

Addendum to the 2010-2011 Online and Printed Catalogs

FRCC apologizes for any inconvenience due to the following changes.

Architectural Engineering Technology: The Civil Engineering Technology Degree is offered only at the Westminster Campus.

Computer Information Systems: A Wide Area Networks Degree has been added:

Wide Area Networks Code: F_AAS_CIS4_CWAN Campus: Boulder County, Larimer and Westminster

Required Courses	Credits
CNG 121 Computer Technician I: A+	4
CNG 122 Computer Technician II: A+	4
CNG 124 Networking I: Network +	3
CNG 125 Networking II: Network +	3
CNG 230 Fast Track CCNA 1 and 2	5
CNG 231 Fast Track CCNA 3 and 4	5
Electives: Select 11 credit hours from the following: CIS, CNG, CSC or CWB	11
Total Required Credit for Concentration	35

Computer-Aided Drafting & Design: The CAD Degree is offered Online and at the Boulder County, Larimer, and Westminster Campuses. Civil CAD Certificate, ENT 143 Survey Drawing is now 3 credits instead of 4. Total Required Credits for this certificate is now 21 instead of 22.

Criminal Justice: The 2010-2011 printed catalog included a note about a proposed AA degree in Criminal Justice that was pending approval with the Colorado Department of Higher Education at the time of printing. That proposal was not approved and has since been withdrawn.

CRJ 150 Victims of Crime & Trauma will transfer to UNC as a CRJ Elective.

Early Childhood Education: Associate of Applied Science Degree. In the Required General Education Courses, "Mathematics elective (program advisor approval)" has been replaced with "Math 107 or higher".

Emergency Medical Services: The Emergency Medical Technician—Intermediate and Paramedic Certificates are not currently being offered. The Emergency Medical Technician Certificate—Basic and Pre-Paramedic Certificates are still offered at all campuses.

Health Professional: HPR 178 Medical Terminology was accidentally omitted.

HPR 200 Advanced **EKG** Interpretations should be HPR 200 Advanced **EKG** Interpretations.

Horticulture & Landscape Technologies: Please note the correct codes for the following certificates:

Landscape Contracting Technician Certificate: F_CER_HLLC

Landscape Maintenance Technician Certificate: F_CER_HLT

Turfgrass Management Certificate: F_CER_HLTM

Interior Design: Both Interior Design Certificates are offered at the Larimer and Westminster Campuses.

Machining Technology: Machining Technology Degrees and Certificates are no longer offered.

Paraeducator: Paraeducator Certificates are no longer offered at FRCC.

Paralegal Studies: Paralegal Degree and Legal Assistant Certificate are offered at the Westminster Campus and Online.

Paramedic: The Paramedic AAS Degree is currently not being offered.

Welding: All 8 Welding Certificates are offered at both the Larimer and Westminster Campuses.

Legal Notices—Student Rights & Responsibilities—Family Education Rights and Privacy should read as:

The CCCS considers the following to be directory information and FRCC staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing: Student name; **Birth Year**; Major field of study; Participation in officially recognized activities and sports; Dates of student attendance, part-time or full-time enrollment status; Degrees/certificates and awards student has earned; Most recent educational institution attended by the student; and the College issued student e-mail account. **Upon request, the college discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll.**

All other information contained in student records is considered private and not open to the public without the student's written consent. Students who do not want their directory/public information released to third parties should complete a form to suppress directory information available online, or at the Registrar's Office, or Office of Admissions and Records by the first day of the semester.

(Continued)

Estimated Per Credit Hour Tuition Rates for FY 2010-11

Tuition and fees rates presented are the actual rates for FY 2010-2011.

Tuition	Total Tuition	COF Stipend	Student Share of Tuition	Registration Fees***	Other Fees**	Total Cost of Attendance
Resident	\$158.25	\$62.00	\$96.25	\$11.45	Fees	\$169.70
Non-Resident	\$413.60		\$413.60	\$11.45	vary by	\$425.05
Resident – CCCOnline	\$232.15	\$62.00	\$170.15	\$11.45	program	\$243.60
Non-Resident – CCCOnline	\$259.30		\$259.30	\$11.45	and	\$270.75
Resident – FRCC Online	\$232.15	\$62.00	\$170.15	\$11.45	campus	\$243.60
Non-Resident – FRCC Online	\$259.30		\$259.30	\$11.45		\$270.75
Resident – Nursing	\$202.25	\$62.00	\$140.25	\$11.45		\$213.70

New address for the NCA Higher Learning Commission:

230 South LaSalle Street
 Suite 7-500
 Chicago, IL 60604-1413

In the following **Legal Notices** section, revised items are shown in ***Bold Italic*** type :

Legal Notices

Rights Reserved

The college reserves the right to change any provision or requirement of this catalog, including academic calendar dates, tuition and fees, pursuant to law, the rules of the State Board for Community Colleges and Occupational Education, or the Colorado Community College and Occupational Educational System, or college policy.

