WELCOME STUDENTS

Welcome to Emily Griffith Technical College! You have joined nearly 2 million people spanning more than four generations who represent all walks of life. Students of all ages, races, ethnicities, and educational backgrounds are welcome at Emily Griffith Technical College. We look forward to working with you and helping you achieve your educational goals — whether you are training for employment, job advancement, or life enrichment. It is our pleasure to serve you and assist you in every way possible to achieve success at Emily Griffith Technical College. Congratulations on joining our team!

Student Services and the Treasurer’s Office is open Monday through Wednesday from 7:30 am to 6:00 pm, Thursday from 7:30 to 3:00 pm and Friday from 7:30 am to 12:00 pm. You are welcome to visit with our staff and we encourage you to use the many student services available to you.

Your success is our goal, and we hope that you will continue to share your accomplishments with us.

Jeff A. Barratt, Executive Director

THE MISSION OF EMILY GRIFFITH TECHNICAL COLLEGE

The mission of Emily Griffith Technical College is to provide knowledge, skills, and values that enable students to compete successfully in the workforce and to be self-sufficient citizens and lifelong learners.

INTRODUCTION

Emily Griffith Technical College (EGTC) is committed to excellence and diversity. The school is committed to accept individuals as they are and assist them in attaining a stronger, more purposeful goal in life. This goal may be a trade or profession, skills leading to a new career, an upgrade of present skills, or a search for one’s talents, skills, and abilities. The school strives to develop and maintain the best educational opportunities in the best educational environment possible.

Helping students attain educational goals depends on the goodwill, integrity, honor, and conduct of the students themselves. Voluntary admission implies that students will respect the rights of others, observe civil laws, and support the normal operations of education in the on campus classroom as well as in the off campus sites.

This handbook explains the guidelines and procedures Emily Griffith Technical College has developed regarding student rights, responsibilities, discipline, and due process. Also included in the handbook is a reference guide for student services available at the school.
COMMITMENT TO DIVERSITY

Emily Griffith Technical College recognizes that human diversity is a measure of quality within an educational institution. Students of different ages, races, ethnic backgrounds, and educational backgrounds are welcome at Emily Griffith Technical College. Diversity adds a rich dimension to the education and experience of all students. We invite the participation of all Emily Griffith Technical College students in an ongoing celebration of diversity.

GENERAL INFORMATION

Emily Griffith Technical College, part of Denver Public Schools, is deemed eligible to participate in the Title IV, HEA student financial aid programs by the United States Department of Education and is overseen by the Colorado Community College System. The programs are approved by the State Board for Community Colleges and Occupational Education. The school has operated continuously since 1916 and currently offers close to fifty day and evening programs and dozens of continuing education classes with hundreds more available online.

Administrative Leadership
Barratt, Jeff ................................................................. Executive Director
Corbett, Tisha ........................................................... Director of Student Services
Johnson, Tricia .......................................................... Director of Instructional Programs
Hermsen, Zach .......................................................... Director of Business Services
Patoff, Christine ......................................................... Director of Marketing/Public Relations

Instructional Department Leadership
Callahan, Aimee ...................................................... Instructional Dean, College of Creative Arts and Design
Chaney, Cobi ........................................................ Instructional Dean, College of Business and Technology
Downing, Amy ............................................................ Manager, Continuing Education and Customized Training Division
O’Connor, Jennifer .................................................... Manager, Apprenticeship Training Division
Ramesh, Aarthi .......................................................... Instructional Dean, College of Health Sciences
Van Doren, Linda .................................................... Instructional Dean, Adult Education and Language Learning Center
Vickers, Brad ........................................................ Director of Strategic Support/Instructional Dean, College of Trades and Industry

Important Telephone Numbers
• Main Number – 720-423-4700
• Para información en Español – 720-423-4702

The switchboard is open Monday through Wednesday 7:30 am to 6:00 pm, Thursday 7:30 am to 3 pm and Friday 7:30 am to 12:00 pm.

Class Hours and Enrollment
Emily Griffith Technical College is open year-round. Day, evening, and Saturday courses are available for many programs. Information on course offerings may be obtained at the registration desk located on the 6th floor of the Emily Griffith Campus or by visiting www.EmilyGriffith.edu.
New students need to complete the free application for admission online. Computers are available on site for those who need computer access to apply. Students may register in person once their application has been processed.

**How to Read the Class Schedule**

<table>
<thead>
<tr>
<th>Course</th>
<th>Meeting Information</th>
<th>Credits/Hours</th>
<th>Status</th>
<th>Instructors</th>
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<tbody>
<tr>
<td>Test Three</td>
<td>Fall 2013, 8/1/2013 - 12/31/2013, 3.00</td>
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**Instructors**

Emily Griffith Technical College employs more than 60 full-time credentialed, experienced instructors. In addition, the school contracts with more than 300 credentialed part-time instructors experienced in industry and trade. To contact an instructor, call 720-423-4700 or his/her direct voice mail number.

**Advisory Committees**

In order to ensure that courses are continually updated and responsive to the needs of business and industry for career and technical education, advisory committees meet with Emily Griffith Technical College instructors and staff on a regular basis. Representatives are from relevant businesses, and current and former Emily Griffith Technical College students also serve on the advisory committees.

**Breast Feeding**

Students are not allowed to breastfeed in the classroom or any other community space within the college. Please contact our Human Resources Department prior to attending courses if you need accommodations at 720-423-4714.

**Children on campus**

To protect the safety of young visitors and to avoid disruptive behavior, children accompanying employees, students, or visitors of Emily Griffith Technical College must be under the constant supervision of a responsible adult while on EGTC property or on the site of any approved off-campus class or other EGTC event. Children are not permitted in classes, labs, or other learning environments. Children should not be unattended in any college facility at any time. Employees of the college have assigned duties and cannot take supervisory responsibility for any unattended children of employees, students, or visitors.

The college assumes no responsibility or liability for children, nor for any accidents or injuries to children. For the purposes of this policy, a child is defined as any youth under the age of 16 who is not officially registered in an EGTC class.

Students are expected to arrange for their personal childcare away from the work site. In emergency situations, if it is necessary for the employee to bring a child to the workplace during working hours, the employee’s supervisor must approve. Sick children are not to be brought to campus.
Persons receiving EGTC services may be refused service if accompanied by a child who will be unattended during the time the patron is receiving services.

A violation of this policy may result in appropriate disciplinary action.

If an unattended child is observed on campus, the EGTC employee observing the child should attempt to obtain the child’s name and then report the situation immediately to EGTC Security. Security will attempt to locate the child’s (children’s) parents or legal guardians or caregiver to remedy the situation. If the parent or guardian or caregiver cannot be found in a reasonable amount of time, Security may refer the situation to the Department of Social Services or other appropriate agency.

**Catalog**

For more information about programs and courses, refer to the current catalog, available in the school or in various community locations such as libraries, bookstores, etc. or online at [www.EmilyGriffith.edu](http://www.EmilyGriffith.edu) Reference copies are located in the main lobby or 6th floor Registration Area at the Emily Griffith Campus or College of Trades branch campus.

**Class Closures**

Classes/programs are subject to closure due to low enrollment or for any other reason determined by the administration. Students will be notified within 5 business days prior to the start date of class if a class is canceled due to low enrollment, etc. Contact will be made via email.

**Class Cancellations**

In the event of inclement weather, classes will be held as scheduled unless radio or television stations communicate Denver Public Schools and/or Emily Griffith Technical College class cancellations. When in doubt call 720-423-4700 or visit [www.EmilyGriffith.edu](http://www.EmilyGriffith.edu).

**Credits Apply Toward a College Degree**

Students may transfer up to 45 credits from approved Emily Griffith Technical College career/technical programs toward Associate of Applied Science Degree in Applied Technology or an Associate of General Studies degree at a community or junior college. The credits transfer to any of the Colorado public community colleges. Students must take at least 15-18 hours of academic courses at the community college to complete the degree. Individual courses may also transfer to any of the Colorado public community colleges. For more information, contact an Emily Griffith Technical College advisor.
INSTRUCTIONAL DEPARTMENTS

Adult Education and Language Learning Center

Adult Basic Education Classes
Adult Basic Education (ABE) classes are for students whose goals are to enroll in the career and technical certificate programs at Emily Griffith Technical College, but need prerequisite coursework in math or reading. Classes offer instruction and individual assessments to help students meet their goals. Classes meet Monday – Friday from 8am-1pm, and Monday – Thursday evenings from 5pm – 7pm. A reading and math assessment is required to enroll in ABE classes.

