in peace and with safety to themselves, all college-sponsored functions.
16. Entering or attempting to enter any athletic contest, dance or social function without the credentials for admission, e.g., ticket, identification card, or invitation, or in violation of reasonable qualifications for attendance as established by the sponsors.
17. Engaging in violent, abusive, indecent, profane, boisterous, or similarly disorderly conduct, which infringes upon the privacy, rights, or privileges of others, disturbs the peace or the orderly process of education on campus.
18. Obstruction, disruption, or interference with the normal activities of the college including, but not limited to, teaching, research, service, class attendance, administration, disciplinary procedures, or other college authorized function, event or activity.
19. Occupation, seizure, or detention of any college building, facility, or portion thereof for use which is inconsistent with the customary and normal use of such premises by those persons for whom and to whom such space is assigned.
20. Failure to leave any college building, facility, or portion thereof after normal closing hours after being asked to leave by authorized personnel.
21. Participating in any crowd, assembly, parade, demonstration, sit-in, or similar event, which substantially interferes with or disrupts the normal activities of the college.
22. Changing, without consent of an authorized college official, the position of the flag of the United States or the flag of the State of Arizona while being displayed by the college.
23. Failure to comply with lawful direction of a classroom instructor in maintaining good order.
24. Actual or threatened physical injury to any person or their property on college-owned property or to any member of the college community on or off campus.
25. Obstructing and substantially interfering with the normal flow of pedestrian traffic on college-owned property in a manner, which substantially interferes with the normal activities of the college.
26. Actively encouraging, aiding, inciting, or conspiring with any other person or persons to commit any act herein declared to be an offense.
27. Unauthorized possession, reproduction, distribution, or sale of a key to any college facility.
28. Failing to obey an order to appear issued by a College Board or committee or authorized college official within the stated time limit.
29. The exhibition, distribution, or sale of obscene or indecent materials, pictures, or writings on college-owned or controlled property.
30. The conspiring by two or more members of the college community, or a member with a non-member(s) of the college community, to commit any of the above listed offenses.
31. Misconduct, not otherwise included among the above offenses, that affects or disrupts the ability of the college to carry out its normal activities or achieve its purpose and goals.
32. The violation of other college rules and regulations not included herein.

## **Veterans Administration Compliance**

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

### *Procedure: 4019.1 Completion of 3679(e) School Compliance Form*

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

### *Procedure: 4019.2 Covered Individuals*

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

### *Procedure: 4019.3 Compliance Protecting Covered Individuals*

The College shall not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the

delayed disbursement of funding from the Veteran's Affairs (VA) under chapter 31 or 33. Any covered individual who

participates in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 and 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of VA website –

eBenefits, or VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

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

AdCab Approved  
06/26/19

## **Governance**

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

Jane Strain, Chair

Midwestern State University, B.S.E.

Chapman University, M. Ed. Education Leadership

University of Arizona, M. Ed. Educational Psychology

U.S. Army Command Staff General College

Don Hudgins, Secretary

United State Department of Labor

Bureau of Apprenticeship and training, Electrical Power Lineman

National Joint Apprenticeship and Training Committee for the Electrical Industry

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

David DiPeso, Member

Cochise College, A.A.

University of Arizona, B.S.

Dennis L. Nelson, Member

University of Alaska, B.A.

University of Alaska Anchorage, M.A.

University of Gonzaga School of Law, J.D.

Tim Quinn, Member

Montana State University, B.A.

Kansas State University, M.S.

National Defense University, M.S.

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

## **Administration**

### **President**

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

### **District Administrators**

Dr. James Perey  
Executive Vice President for Academics  
Grand Canyon University, Ed.D.  
Northern Arizona University, M.A.  
University of Arizona, B.A.

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

Dr. Dana Horne  
Vice President for Student Services  
Azusa Pacific University, Ed.D.  
Arizona State University, M.Ed.  
Washington State University, B.A.

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

Wick Lewis  
Executive Director of Human Resources  
Northern Arizona University, B.S.  
Eastern Arizona College, A.A.

David Luna  
Chief Technology Officer  
Northern Arizona University, B.S.

## **EQUAL OPPORTUNITIES AND STUDENTS WITH DISABILITIES**

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

The College seeks to provide students with disabilities with any reasonable accommodation in order to facilitate access to College classes and activities. Students seeking such an accommodation should make an official request at through the Accessibility Services Office located on campus. A lack of English language skills will not be a barrier to admission and participation in the career and Technical (vocational) education programs of the College.

Any questions regarding the applicability of state and federal antidiscrimination laws to Cochise College and its services, programs or activities, and any grievances or claims of violation of such laws, should be directed to the **Title IX and Section 504 Compliance Officer:**

**Jessica Morgan-Tate, J.D.**

Director of Compliance/Title IX Coordinator

### **SIERRA VISTA CAMPUS**

Student Union Building Room 1050

901 N. Colombo Avenue

Sierra Vista, AZ 85635

(520) 515-5326

[morgantatej@cochise.edu](mailto:morgantatej@cochise.edu)

### **DOUGLAS CAMPUS**

Administration Building 1000

4190 West Highway 80

Douglas, AZ 85607

(520) 417-4050

## **IGUALDAD DE OPORTUNIDADES, INCLUYENDO ESTUDIANTES CON DISCAPACIDADES O INCAPACIDADES**

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

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

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

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

**Jessica Morgan-Tate, J.D.**

Director of Compliance/Title IX Coordinator

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