The college reserves the right to cancel any course or program described in this catalog, at any time, without notice, and to change any other aspect of any course or program.

The college reserves the right to require a student to withdraw at any time for health or other reasons, pursuant to appropriate policies and procedures, and to impose sanctions, according to established policy. Any admission based on false statements or documents may be grounds for dismissal and loss of all credit for work that may have been completed.

Student Rights and Responsibilities

Equal Opportunity

Since its beginning in 1968, FRCC has had a policy of nondiscrimination in employment and education. FRCC's Equal Opportunity and commitment to diversity reflects the college's continued commitment to implementing that policy.

FRCC does not discriminate on the basis of race, color, creed, national origin or ancestry, gender, sexual orientation, religion, veteran status, age, or disability in admission or access to, or employment in, its educational programs or activities. It is FRCC's intent to comply with the letter, intent and spirit of Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act of 1973 as amended in 1978, and the Americans with Disabilities Act of 1990, to ensure that discrimination does not exist in FRCC's policies, regulations, or operations.

The following person has been designated to handle allegations regarding nondiscrimination policies: Myra Pasco, Director of Human Resources, 303-404-5473, 3645 West 112th Avenue, Westminster, CO 80031. Grievance procedures for Title IX, Section 504, and ADA have been established for students and employees who believe that discrimination has occurred.

Family Education Rights and Privacy

Privacy: Front Range Community College Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights are afforded to students at the time of admission. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day Front Range Community College receives a request for access.** A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will make arrangements to obtain those records.
- 2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.** A student who wishes to ask **Front Range Community College** to amend a record should write the Registrar who will notify the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to provide written consent before Front Range Community College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the College Board; or state and federal agencies, such as the veteran's administration, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the college discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll.

The College may share educational records with parents in the following circumstances: for a student who is dependent under I.R.S. tax code; a student under 21 years old who has violated a law or the school's rules or policies governing alcohol or substance abuse; and when the information is needed to protect the health or safety of the student or other individuals in an emergency. Requests from parents to access student information under the tax code should be sent to the Office of the Registrar.

The Colorado Community College System considers the following to be directory information and Front Range Community College staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing: Student name; **Birth Year**; Major field of study; Participation in officially recognized activities and sports; Dates of student attendance, part-time or full-time enrollment status; Degrees/certificates and awards student has earned; Most recent educational institution attended by the student; and the College issued student e-mail account. **Upon request, the college discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll.**

All other information contained in student records is considered private and not open to the public without the student's written consent. Students who do not want their directory/public information released to third parties should complete a form to suppress directory information available online, or at the Registrar's Office, or Office of Admissions and Records by the first day of the semester.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

Nondiscrimination on Basis of Disability

As part of the Rehabilitation Act of 1973, as amended in 1978 (Public Law 93-112), Congress enacted Section 504, which provides that no physically or mentally handicapped person in the United States shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Subpart B of the regulations, dealing with employment practices, bars discrimination by recipients of federal assistance in recruitment, compensation, hiring, job assignment and classification, and fringe benefits. It also requires employers to make reasonable accommodation to qualified disabled applicants or employees upon request.

FRCC complies fully with the guidelines of Section 504, providing support services to students with documented disabilities, so that they can access a full range of educational programs. In addition, FRCC complies with the Americans with Disabilities Act of 1990 (ADA), and makes reasonable accommodations, so that people with disabilities may be productively employed at FRCC, as well as participate in educational programs. For further information, contact the Disability Services Office at the Larimer or Westminster Campuses, or the front desk staff at the Boulder County Campus or the Brighton Center.

The following person has been designated to handle allegations regarding nondiscrimination policies: Myra Pasco, Director of Human Resources, 303-404-5473, 3645 West 112th Avenue, Westminster, CO 80031. Grievance procedures for Title IX, Section 504, and ADA have been established for students and employees who believe that discrimination has occurred.