ESL Programs
English as a second language (ESL) courses are for students with limited English proficiency who want to improve their English skills. There are three programs in the ESL department to serve students with different goals: Pre-Academic, Career, and Technical (PACT) ESL, Community/Civics ESL, and the Career Readiness ESL program for refugees. The curricula for the programs are student-centric and outcomes-based. Students study all language skills in each program. Classes meet Monday through Friday from 8 am to 3pm, and Monday through Thursday evenings from 6pm-8pm. Students are tested in the ESL office (Room 426) to determine their language level and placement in appropriate classes. The LLC provides ESL student advising on coursework-pathways that can lead to further studies at the technical college. Visit http://emilygriffith.edu/language for more information about the programs and related offerings.

GED Preparation Classes
GED preparation classes are for students whose goal is to pass the GED test. Classes are offered throughout the year. The classes include: Language Arts & Social Studies and Science & Math. These classes begin every month and meet Mondays/Wednesdays, Tuesdays/Thursdays, and Saturdays. Classes are offered in the mornings, afternoons, and evenings, and meet 6 hours a week for 8 weeks. The curriculum is designed to allow students to work at their level and advance to meet their individual goals. Instructors provide a thematic lesson in each class, and students then work independently and in groups to meet their goals. A reading and math assessment is required to enroll in GED preparation classes. Visit http://emilygriffith.edu/ged-classes for more information about the classes.

Apprenticeship Training Division
Emily Griffith Technical College partners with 20 Joint Apprenticeship Training Centers and other registered apprenticeship partners to provide high-quality training by industry professionals. Locations include: Metro Denver, Colorado Springs, Pueblo and the Western Slope. The role of Emily Griffith Technical College is to supply accreditation for the coursework, handle enrollment management, and provide college credit.

Apprenticeship is a system of learning that combines on-the-job training supervised by a skilled crafts person with related classroom instruction. For a program description, admission, and contact information for partner training sites, visit www.EmilyGriffith.edu.
**College of Business and Technology**
The College of Business and Technology is designed for career training and provides students with maximum job placement potential in a short amount of time. Our programs provide students with specific skills in accounting, general and legal office support, event management, real estate appraisal and brokerage, computer skills, GIS, computer networking and technical support and video production and editing. Hands-on creative training opportunities for students and internships provide tremendous opportunities for skilled graduates to pursue careers, to be self-employed or part of a team in the business and commerce fields. Visit [www.EmilyGriffith.edu](http://www.EmilyGriffith.edu) for more information about the programs within the college.

**Continuing Education Division**
Continuing Education classes offered at the Emily Griffith Technical College located in downtown Denver include: professional development, customized and corporate training, personal enrichment, and non-credit courses for life-long learners.

Courses are offered online, at our 1860 Lincoln Street campus in Denver, at 1261 Glenarm branch campus, or as an online/in-class hybrid. We pride ourselves on providing convenient and flexible classes and schedules. Visit [www.EmilyGriffith.edu](http://www.EmilyGriffith.edu) for more information and the most current list of classes offered.

**College of Creative Arts and Design**
The College of Creative Arts and Design provides an assortment of hands-on and creative training opportunities for students to learn by doing what they love to do. Programs include: Barbering, Cosmetology, Culinary Arts, Professional Baking and Design, Esthetician and Professional Sewing and Fashion. Students practice and understand the skills necessary to be self-employed as well as work in a wide variety of industries. Visit [www.EmilyGriffith.edu](http://www.EmilyGriffith.edu) for more information about the programs within the college.

**College of Health Sciences**
The College of Health Sciences programs at Emily Griffith Technical College are some of the most respected health certificate programs in the state. The College of Health Sciences provides a quality education to students enrolled in its programs, which meet their needs as well as the standards of care mandated by employers and consumers of health care. The academic programs are designed to prepare graduates to succeed in health careers and to make a positive contribution to society. Visit [www.EmilyGriffith.edu](http://www.EmilyGriffith.edu) for more information about the programs within the college.

**College of Trades and Industry**
The College of Trades and Industry consists of nine major programs of study in the technical career areas. These include: Automotive Collision Technology, Automotive Service, Building Trades Technology, CAD-Building Information Modeling, Custodial Maintenance, HVAC/Refrigeration, Manufacturing Technology, Water Quality Management, and Welding. Within many of these major programs there may be several sub-programs of study that are more narrowly focused on a specific career path in the broader program.

All programs in the College of Trades and Industry can be completed in one year or less for full-time enrolled students and within two years for part-time students.
STUDENT SERVICES

**Academic Support**
Program preparatory classes are available for students who need assistance meeting their program entrance requirements. See an advisor for information and registration.

**Student Success Center**
The Student Success Center is designed to support students throughout their educational experience at Emily Griffith Technical College by offering free resources such as: individual and group tutoring, workshops, and assistance with test performance. The SSC also serves as a computer lab and study space for currently enrolled students. In addition, this center provides students with the opportunity to network with peers and gain the skills necessary for easy transition into the workplace. For more information or to set up an appointment, please call 720-423-4743 or visit us at www.EmilyGriffith.edu.

**Outside Services**
Mile High United Way’s 2-1-1 is a free and confidential community referral service that connects callers with resources which provide food, shelter, rent assistance, clothing, child care options and other types of community assistance. Trained referral specialists are multi-lingual and available to help individuals with real-time resources. Students needing assistance outside of academic support can contact the Mile High United Way at *211 or visit their website at www.unitedwaydenver.org.

**Student Identification Cards**
Student photo identification cards are available at the Registration Desk on the 6th floor of the Emily Griffith Campus. Student photo identification cards are **REQUIRED**. Every student must obtain an ID card. The photo ID card is free when the student presents his/her paid class receipt to the staff at the Registration Desk. Replacement photo ID cards are $5.00.

**Emily’s Cafe**
Students, staff, and the general public are provided quality food service by the Emily Griffith Technical College Culinary Arts program. Emily’s Cafe is located on the first floor of the Emily Griffith Campus and is open Monday through Thursday from 8:00 am to 1:00 pm and Tuesday and Thursday 4:30 pm to 7:30 pm during the fall and spring semesters. The Cafe operates on a limited schedule on Fridays and during the summer. Food and beverage vending machines are available in student lounge areas on the 5th and 6th floors.

**Parking**
Emily Griffith Technical College provides limited student parking. Students may purchase a parking tag to park in a lot designated by the school. Parking spaces are limited and available on a first-come, first-served basis. Contact Douglas Parking at 303-377-2546 or email info@douglasparking.com. Additional information on nearby parking is available at the main lobby desk.

Emily Griffith Technical College is centrally located in downtown Denver with easy access to RTD bus routes and light rail. You can learn more by contacting RTD at www.rtd-denver.com or 303-299-6000.
ADVISING/COUNSELING/JOB PLACEMENT

Emily Griffith Technical College maintains free full-time counseling, advising, and job placement services. Experienced, qualified, career/technical and special needs counselors provide guidance, counseling, and assessment for interested students. Job placement information and referrals for students are available.

Counseling and advising services are available on the 6th floor.

Advising appointment hours are available during the times listed below.

- Monday, Tuesday, and Wednesday: 7:30 am – 6:00 pm
- Thursday: 7:30 am – 3:00 pm
- Friday: 7:30 am – 12:00 pm

Telephone numbers are as follows:

- Apprenticeship: 720-423-4730
- College of Business & Technology: 720-423-4741
- Continuing Education: 720-423-4727
- Emily Griffith High School: 720-423-4757
- Cosmetology/Barber & Culinary Arts: 720-423-4741
- Language Learning Center: 720-423-4752
- College of Health Sciences: 720-423-4717
- Disability Services Coordinator: 720-423-4742
- College of Trades and Industry: 720-423-4716
- Real Estate: 720-423-4879

Appointments may be scheduled by calling 720-423-4702.

Student Advising
Advisors serve as coordinators of the students’ educational experiences. Helping students define realistic educational goals, advisors assist students in choosing a program consistent with their abilities and interests. They also help students monitor their educational progress. Advisors provide information related to a student’s status toward program completion and can discuss career opportunities. Students should schedule appointments with advisors prior to each course registration period. Students are expected to be knowledgeable of program requirements as outlined in the catalog.

Internships
Internships focused on industry-based experience are part of some career/technical education certificate programs. Business students may call 720-423-4804. Students interested in all other internships are encouraged to talk with their instructors.

Career Services
Emily Griffith Technical College has career development assistance for students searching for employment. Job placement counseling is available by appointment. For more information, call 720-423-4775 or email careers@emilygriffith.edu.
Information is available on enrollment and completion rates for all career/technical certificate programs at www.coloradostateplan.com.

**Students with Veteran Benefits**
Emily Griffith Technical College is approved for training of veterans and other eligible persons. The school provides a certified veterans' counseling official to assist students with veterans’ benefits. The veterans’ counselor is located in Advising. Students may call 720-423-4742 or email Phil.Robberson@emilygriffith.edu for an appointment.

**Disability Access Statement and EGTC Compliance**
The Americans with Disabilities Act prohibits discrimination based on disability in admission to, access to, and the operation of programs, services, or activities at EGTC. The college is committed to providing an environment where students have the opportunity to attain their educational goals. EGTC provides both physical and programmatic access for all students. Reasonable accommodations will be made in instructional delivery and evaluation methods to ensure full educational opportunities for students. Appropriate documentation of a student’s disability is required.

Questions, complaints, and requests for additional information may be directed to Phil Robberson, Disability/Learning Services Coordinator, 720-423-4742 or email at Phil.Robberson@emilygriffith.edu

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**ASSESSMENT**

The Assessment Center administers a variety of academic, personal and school based assessments. These tests are for the purpose of placing students in the academic and career/technical program here are Emily Griffith Technical College, and to further their academic journey. A current government issued ID is required for all assessments, and prior to taking an assessment students must have completed the application for admission to our institution.

For personal testing needs we provide proctoring for Pearson Vue, WorkKeys, Accuplacer, CPL and GED.

**Career/Technical Program Entrance Requirements**
The assessment office is located outside of Testing Rooms 657 and 658. Assessment is required for most of EGTC’s career/technical programs. Counseling and advising will be available for students after students finish the assessment. The assessment may be taken at the times listed below on a first-come, first-serve basis, space is limited.

For information please call 720-423-4759.

Assessments are available during the time listed below:
- Monday, Tuesday, Wednesday 8:00am – 4:00pm
- Thursday 8:00am – 1:00pm
- Friday 8:00am – 10:00am

**GED Testing**
Emily Griffith is an authorized online Pearson Vue GED Test Site, located at 1860 Lincoln St. Students will be required to visit www.GED.com to register online for testing and payment. Those with registration and payment inquiries should contact GED Testing Service at 1-877-392-6433. A valid government issued ID is required for registration and testing.
The 2014-15 GED includes four tests: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. The cost is $37.50 per test and $150 for the total battery of tests.

Please visit www.EmilyGriffith.edu/ged-testing for additional information or contact the GED information line at 720-423-4728. If you have additional questions please contact Blake Mackey, GED Testing Coordinator, at 720-423-4723.

Hours of Operation:
Monday-Friday: 8am-2pm
Phone: 720-423-4723
Location: 1860 Lincoln St., Room 657

WorkKeys
The WorkKeys Assessment System is used nationally as a comprehensive method for measuring, communicating and improving the common skills required for success and advancement in the workplace. Skills are quantitatively assessed in individuals, to help demonstrate the competencies employers are requesting of job applicants.

WorkKeys is the assessment of choice for both the CareerReady Colorado Certificate and the National Career Readiness Certificate. The individual who takes WorkKeys is eligible to receive the National Career Readiness Certificate upon completion of the test, and can qualify for the CareerReady Colorado Certificate. CareerReady Colorado is a state certificate that certifies job seeker skills. The certification creates common, objective standards for employment readiness and establishes meaningful skill criteria for workforce partners.

WorkKeys measures skills in Reading for Information, Applied Mathematics, and Locating Information.

WorkKeys Requirements
• A valid government-issued photo ID
• Cost: $40.00
Estimated time: 3 - 4 hours
Testing is by appointment only. To schedule an appointment please call 720-423-4773

ENROLLMENT AND REGISTRATION

Registration
Students must register in person at the school located at 1860 Lincoln Street, at the 6th Floor Registration Area. Payment secures your spot in a class. Tuition payments must be made within 5 working days of registration. Registrations not paid for within 5 working days will be dropped.

Selective Service Registration Compliance
Colorado law requires that all males certify their Selective Service registration status prior to enrollment at the school. Each male student enrolled for the first time after July 1, 1987 must file a statement of registration compliance. Students may obtain and complete the Selective Service compliance form at a local post office or on-line at www.sss.gov.
Resident Tuition and Fees
Under Colorado law, a person must have lived in Colorado for one full calendar year prior to school enrollment to be entitled to resident tuition rates. Documentation of residency must be provided with the application for enrollment.

Emily Griffith Technical College’s tuition and fee schedule is more affordable than other instructional programs in the Denver metro area. Tuition and fees are paid when enrolling in a course. Payment arrangements are required at the time of registration. Payment guarantees space in a class.

Registrations not paid in five business days will be deleted from the system. Tuition, material and book fees vary from course to course. Please see our website or contact the Registration Desk for a complete, up-to-date listing of all courses and respective costs.

EGTC is proud of its simple tuition and fee structure allowing us to offer the lowest per-credit program costs in the state. 2014/15 tuition and fees have three standard components. First, our tuition per credit varies by program, due to the unique costs of each program, from $75-$205 per credit hour. Second, every student is charged a technology fee of $22 per credit which funds the college’s student information system and critical technology needs. Finally, each student pays a capital improvement fee of $2 per credit which pays for maintenance and upgrades specific to the building needs of Emily Griffith Technical College. For more information about tuition and fees, please visit with your advisor.

Tuition and fees for instructional programs are reviewed periodically by the school administrators and are subject to change without prior notification.

Non-Resident Tuition and Fees
For persons not residing in the state of Colorado for one year prior to date of registration and for visa students, non-resident tuition is computed by adding an additional $100 per credit hour above the Resident Tuition rate.

Books and Tools
Students are responsible for providing their own textbooks which may be purchased online at http://emilygriffith.textbookx.com. Prices vary depending on time and availability. Some courses may also require purchasing an access code.

Many career/technical courses require students to provide their own tools. The instructor specifies the tools students must purchase for their training. Tools are available from a number of local sources. Tool lists and approximate costs are available from the program advisor.

Students may also be responsible for securing background investigative reports, proof of immunizations or vaccinations, drug test results and other items. These are available from the program advisor.

Method of Payment
Cash, check, VISA or MasterCard may be used to pay tuition and fees. There is a charge for returned checks. All tuition and fees are payable at the time of registration. Registrations not paid in five business days will be deleted from the system. Students have access to payment plans and financial aid.
Students receiving agency or employer-sponsored funding must have a billing authorization at the time of registration. Invoices to third-party agencies include a $5 per credit hour fee. No personal checks are accepted for services such as testing, barber/ cosmetology and esthetician services, cafe/bakery purchases, parking, cap and gowns, or bus passes. Returned checks will be charged a $20 fee for each time it is presented to the bank.

**Tuition and Fee Refund**

Classes paid by check, cash or credit card:

All refunds (except credit card refunds) will be mailed by check within seven (7) business days after notification. Credit cards will be processed within seven (7) business days.

Students need to bring a copy of the tuition and fees receipt to the Treasurer’s Office before 15 percent of the class has expired to request a refund. The following procedures apply to all refunds:

- 100 percent of tuition and fees will be refunded prior to the beginning of class.
- 100 percent of tuition and fees is refundable if a class is closed due to insufficient enrollment.
- 100 percent of tuition and fees, less books, materials and the $20 partial payment plan fee, will be refunded when less than 15 percent of the course has expired.
- Refunds after the 15 percent of the course expiring will follow the tuition and fee refund appeals process.

Should a student not inform the Treasurer’s Office that they are dropping, the seven (7) business days refund policy will be followed once the Treasurer’s Office receives official notification that the student did not attend any or all classes.

Classes paid by Financial Aid Grants (including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Colorado Student Grant and other grants):

Process for students that have withdrawn from the college:

If a student notifies the college that he/she are no longer going to attend and the student has been receiving financial aid grant money, within 45 days the Financial Aid Department will complete a calculation to determine what portion of the grant must be returned to the funder and what portion belongs to the student. Any amount resulting in a credit on the student’s account will be returned to the student. The Treasurer’s Office will contact the student to inform his/her of a credit. Once contact has been established, the student will receive his/her refund within seven days. Any amount that is not covered by Financial Aid Grants will be due within 30 days of notification by the Treasurer’s Office.

If you would like more information, see Treatment of Title IV Aid When a Student Withdraws on the EGTC website.