Policy on Exclusionary Orders

FRCC, acting through its President, any Vice President, or Chief of Public Safety ("College Representatives") hereby reserves the right to exclude any person not authorized to engage in work, study, or other activities ("Unauthorized Persons") from all or any part of its campuses or facilities to the extent that such person's conduct: (i) materially disrupts, or presents a significant threat of material disruption to FRCC's academic mission; or (ii) constitutes a substantial threat to the safety and well-being of persons lawfully present on any such campuses or in any such facilities. Such reserved right shall be in addition to all rights of FRCC's to exclude persons in connection with the imposition of internal discipline. Additional information can be obtained from the Office of Public Safety.

Public Safety

In compliance with the Crime Awareness and Campus Security Act of 1990, campus crime statistics and information on campus security policies are available to current and potential students. See the current class schedule for the latest information.

Computer Labs and Computer Viruses

Students should be aware that due to the nature of their use, computers in FRCC's computer labs are susceptible to computer viruses, which could be passed to other computers via files saved on disks. FRCC is committed to reducing the virus threat in the labs in many ways, including providing virus-checking software in the labs, continuous upgrades to this software, and procedures for students on its use. This does not ensure that these computers will always be virus-free; as quickly as upgrades are created to deal with viruses, new viruses are being created. Therefore, FRCC cannot be held liable for any loss that may be caused due to a computer virus. The procedures to check for viruses on student work disks are available in the labs.

To help ensure the security and operations of FRCC's computer network, the connection of personally owned or non-FRCC computers and peripherals to the FRCC computer network is prohibited. For more information on FRCC's computer policy, go to www.cccs.edu/SBCCOE/policies.html and see Electronic Communication Policy.

Wireless Internet access is available on all campuses.

Student Right To Know

FRCC provides information about completion and graduation rates on the FRCC website. Information about crimes on campus and public safety programs are published in the class schedule each semester and are available from the Public Safety Office. This is in compliance with the Federal Student Right To Know and Campus Security Act. Individuals interested in knowing about FRCC's financial status are assured that FRCC is subject to the State's Open Records Act, as an agency of the State of Colorado. The audited financial statements of the CCCOES System, including those for FRCC, are available to the public in the libraries of the Westminster and Larimer Campuses.

Academic Freedom

FRCC believes that education should help students function well in a dynamic society. To do so, students must gain knowledge and cultivate critical thinking skills. FRCC faculty believes that no restrictions should hamper the spirit of investigation, free inquiry and open discussion in the classroom. Faculty exercises professional judgment in selecting and interpreting ideas. They have the freedom to choose the methods of instruction, guidance, tutoring, testing and evaluation to achieve these goals.

Student Code of Conduct

Student Rights, Freedoms and Responsibilities

In addition to rights extended to members of the FRCC student body, individuals also have rights and freedoms under federal, state, and local law. Some of those college-related rights and freedoms include:

Freedom of access to the college and to college facilities, services, and programs, in accordance with: The Civil Rights Act of 1964; Title IX, Section 504 of the Rehabilitation Act; Americans with Disabilities Act of 1990; Colorado statutes; and college policies and procedures.

Freedom in the classroom, which includes the right to:

- Inquire about, discuss any views, provided such activity does not infringe on the rights of others.
- Expect professional conduct from faculty.
- Be informed of the academic standards expected in each course.
- Be evaluated solely on the basis of academic performance.
- Privacy in regard to personal or scholastic information (in accordance with FERPA and college policy).
- Have access to faculty members during their posted office hours.
- Receive reasonable academic assistance from the institution.

Freedom on campus, which includes the right to:

- Be free from harassment or discrimination based on race, national origin, gender, religion, disability, age, or sexual origin.
- Expect an environment free of drug and alcohol abuse.
- Discuss and express in an orderly way any view in support of any cause, while not disrupting college operations or infringing on the rights of others.
- Dress in any way that personal taste dictates and that does not interfere with the educational process or with health and safety requirements.
- Expect that possessions not be opened or searched without consent or unless probable cause exists or under exigent circumstances.
- Be informed of institutional procedures and other expectations.
- Have access to services without unreasonable delays.
- Expect professional conduct from college employees.

Freedom in student affairs, which provides the right to:

- Have a student government.
- Organize and join campus clubs for educational, political, social, religious, or cultural purposes. The function and structure of student clubs is determined by the FRCC club guidelines.
- Use meeting rooms and other campus facilities, as well as bulletin boards, throughout the campus in compliance with college policies and procedures.
- Expect compliance with college contractual agreements.
- Assemble, select speakers and guests, discuss issues of choice, and have the same rights as other citizens to hear differing points of view and to draw conclusions.
- Distribute written materials on campus in a manner consistent with other rights and freedoms, after obtaining the prior approval required of any individual or organization (please contact Student Services.)