Process for students that are continuing classes:

If a student has a credit created by a Financial Aid Grant on his/her account as of June 30th of the school year, the college will return the grant credit to the student. Students will be advised that the money they are receiving may need to be used for future classes and that the student will need to pay for these classes with these funds or other personal funds. Upon receipt of these funds the student becomes responsible for the payment of all future classes. (Any student on a payment plan will void
their payment plan if they take the grant money and do not apply the balance to future tuition and fees.)

**Tuition and Fee Refund Appeal**

Appeal requests must be made within ONE YEAR of the term that you are appealing. Appeals older than one year will not be reviewed.

If you have financial aid for the semester you are appealing, you could be responsible for repayment of those funds.

If a student has documentation that substantiates an extraordinary event and an appeal for tuition and fee refund is approved, the student must understand the college is only able to approve a refund appeal for one semester during the student's entire academic career at EGTC. This includes all voluntary and involuntary separations. In particular, if the event is related to a medical condition, it is the student's responsibility to make an informed decision, which may require consultation with a physician, prior to enrolling in future coursework since an appeal is granted on a one-time basis for a given medical condition. While a student will not be granted a second tuition and fee refund, the student may have the opportunity to withdraw from coursework with a grade of W in future semesters, assuming the student meets all appropriate deadlines and regulations related to withdrawal.

**Financial Aid Impact**

If you have financial aid for the semester you are appealing, you may have to return the financial aid received in partial or full if you are approved.

**Supporting Documentation**

Supporting documentation is required for the following:

- **Medical issues** - A dated and signed letter from the physician explaining your illness on letterhead, medical bills, or other medical documentation must be provided.
- **Death in the family** - A death certificate or an obituary from the newspaper must be provided. Pamphlets from the funeral will not be accepted. The death must be from your immediate family.
- **Deployment papers for Active Duty** must be provided. They must state Active Duty, not training.
- **College Error** - A memo on Emily Griffith Technical College letterhead from the appropriate administrator at dean level or higher stating the situation and identifying collect error must be provided.

If documentation is not in English, it will not be accepted. If you are providing copies, it must be translated.

**Additional Information**

- If you have financial aid for the semester you are appealing, you may have to return the financial aid received in partial or full if you are approved.
- If you are appealing for medical reasons and you have been granted a refund for a prior semester on the basis of that documentation, your request will not be considered for a second semester. Medical refunds are given on a one time basis.
- If you are appealing departmental fees, library fees, etc., this is out of the Appeal Committee’s purview and your request will not be reviewed.
• If you are appealing due to work related issues or failure to receive expected funding such as loans, Veteran Affairs, funding, sponsorships, etc. your request will not be considered.
• If you are appealing grades, this is out of the Appeal Committee’s purview. Please speak with the appropriate department.
• When requesting a tuition and fee refund appeal on a medical, family emergency, death in the family or military deployment basis, it must be for all courses taken the entire semester.

Appeal forms are available at the Registration and Treasurer’s Office, and the committee meets monthly to review appeals.

**Family Educational Rights and Privacy Act (FERPA)**
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g;34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under and applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

• Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for the parents or eligible students to review the records. Schools may charge a fee for copies.
• Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement setting forth his or her view about the contested information.
• Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR 99.31):
  - School officials with legitimate education interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Emily Griffith Technical College abides by the Family Education Rights and Privacy Act of 1974 as amended. This act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for correcting inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act (FERPA) Office concerning alleged failures by the institution to comply with the act. This act requires written permission by the students
for release of their grades and or other information about student progress. Contact the Student Records Office at 720-423-484 for further information.

EGTC designates the following items as “directory information”: student name, date of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and most recent educational institution attended. The college may disclose any of the information without prior written consent, unless notified by the student in writing to the contrary by the first official class meeting date of each semester. If you would like to opt out, please contact Tisha Corbett, Director of Student Services at 720-423-4859 or Tisha_Corbett@dpsk12.org.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

GENERAL INFORMATION

The Family Education Rights and Privacy Act (FERPA) deal specifically with the education records of students, affording them certain rights with respect to those records which are:

1) Directly related to a student and
2) Maintained by an instructor or a party acting for the institution.

FERPA gives students who reach the age of 18, or who attend a postsecondary institution, the right to inspect and review their own education records. Furthermore, students have other rights including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records.

FERPA applies to all educational agencies and institutions that receive funding under most programs administered by the Secretary of Education (34C.F.R. 99.1). Almost all postsecondary institutions, both public and private, generally receive such funding and must, therefore, comply with FERPA.

Under FERPA, students are given three primary rights. They have the right to:

1) Inspect and review their education records
2) Have some control over the disclosure of information from their education records
3) Seek to amend incorrect education records.
FERPA RELEASE FORM

STUDENT INFORMATION

LAST NAME                  FIRST NAME                  STUDENT ID

CONTACT #        EMAIL ADDRESS

I give permission to Emily Griffith Technical College to release the selected information to the recipient listed below for the purpose of (i.e. reports to third party funder, outside agencies, etc.)

TYPES OF EDUCATION INFORMATION TO RELEASE

<table>
<thead>
<tr>
<th>Check</th>
<th>All Information listed below</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td></td>
<td>Includes tuition &amp; fees, financial holds, mailing &amp; billing address, payment plans, accounting statements, collections &amp; debt information.</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td>Includes current enrollment, dates of enrollment activity, enrollment status, semesters attended &amp; mailing address information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Includes courses taken, grades received, GPA, academic progress transfer credit awarded &amp; certificates awarded.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Aid Includes all general financial aid information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Admissions Includes dates of application, programs selected, documents received, documents pending, and date of admission, admission status &amp; conditions of admission.</td>
</tr>
<tr>
<td></td>
<td>Cancel Previous Release</td>
<td>Cancels any previous request</td>
</tr>
</tbody>
</table>

INDIVIDUAL OF ORGANIZATION RECEIVING RELEASED INFORMATION

| Name of Person or Organization | Contact # | Relationship |

This authorization is valid until cancelled. The student may cancel this release at any time by submitting another FERPA form to their program advisor in Student Services.

Student Signature ________________________________ Date ________________

Office use only
ID Type: _____________________ Verified By: _____________________ Date: _____________________

Information current as of October 21, 2014. Please refer to EmilyGriffith.edu for most current version.
COURSE REGISTRATION POLICIES

Choice of Program (Catalog Year) and Continuous Enrollment
A student must complete the program(s) under the provisions of any EGTC Catalog in effect since the student began continuous enrollment at the institution. New Catalog policies and requirements take effect with the fall term.
Continuous enrollment is defined as being enrolled in classes within the program without a break of two or more consecutive terms. For a student who discontinues enrollment, he or she will be required to reapply to be admitted under the current Catalog when he or she returns to the institution. (Individual programs may have more stringent requirements. Please see the advisor for program specifics.)
Students who change programs must apply for admission for the new program and adopt the most current Catalog. In cases when required courses are no longer taught at EGTC, the appropriate department or college may designate a reasonable substitute with approval by the Instructional Dean. If a student desires to change the catalog for program completion, the student should first discuss with an advisor how such a change would affect completion requirements. If a student decides to request a change, he or she must complete a new application for the new program at Registration.

Student-Initiated Drop
A student may drop a course any time between 0% to 15% of the course contact hours. A student must visit the Treasurer’s Office (Room 633) to process the drop, and a refund will be coordinated for tuition and fees, minus costs for any course materials/kits already distributed by the institution. A drop does not appear on a transcript.

Administrative-Initiated Drop
If a student does not start the course, the instructor will report the student as a no show, and the student will be dropped from the course. Students who are administratively dropped will receive a refund for tuition and fees, minus costs for any course materials/kits already distributed by the institution.

Withdrawal
A student can request to be withdrawn from a class any time between 16% to 80% of the course contact hours. A student must visit the Treasurer’s Office (Room 633) to withdraw. A ‘W’ will show on the transcript but does not affect a student’s grade point average. It is the student’s responsibility to know when the deadline to withdraw is – not the instructor’s.

Incomplete
The Incomplete grade, or “I” grade, is a temporary grade designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their course work within the class start and end date of an individual course. A student must have completed at least 75 percent of the course work with a class average of C or better and have good attendance.

Before the end of the course, the student must meet with the instructor to prepare an Incomplete Grade Contract and make arrangements to complete the course on or before the time agreed upon. If the student does not complete the course work by the established deadline, the instructor will change the “I” to the letter grade stipulated in the contract. Incomplete grades that are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will automatically become an F.
Incomplete Grade Contract

GUIDELINES
- The grade of "Incomplete" may be assigned only if the student has completed at least 75 percent of the course work with a class average of C or better and good attendance and if the student and instructor have agreed to the conditions listed below.
- This form must be signed by the student, instructor, Dean and filed with the Director of Instructional Programs before the "I" grade is reported in the student information system by Student Records.
- Incomplete grades that are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) or date noted below will automatically become an F.
- If the work is successfully completed within the time limit, the instructor will submit a grade change form replacing the "Incomplete" grade to the appropriate grade earned.

TO BE COMPLETED BY STUDENT
(Please fill out top section and give to instructor to complete.)

Student Name: ____________________________ Student ID: ____________________________

Address: _______________________________________________________________________

Phone Number: __________________________________________________________________

Semester:  [ ] Fall  [ ] Spring  [ ] Summer  Year: ____________________________

Course and Section Number: __________________________________________________________________

Instructor: _______________________________________________________________________

TO BE COMPLETED BY INSTRUCTOR
1. Reason for incomplete grade:

2. Description of work to be completed:

3. Deadline:

4. If the student fails to complete these requirements by the deadline prescribed by the college policy listed above, the final grade reported will be an "F."

Student Signature: ____________________________ Date: ____________________________

Instructor Signature: ____________________________ Date: ____________________________

Instructional Dean Signature: ____________________________ Date: ____________________________
Do I have a qualifying appeal for a grade change?
An appeal may be filed by a student if he/she believes that the instructor of a course has given a course grade by criteria that were not clearly and directly related to the student’s performance in the course for which the grade or evaluation was assigned, as by:

(a) the use of non-academic criteria such as ethnicity, gender, political views, religion, age, sex, sexual orientation, financial status or national origin; and/or

(b) arbitrary application of academic criteria in a manner not reflective of student performance in relation to course requirements.

Appeal Procedures
To file an appeal, the student must submit a typed statement that answers each of the following in numbered order. (Please number your response to each question in your statement.)

Step 1 **Student information.** What is your name, program, student ID number, email, and phone number?

Step 2 **Course information.** What is the class (program, course number, course name), and who is involved (instructor, and/or others)?

Step 3 **Attempt to resolve with instructor.** Before an appeal can be filed with Student Records, the student is required to try to resolve the situation with the instructor. Did you attempt to resolve the situation with the instructor directly? If so, please briefly explain (in 100 words or less) what happened. In addition, attach written documentation (example: copy of email exchange with instructor).

Step 4 **Attempt to resolve through Instructional Dean.** If the student is unable to resolve the situation with the instructor, the student is next required to submit an appeal to the Instructional Dean. This step must be followed before filing an appeal with Student Records. Did you submit an appeal to the Instructional Dean? If so, briefly explain (in 100 words or less) what happened. In addition, attach written documentation (example: copy of email exchange with department dean).

Step 5 **Nature of alleged grievance.** An appeal may be filed with Student Records if the student believes that the instructor of a course has given a course grade by criteria that were not clearly and directly related to the student’s performance in the course due either: (a) the application of **non-academic criteria** such as ethnicity, political views, religion, age, sex, financial status or national origin; or (b) the application of **arbitrary academic criteria** in a manner not reflective of student performance in relation to course requirements. Which of these reasons -- the application of (a) non-academic criteria and/or (b) arbitrary academic criteria (or both) -- do you believe is relevant and for what reasons? Please provide a concise answer (in 350 words or less). (In addition to this brief explanation, you may include a longer explanation as a separate document with your materials.)

Step 6 **Additional documentation.** In addition to responding to the above questions, you may submit additional supporting documentation or information. Are there any additional
documents that you plan to include? If so, please list them and include them as attachments when you file your appeal.

Decision may include:
1. no change
2. removal of course from transcript, which results to a drop
3. grade is changed to a withdrawal
4. grade is changed

Please note that it is the student’s responsibility to submit a clear and complete appeal that addresses the above questions, including the basis for the appeal.

To avoid processing delays, please follow all the steps and send to the Student Records Office at 1860 Lincoln St., Denver, CO 80203.

**Timing**

**Within one semester** from the issuance of the grade or evaluation, the student must make initial contact with the instructor.

If the matter is not resolved, the student should proceed immediately to submit the appeal documentation to the Instructional Dean.

A formal appeal must be filed with the Student Records Office within one semester of the date of the disputed grade or the date an evaluation was made part of the student’s permanent record by the Student Records Office. An appeal must be initiated within the time limit specified.

In general, after an appeal has been filed with Student Records, the Committee will first determine, based upon the written appeal only, whether the student has stated that the allegations, if true, would constitute an assessment based on (a) non-academic criteria and or (b) arbitrary academic criteria. If a case has been established, the Committee will try to negotiate an informal resolution to the appeal. Once the Committee makes a decision, it is final and there is no appeal.

The committee will consist of the Student Records Office, Director of Student Services and Director of Instructional Programs. The committee will meet the first Monday of every month, and decisions will be made within ten business days of meeting.
STUDENT GRADE APPEAL FORM

Student’s Name
Student ID Number_____________________________________________________________

Program
Email Address________________________________________________________________
Phone Number________________________________________________________________
Course Name________________________________________________________________
Instructor’s Name

Please briefly explain the situation with the instructor that you were unable to resolve.

Please briefly explain the situation with the Dean that you were unable to resolve.

Please briefly explain the nature of the appeal that you are trying to resolve.

***Timing - the Student has within one term from the issuance of the grade or evaluation, to make initial contact with the instructor.

Please provide additional documentation if necessary.

Decision made:
   ___No change
   ___Removal of course from transcript
   ___grade changed to a W (withdrawal)
   ___grade is changed from ___ to ___

Signatures of Committee Members:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
FINANCIAL AID

Emily Griffith Technical College offers eligible students financial assistance through:
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Colorado Student Grant
- Colorado Work-Study
- Colorado Merit Scholarship
- Emily Griffith Foundation, Inc. Scholarships
- Payment Plans
- Other

Students must be prepared to pay initial costs with their own funds since these types of financial aid may not provide immediate assistance.

Students may be able to receive more than one type of assistance. Federal and state financial aid is for undergraduate students. It is applied for and awarded on a one-year basis. The award period begins with the start of the fall session and ends in July at the completion of the summer session. Students may apply for and receive financial aid during more than one award period. Financial aid students need to follow all rules and regulations of Emily Griffith Technical College.

Federal Grants
To be considered for financial aid at Emily Griffith Technical College, this includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Colorado Student Grant, Colorado Work Study and Colorado Merit Scholarship, students must complete the Free Application for Federal Student Aid (FAFSA) every academic year. A listing of the eligible programs is available in the Financial Aid Office.

State-Funded Assistance
Students must have lived in Colorado for at least one year and meet other eligibility requirements of the Colorado Commission on Higher Education. Funding is limited and awarded on a first-come, first-served basis.

Colorado Student Grant
This grant is available to students enrolled in a Pell-eligible program at least half-time. Funding is disbursed on an as-needed basis to assist with tuition and fees.

Colorado Work-Study
Applicants need to be enrolled in a Pell-eligible program at least half-time. Participants earn money toward their training expenses by working part-time. The Financial Aid Office attempts to place students in assignments that enhance their training. Funding is limited and awarded on a first-come, first-served basis.

Colorado Merit Scholarship
Colorado Merit Scholarship recognizes and recruits Colorado’s most outstanding students. This award is available to outstanding academic achievement students enrolled in a Pell-eligible program at least half-time.
Payment Plans
Payment plans can be arranged through the Treasurer’s Office. A payment plan is available to students who cannot pay the tuition and fees in full at the time of enrollment. Classes eligible for a payment plan must last longer than eight weeks and must cost more than $100. There is a $20 per year fee for this service, which is due when the payment plan is set up. All students who do not pay in full are required to make a down payment. (This includes students who will receive Pell.) Students should contact the Treasurer’s Office to determine the exact amount of their down payment.

The balance is paid in installments. The final payment will be due no later than four weeks prior to the last day of class. Any deviation from this schedule without prior approval will be a breach in the terms of this agreement. Should this occur, the total balance will be due and payable in full immediately or the student will be withdrawn from class. Default on any payment plan will result in no further payment plans for that student. Payment plans are not available for distance learning courses. Some courses/programs may have different payment requirements.