Freedom in academic affairs which provides the right to:

- Serve as members of committees that study such issues as course scheduling, the instructional calendar, library policy and development, grading systems, course and curriculum development, search committees, and standards and procedures for student discipline.
- Appeal academic decisions regarding completion of program, graduation requirements, academic dismissal from a program, or final grades.

Student Grievance Procedure

FRCC has a formal student grievance procedure that provides students the right to seek redress, when they believe that their rights or freedoms have been violated. A grievable offense is any alleged action that violates or inequitably applies written college policies or procedures. Students may not formally grieve a course grade, but may pursue grading clarification with the faculty member and the dean of instruction, and file a formal academic appeal. Procedures for lodging informal and formal grievances are available in the Office of Student Life, college information desks, the Office of the Dean of Student Services, or go to www.frontrange.edu.

Violations of Student Code of Conduct

Conduct that violates the rights and freedoms and is subject to disciplinary action includes, but is not limited to:

- Plagiarizing, cheating or helping someone else violate reasonable standards of academic behavior. Students who engage in any type of academic dishonesty are subject to academic consequences as determined by the instructor and disciplinary action as outlined in the Front Range Community College Disciplinary procedures.
- Forging, altering, or misusing college documents.
- Physical abuse of any person on college property or at events sponsored or supervised by the college, or conduct that threatens one's own or another person's health or safety, including the use of skates, bikes, skateboards or roller blades, except in areas that may be specifically designated for that use.
- Theft or damage to property that belongs to the college, a member of the college community, or a visitor.
- Unauthorized entry to, or use of, college facilities.
- Violating college policies that govern campus processes or use of college facilities including grounds and parking lots.
- Violating college traffic rules or regulations (for a complete set of parking rules, please contact the public safety office).
- Engaging in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or use/abuse of alcohol or illicit drugs on property owned by or under the control of FRCC; or as a part of college activities whenever they may occur.
- Possessing, consuming or distributing any alcoholic beverage or controlled substance in violation of college rules and regulations, or appearing on campus while under the influence or intoxicated.
- Use of any kind of tobacco product is prohibited in college owned or leased facilities.
- Disorderly, lewd, indecent or obscene conduct on college property or at college-sponsored events.
- Engaging in any disruptive behavior which negatively affects or impedes the teachers' ability to teach, the students' ability to learn (regardless of the mode of educational delivery or class setting), or disrupts the general operation of the college.
- Using degrading or abusive language to any person or harassing any person with gesture or language, including cursing.
- Possessing on college property **any** explosives, or other dangerous weapons; weapons include, but are not limited to, firearms, slingshots, martial arts devices, brass knuckles, hunting knives, switchblade knives or any instrument designed to look like a weapon and used to cause fear in or to assault another person. **The only exception is for students with a concealed weapons permit.**
- Leaving children unattended in campus buildings or on grounds; children are permitted in class only with the instructor's permission.
- Influencing or attempting to influence/intimidate any employee or student of the college by offering bribes or favors, including sexual favors or threats or menacing behavior.

- Knowingly falsify and, with malicious intent, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
- Violating any municipal, county, state or federal law, statute or ordinance when such violations interfere with the college maintaining good order or with the college's educational goals.
- Engaging in behavior that may constitute sexual misconduct including but not limited to, continued contact after any request to have contact stopped, sexually suggestive looks, comments, deliberative touching, attempt to kiss or fondle, pressure for sex in exchange for grades or favors, other actions of sexual nature which interfere with school performance or create an intimidating, hostile or offensive learning environment.
- Unauthorized or fraudulent use of the college facilities, telephone system, mail system or use of either for an illegal act or any act prohibited by the Code of Conduct.
- Unacceptable uses of any college-owned computing equipment and/or network. This includes, but is not limited to, knowingly spreading computer viruses; sending harassing, intimidating and/or threatening messages; reposting personal communications without the author's consent; copying protected material in violation of copyright law; using the network for financial gain, commercial activity, or illegal activity; accessing the network using another individual's account; downloading, loading, or executing software without appropriate authorization; any other attempt to compromise network integrity.
- Interfering with judicial/grievance procedures or outcomes, including, but not limited to, falsification, distortion or misrepresentation of information before a hearing officer or judicial board; harassment and/or intimidation of any member of the judicial/grievance board, or college personnel, before, during or after a proceeding; or failure to comply with the sanction(s) imposed by a hearing officer.
- Knowingly pursuing malicious, frivolous or fraudulent charges against a student or staff member without cause.
- A student group or organization and its officers may be held collectively or individually responsible when a violation of this code by those associated with the group or organization has the consent or encouragement, whether tacit or overt, of the group or organization's leaders, officers or spokespersons. The Dean of Student Services may direct the officers, leaders or any identifiable spokesperson for a student group or organization to take appropriate action designated to prevent or end a violation of this code by the group or organization. Failure to make reasonable efforts to comply with the directives of college representatives will be considered a separate violation of this code by the officers, leaders, or spokespersons for the group or organization and by the group or organization itself.

The following person has been designated to handle allegations regarding nondiscrimination policies: Myra Pasco, Director of Human Resources, 303-404-5473, 3645 West 112th Avenue, Westminster, CO 80031. Grievance procedures for Title IX, Section 504, and ADA have been established for students and employees who believe that discrimination has occurred.

Plagiarism

Front Range Community College considers plagiarism as a serious violation of the Student Code of Conduct. Such conduct is subject to disciplinary action and may include failing the assignment, failing the course, dismissal from the class or college, and other possible disciplinary actions. Plagiarism applies to any material written by someone else. This material can be published in books, magazines, journals and newspapers. It may also include lyrics, computer code, scientific charts and graphs, and materials published on websites via the Internet. When students use information from these sources, they are required to properly cite and document the sources utilized. Students should consult their instructor for the appropriate methods for citing and documenting sources. (Refer to section entitled "Academic Integrity")

Disciplinary Procedures

Please consult the college website, a college Student Life office, or the campus Dean of Student Services for procedures. If there is a finding that a student has violated the Student Code of Conduct, one or more of the following sanctions may be imposed:

- No Action
- Warning
- Probation for a specified length of time
- Removal from one class, multiple classes or all classes
- Removal from any leadership position on campus
- Removal from on-campus employment
- Forfeiture of tuition and fees for the semester
- Restriction of campus access
- Restitution and community service
- Suspension for a specified length of time
- Summary Suspension
- Permanent Suspension/Expulsion
- Other sanctions as appropriate

Disciplinary procedures are listed in the FRCC Student Handbook. Copies are available in the Office of Student Life, at the college information desks, and in the Office of the Dean of Student Services. Interpretation of the disciplinary procedures is the responsibility of the Dean of Student Services.

Sexual Harassment

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs. FRCC, by virtue of its commitment to the ideals of dignity, equality and mutual respect for all people, deprecates and condemns any form of sexual harassment. It is the intent of FRCC to comply with both the letter and the spirit of Title IX to make certain discrimination does not occur or adversely affect the educational environment. FRCC has a legitimate and compelling interest in prohibiting sexual harassment. Further, FRCC has an obligation to discipline those who do engage in sexually harassing behavior.

Sexual harassment in the educational environment may occur between students, administrators, faculty, staff, visitors or other persons on campus or at college-related activities. The range of unwelcome, unwanted and inappropriate behaviors may include, but are not limited to:

- Sexual flirtation or prolonged staring
- Sexually suggestive looks, gestures or sounds
- Sexually explicit statements, teasing, jokes or anecdotes
- Pressure for dates or meetings
- Sexually demeaning comments that imply that one sex is inferior to another
- Continued contact after any request to have contact stopped
- Offensive physical contact, such as patting, pinching, cornering, standing close, or attempts to fondle
- Subtle pressure for sexual activity
- Requests for sex in exchange for grades or favors, or to avoid poor grades or discipline
- Consensual relationships between employees and students
- Other actions of a sexual nature which interfere with school performance or create an intimidating, hostile or offensive learning environment

Sexual harassment will not be tolerated at FRCC because it creates an unacceptable educational environment. Some situations may be resolved informally. Students who feel that they have been subjected to sexual harassment by other students should contact the Dean of Student Services at the Boulder County, Larimer and Westminster Campuses. Complaints against FRCC employees should be filed with the Human Resources Office.

The following person has been designated to handle allegations regarding nondiscrimination policies: Myra Pasco, Director of Human Resources, 303-404-5473, 3645 West 112th Avenue, Westminster, CO 80031. Grievance procedures for Title IX, Section 504, and ADA have been established for students and employees who believe that discrimination has occurred.