Satisfactory Academic Progress
To be eligible for federal and state financial aid, students must:
• Maintain a cumulative grade point average at or above 2.0.
• Maintain a cumulative completion rate at or above 67%.
• Complete the program by the time the student has attempted a maximum of 150% of the credits (or the equivalent hours) required for the program. For example, if a program is 100 credits long, a student can take up to a maximum of 150 credits to finish the program including all repeated classes, extra hours, and transfer credits.

Definitions of Satisfactory Academic Progress Status:
Good Standing: Student is eligible to receive all types of aid.
• Student has cumulative GPA at or above 2.0. Some scholarship programs may require a cumulative GPA higher than 2.0 for continued eligibility.

• Student has cumulative completion rate at or above 67%.

• Student has not attempted more than 150% of required number of credits for enrolled certificate program.

Warning: Student was previously in Good Standing but failed to meet one of the SAP criteria stated below. Student will continue to receive aid while on warning status.
• Student has cumulative GPA below 2.0 and/or,

• Has cumulative completion rate below 67%

• Student has attempted more than 110%, but less than 150%, of required number of credits needed for their certificate program.

Alert: Student has attempted more than 110%, but less than 150%, of required number of credits needed for their certificate program. Student is eligible to receive all types of financial aid.
Suspension: Student has failed to comply with stated SAP criteria while on warning or probation. Student is not eligible to receive financial aid (federal, state or designated institutional financial aid).
  • Student has failed to meet 2.0 GPA and/or 67% cumulative completion rate requirements.
  • Student has attempted more than 150% of required number of credits needed for certificate program.
  • Student has withdrawn or failed all courses within a semester.

Probation: Student will be placed on probation if their status was suspension and their suspension appeal has been approved. Student will be eligible to receive financial aid while on probation. At the end of the probationary term, the student:
  • Must be making satisfactory academic progress, or
  • Must be successfully following an academic plan

Academic Plan: Student who has eligibility reinstated under an academic plan and is successfully following that plan is eligible to receive financial aid while following the approved academic plan. Students on academic plans will have their eligibility reviewed at the end of each term according to the approved academic plan.

Review of Satisfactory Academic Progress
A Review of Satisfactory Academic Progress will be done shortly after the stated due date for grades at the end of each academic term.

First-time financial aid applicants who do not meet the cumulative GPA and/or cumulative completion rate criteria will immediately be placed on warning status for the first semester. First-time applicants who do not meet the cumulative GPA and/or cumulative completion rate criteria due to all withdrawn or failed courses will immediately be placed on suspension and will be required to appeal for financial aid consideration. First time applicants who do not meet the maximum time frame criteria will immediately be placed on suspension and will be required to appeal for financial aid consideration.

At the end of each semester the Financial Aid Office will review the student’s academic history for: 1) cumulative GPA requirement 2) cumulative completion rate and 3) maximum time frame.

Students who fail to meet Satisfactory Academic Progress criteria will be placed on financial aid warning or suspension and will be notified of their status.

Students who have attempted 110% of the required number of credits for their program will be sent an “Alert” informing them of their standing in terms of maximum time frame.

Students on warning or probation who meet Satisfactory Academic Progress criteria in a subsequent term will be reclassified as “In Good Standing”.

Student Financial Aid Academic Progress Appeals
EGTC is required to have a primary and a secondary process for students to appeal a suspension. All decisions made at the secondary level are final. The primary and secondary level will be defined by the institution. A student may appeal when they have been placed on financial aid suspension. These appeals must be submitted to the Financial Aid Office with a completed appeal form and supporting documentation. An appeal form may be obtained from the Financial Aid Office or from the college’s website. The student is responsible for presenting sufficient information and documentation to substantiate the existence of extenuating circumstances.
A complete description of Satisfactory Academic Progress may be obtained in the Financial Aid Office or online at www.EmilyGriffith.edu.

STUDENT RECORDS

A transcript is official only if it bears the seal of Emily Griffith Technical College and the signature of the student records officer.

Issuance of Transcripts
Transcripts may be requested in person in the Records Office (Room 627) or via email to Huethuy_Hoare@dpsk12.org by completing a transcript request form. Transcripts will not be released to students with unmet financial obligations. Official transcripts are $3.00 payable in check, cash, or money order. Transcripts will be available or mailed in ten business days. If needed, official transcripts may be produced on demand for $15.00. Pay for transcripts in person at the Treasurer’s Office (Room 633) or by phone 720-423-4786. Visit http://EmilyGriffith.edu/student-records-and-transcripts to download the transcript request form. For additional information, call 720-423-4845.

Program Certificates
Upon program completion and submission of the graduation application, students will receive one copy of the program certificate. Additional program certificates may be requested in person in the Treasurer’s Office (Room 633) or via email to Huethuy_Hoare@dpsk12.org by completing a transcript/certificate request form.

Official certificates are $15.00 payable in check, cash or money order. Pay for certificates in person at the Treasurer’s Office (Room 633) or by phone 720-423-4786. Certificates will be available or mailed in ten business days. Certificates will not be released to students with unmet financial obligations. Visit http://EmilyGriffith.edu/student-records-and-transcripts to download the transcript/certificate request form. For additional information, call 720-423-4845.

Enrollment Verification
Enrollment verification may be requested in person in the Student Records Office (Room 627) or via email to Huethuy_Hoare@dpsk12.org.

Student Loan Deferral
Student loan deferral due to in-school status requests may be requested in person in the Student Records Office (Room 627) or via email to Huethuy_Hoare@dpsk12.org.

Confidentiality of Student Records
Transcript information is confidential and can only be released to certain officials, institutions, prospective employers, etc. upon receipt of a "record release" form signed by the student.

Any student who requests a transcript must complete and sign a “Transcript Release” form or provide other written authorization to release his/her records. The Transcript Release form may be obtained in the Student Records Office.
EMILY GRIFFITH TECHNICAL COLLEGE
Student Records Office
1860 Lincoln Street
Denver, CO 80203
720-423-4845
Room 627

Request for Official Transcript/Certificate

Please note: Transcript/Certificate requests will be processed within 10 business days. Official documents will not be issued unless all financial obligations to the school have been fulfilled. Upon graduation, all Emily Griffith Technical College students may receive one free copy of their official transcript/certificate. All subsequent requests for transcripts require a $3.00 fee along with this completed form. All subsequent requests for certificates require a $5.00 fee along with this completed form.

Please complete the following information as legibly as possible.

Social Security Number: _____ - _____ - _______       Date of Birth: _____/_____/_____
                      Month       Day      Year

Student Name: __________________________________________
                     Last                 First                 Middle Initial

Address: __________________________________________________
                      Street                      City                      State                      Zip Code

Phone: (______)_________ - __________

Please check one
Year Attended: _________     □ High School     □ Vocational     □ Apprenticeship

Please send my □ transcript □ certificate to:

□ Same address as above

If you would like to send your transcript/certificate to an address different than the address listed above, please fill out the address below. Please print clearly.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Street                      City                      State                      ZIP Code

I, ________________________________ give Emily Griffith Technical College authorization to release my transcript/certificate to the above address and have paid the required fee.

________________________________________________________________________

Signature

Date

Office Use Only: No. of copies requested: ________
SCHOOL SECURITY AND EMERGENCY PROCEDURES
This information is contained in an addendum located on the student portal. Copies are also available in classrooms.

STUDENT ACCIDENT OR INJURY REPORTING PROCESS

If an accident or injury which does not require immediate medical attention occurs on College property, it is the student’s responsibility to seek medical attention, if so desired. For an accident or injury requiring immediate medical attention, EGTC staff will call 911.

Any EGTC student who sustains an injury on College property or at any facility where College business is being transacted is required to file an accident report with the College within 24 hours of the occurrence (or the next business day, whichever comes first).

Process for Reporting Accident or Injury Sustained on College Property

1. At the time of the injury or accident, the instructor must contact DPS Safety & Security at 720-833-1703 immediately to file an incident report.
2. Injured students not in need of immediate medical attention should be directed to the Instructional Dean’s office for the program in which he/she is participating or to the registration desk in Student Services at the Emily Griffith Campus (1860 Lincoln Street), where they may obtain a Student Accident Report form. The Student Accident Report form is also available on the emilygriffith.edu website after normal business hours.
3. The completed Student Accident Report form must be returned to the Instructional Dean’s office for the program in which the student is participating. The instructor will also accept these after normal business hours and turn them in to the Instructional Dean for the program in which the student is participating.
4. Upon receipt of a Student Accident Report, the Instructional Dean for the program in which the student is participating will forward a copy of the report form to the office of the Director of Instructional Programs who will provide notice to other appropriate parties as needed.
5. The Executive Assistant for Instructional Programs will serve as the contact person for questions and other concerns about a reported injury and will report his/her findings to the Director of Instructional Programs and to the Director of Student Services, noting any identified safety hazards, which may have contributed to the reported injury.
6. The Director of Instructional Programs will be responsible for making any recommendations needed to correct identified safety hazards to the Executive Director and to other campus offices and/or committees as he/she deems necessary.
7. The Director of Instructional Programs will forward all submitted Student Accident Report forms to DPS Risk Management.

Information current as of October 21, 2014. Please refer to EmilyGriffith.edu for most current version.
Process for Reporting Accident or Injury Sustained at Clinical or Internship Site

1. Injured students should immediately call 1-855-495-1554, anytime day or night. They should report all injuries/illnesses, whether they seek medical treatment or not.

2. A list of the DPS designated medical clinics is available on the Risk Management website at: http://risk.dpsk12.org by clicking on Workers' Compensation. Injured students may call the nearest designated clinic for an appointment or just walk in.

3. Students should notify the instructor within 24 hours, and instructors must notify the Instructional Dean for the program in which the student is participating within 24 hours of student notification.

4. The designated medical provider will give the injured student two (2) copies of a physician’s report reflecting the treatment plan, future appointment(s), and current physical restrictions, if applicable. The injured student must submit one copy of the physician’s report to his/her instructor. The other copy is for the student’s records.

5. After the initial medical appointment, to the extent possible, future appointments should be scheduled not to conflict with the student’s school schedule.

6. The DPS Workers’ Compensation Claims Administrator is TRISTAR Risk Management. For follow-up information on the claim, injured students may call 720-962-0222, ext. 3220.

7. Note: Students must also follow accident or injury reporting processes as required by the clinical or internship site.

STUDENT CODE OF CONDUCT

Emily Griffith Technical College wishes to provide a school environment that is safe, conducive to learning, and free from unnecessary disruption. Behavior that is detrimental to the welfare or safety of other students or school personnel, and which interferes with the school’s ability to provide educational opportunities to other students will be considered inappropriate.

Students found to be in violation of the Student Code of Conduct will be removed from class until such time as the instructor and supervising administrator determine appropriate disciplinary action.

The following violations will result in appropriate disciplinary action including removal from school, return under contract, or immediate expulsion:

- Using violent behavior or the threat of violent behavior toward employees, students or the general public will not be tolerated.
- Possessing any firearm, ammunition, explosive device, or illegal weapon as defined by Colorado law.
- Fighting, assault, threat of bodily harm, or sexual harassment.
- Engaging in verbal abuse, intimidation, or harassment of instructors, students, or staff.
- Failing to comply with verbal or written directions of individuals in authority.

Information current as of October 21, 2014. Please refer to EmilyGriffith.edu for most current version.
• Engaging in distribution, possession, use, or being under the influence of alcohol, an illegal drug, or controlled substances as defined in section 12-22-303, Colorado Revised Statutes.

• Participating in gang-related activities and such gang-related characteristics as colors, hand signs, graffiti, apparel, jewelry, notebooks, trademarks, and any other attributes denoting gang affiliation.

• Destroying, defacing, or stealing of school property or property of others.

• Being dishonest, cheating, plagiarizing, or knowingly furnishing false information.

• Forging, altering, or misusing of school documents, records, identification materials, educational materials, and Internet access.

• Using obscenities or vulgarities.

• Gambling, wagering, or betting of any type, either on or about the premises.

• Participating in unauthorized entry or use of school facilities and/or equipment.

• Engaging in unauthorized distribution or sale of goods or unauthorized postings of materials on school bulletin boards or building surfaces.

• Failing to comply with contractual obligations with Emily Griffith Technical College (tuition payments, terms of work study or employment).

• Engaging in unacceptable uses of school-owned equipment and resource materials.

• Smoking in any of the Emily Griffith Technical College buildings, shops, or on Emily Griffith Technical College property.

• Consuming food or drink brought to or consumed in the classroom without instructor consent.

• Parking of any two-wheel vehicle in the facility.

• Bringing children to class or leaving children unattended or unsupervised on school property or grounds.

• Bringing animals or pets of any type in the building. (Exception: service animals.)

• Inviting friends to the campus. Visitor passes are issued only for potential students to meet with the counselors or to visit classes.

• Using headphones, cellular phone, pagers, or any similar form of electronic device during class.
• Displaying any form of dress that is determined to be disruptive to the educational process which includes wearing shorts, halters, or other garments that expose the body.

• Violating other conduct policies as stated in the Denver Public Schools' Student Conduct and Discipline Policy or other appropriate policies developed within individual classrooms or programs.

These policies were developed to provide an optimum learning environment for all.

All students are required to adhere to the Student Code of Conduct at all times and will sign off stating they received a copy of the Code of Conduct and understand what constitutes a violation.

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**ACADEMIC INTEGRITY POLICY**

A commitment to academic integrity is essential to the mission of Emily Griffith Technical College. Academic dishonesty violates the foundation of education, undermines the experiences within the instructional setting, and negatively impacts the needs of business and industry.

This policy applies to any and all student experiences at the school and in affiliate programs (including internships, clinical programs, online classes, etc.). Any violation of this policy in which academic credit is involved may result in immediate program termination and loss of program credit. The following is a broad overview, but not an all-encompassing definition, of what constitutes a violation of academic integrity.

**Cheating**
Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Examples:
- Unauthorized use of notes, text, the Internet, or other aids during an examination
- Copying from another student’s work
- Unauthorized communication during an examination
- Intentionally viewing a test before it is administered
- Storing notes in a portable electronic device for use during an examination

**Plagiarism**
Plagiarism is intentionally or carelessly presenting the work of another as one’s own. It includes submitting an assignment purporting to be the student’s original work which has wholly or in part been created by another person.
Fabrication and Forgery
Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out of classroom experiences. Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.

Unauthorized Collaboration
Unauthorized collaboration is when students submit individual academic works that are substantially similar to one another.

Examples:
- Sharing a take-home examination or any other assignment with a peer without express permission from the instructor
- Completing an educational exercise with the aid of a peer, but unfairly crediting all work to oneself

Participation in Academically Dishonest Activities
Participation in academically dishonest activities is any action taken by a student with the intent of gaining an unfair advantage.

Examples:
- Misrepresenting oneself or one’s circumstances to an instructor
- Stealing an examination
- Purchasing a pre-written paper
- Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts
- Destroying, altering, stealing, or forging another student’s work, library materials, laboratory materials, educational records, course syllabi, or examination/course grades
- Intentionally missing an examination or assignment deadline to gain an unfair advantage
- Forging information or signatures on official College documents

Facilitating Academic Dishonesty
Facilitating academic dishonesty is intentionally or knowingly helping or attempting to violate any provision of this policy.

Examples:
- Doing academic work for another student
- Making available previously used educational work for another individual with the intention of resubmitting the work for credit

Guidelines
Students found to be in violation of the Academic Integrity Policy will be removed from class until such time as the instructor and supervising administrator determine appropriate disciplinary action including: removal from school, return under contract, or immediate expulsion.

Students who violate Emily Griffith Technical College’s Academic Integrity Policy may also be subject to individual course penalties. This can result in, but is not restricted to, failing the course, in addition to any College penalty. All instructors must reference academic integrity in their syllabi.

If a student feels that he or she has been wrongly accused of violating the Academic Integrity Policy, the student has the right to appeal the charge to the body that first issued the sanction.

Information current as of October 21, 2014. Please refer to EmilyGriffith.edu for most current version.
INTERNET USE POLICY

Denver Public Schools provides a wide-area network service that connects district facilities to each other and to the Internet at large. Access to the Internet offers vast and unique resources to both students and teachers. The district's goal in providing this service is to promote educational opportunities to schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic network connecting millions of computers and individuals all over the world. It is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of a network that provides both in-district and worldwide access depends upon the proper conduct of each end-user.

Users must adhere to the guidelines of this policy in order to acquire and maintain network access. Violation of any of the provisions of this policy may result in:

- Termination of access
- Denial of future access
- Possible disciplinary action

Definitions:
1. Illegal activities - include, but are not limited to, any activities in violation of local, state, and/or federal laws.
2. Obscene activities - include activities in violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle. This includes retrieval of or access to any sexually explicit materials.
3. Inappropriate use - includes any activities conducted in violation of this policy or additional activities deemed inappropriate by system administrators.
4. System administrators - employees of the school district whose job functions include oversight of the district's computer network.
5. Dangerous information - information that if acted upon could cause damage, present a danger, or cause a disruption to the district or the community-at-large.
6. Compromising personal safety - revealing personal contact information relating to themselves or other persons.

The district provides filtering to restrict access to obscene, pornographic, or other material that is harmful to minors. The district does not guarantee that such material will never be encountered. On a global network it is impossible to control all materials, and even casual users may easily discover or come across controversial material. The school district believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may access material that is not consistent with the educational goals of the district.

The use of the district's network is a privilege, not a right, and must be treated as such by all users. Inappropriate use may result in a cancellation of this privilege. The following activities are expressly prohibited:

- Using the district's network for any or in support of illegal or obscene activities, and/or inappropriate use.
- Using the district's network for any inappropriate non-district-related business and/or commercial purpose, product advertising, or support of any political or lobbying activity.
• Vandalizing the network or network resources, which includes, but is not limited to, any malicious attempt to harm, destroy, or alter data on the district's network, including introduction of any computer virus.

• Attempting to access restricted data or to disrupt the use of the network for other users.

• Using profanities or language that is generally offensive, defamatory, harassing, or threatening to another individual and/or group.

• Creating or accessing dangerous information.

• Violating copyrights or interference with license agreements. This includes, but is not limited to: software, uncredited use of text, graphics, photographs, electronic data, or interference with the privacy rights of individuals or entities without their authorization. Plagiarizing any information gathered via the district's network is also prohibited. Users have no proprietary ownership in materials placed on the district's network, unless such material is otherwise covered by copyright.

• Providing access to the district's network to unauthorized users.

• Sharing electronic mail account passwords, leaving passwords available in obvious locations, or leaving "signed on" computers unattended.

• Compromising personal safety.

• Allowing minors to access inappropriate matter on the internet.

• Disclosure, use, and dissemination of personal information regarding minors.

Communication conducted over the district's network is not private and district staff may, in conducting network supervision and maintenance, review and inspect directories or messages. The district reserves the right and will access stored records with or without reasonable cause to assure compliance with this policy.

The school district makes no warranties that the functions of its network system will meet any specific requirements. Nor will the district be responsible for any damages suffered through use of the network. This includes loss of data, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained through the district's network is at each user's risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

**NON-DISCRIMINATION POLICY**

All students attending Emily Griffith Technical College regardless of race, ethnicity, religion, national origin, ancestry, marital status, gender, age, veteran status, disability, or sexual orientation shall be equally entitled to the benefits of a good education. To secure such benefits, the needs and aspirations of all students shall be considered. It is the responsibility of all EGTC employees to ensure that barriers of prejudice, discrimination and ignorance do not impede learning.

Emily Griffith Technical College complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran’s Readjustment Act of 1974, the

Emily Griffith Technical College is committed to maintaining an educational environment that promotes mutual respect for all people and will not tolerate sexual harassment or sexual assault. Information on the prevention of sexual harassment and sexual assault is presented on an on-going basis to students. For more information, contact the equity officer at 720-423-4714.

Equal opportunity for employment and admission will be extended to all persons and the school shall promote equal opportunity and treatment through a positive and continuing affirmative action program. Any person who encounters discrimination or sexual harassment should contact Human Resources at 720-423-4714.

SEXUAL HARASSMENT POLICY

EMILY GRIFFITH TECHNICAL COLLEGE
A DIVISION OF DENVER PUBLIC SCHOOLS
SEXUAL HARASSMENT POLICY AND
PROCEDURES FOR INVESTIGATION OF COMPLAINTS OF
SEXUAL DISCRIMINATION OR HARASSMENT

I. GENERAL STATEMENT POLICY

Sexual harassment is a form of sex discrimination, which violates federal and state law. It is the policy of the School District in the City and County of Denver, Colorado, to maintain a learning and working environment that is free from sexual harassment. The School District prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of the School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The School District will immediately, upon notification, investigate all complaints, either formal or informal, verbal or written, of sexual harassment and discipline any student or employee who sexually harasses a student or employee of the School District.

II. SEXUAL HARASSMENT DEFINED

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, other verbal or physical conduct, or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education;

3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive work or educational environment.

Any action or conduct as defined above when directed at any student or employee or by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse;

2. Subtle pressure for sexual activity;

3. Inappropriate patting or pinching;

4. Intentional brushing against a student’s or an employee’s body;

5. Demanding sexual favors accompanied by implied or overt threats concerning an individual’s employment or educational status;

6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status;

7. Any sexually motivated unwelcome touching;

8. Dating one’s student.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to one of the Directors of Instruction or Emily Griffith Technical College Human Resources, who are the appropriate School District officials as designated by this policy.

A. Emily Griffith Technical College Human Resources is responsible for receiving oral or written reports of sexual harassment at the building level. Upon receipt of a report, the Human Resources Representative must notify the Title IX Officer, who will coordinate the investigation of the complaint. A written report will be forwarded simultaneously to the Title IX Officer. If the report was given verbally, the Human Resources Representative shall reduce it to written form within 24 hours and forward it to the Title IX Officer. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the Human Resources Representative, the complaint shall be filed directly with the Title IX Officer.

B. The School Board hereby designates Title IX Officer to receive reports or complaints of sexual harassment from any individual, employee, or victim of sexual harassment and also
from the Human Resources Representative as outlined above. If the complaint involves the Title IX Officer, the complaint shall be filed directly with the Superintendent. If the complaint involves the Superintendent, the complaint can be filed with the Board of Education President.

C. The School District shall conspicuously post a summary of this policy against harassment and violence and the name of the Title IX Officer in each school and in each central office that the School District maintains, in a place accessible to faculty, administrators and other employees. In addition, this policy shall be posted on the School District's website on the Internet. Copies are also available in the Department of Human Resources.

D. The School District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION AND RECOMMENDATION

Upon receipt of a report or complaint alleging prohibited harassment, the Title IX Officer shall promptly undertake or authorize an investigation. This investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations. In determining whether the alleged conduct constitutes a violation of this policy, the School District shall consider the following:

· the nature and context of the incidents
· the frequency, duration, repetition, severity, and scope of the alleged harassment
· the relationship between the parties involved
· the sex, race, color, sexual orientation, national origin, disability, religion and/or age of the victim

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

V. SCHOOL DISTRICT ACTION

The Title IX officer shall complete its investigation and provide a written report of the investigation within 10 working days to EGTC Human Resources. Upon completion of this investigation, Human Resources shall advise the complaint and the alleged perpetrator of the outcome of the investigation and any steps the School District is taking as a result of its conclusion and the remedial action taken, if any.

A. The School District will disclose this information in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged perpetrator.

B. Upon receipt of a report that a violation has occurred, the School District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the
violation, including providing appropriate assistance to the victim. If the alleged perpetrator is another student, appropriate actions may include but are not limited to counseling, awareness training, parent-teacher conferences, warning, suspension, expulsion, transfer, and remediation. If the alleged perpetrator is a School District employee, appropriate actions may include, but are not limited to, warning, suspension or immediate termination.

Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreement, state statutes and School District policies. The School District will take action as deems necessary and appropriate to end harassment and prevent its recurrence.

VI. NON-REPRISAL
The School District will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports an incident of alleged sexual harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. NON-HARASSMENT
The School District recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES
These procedures do not deny the right of any individual to pursue other avenues of recourse such as filing a complaint by a student under Title IX with the grievance officer, filing a charge with State Civil Rights Office, or EEOC.

IX. SEXUAL HARASSMENT AS SEXUAL ABUSE
Under certain circumstances, sexual harassment may constitute sexual abuse under state statutes. In such situations, the School District shall comply with the reporting requirements of state law and the procedures under the District policy on child abuse.

X. DISCIPLINE
Any school district action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, state statutes, and School District policies. The School District will take such disciplinary action as deems necessary and appropriate, including warning, suspension, or immediate discharge to end sexual harassment and prevent its recurrence.

XI. APPEAL PROCESS
If the complainant is dissatisfied with the results of the Title IX Hearing Officer’s investigation or the recommended remedy, he or she may request that the Superintendent or Superintendent’s designee review the matter. Such request for review shall specify the reasons for the request for review, and
shall be filed with the Superintendent within five working days after decision is rendered. The Superintendent or Superintendent’s designee shall conduct such additional investigation as he or she deems appropriate. Within ten working days of receipt of the request for review, the Superintendent or Superintendent’s designee shall issue a decision or shall state in writing that additional time is required and that a decision will be issued on a specified date.

The decision of the Superintendent or Superintendent’s designee shall be final.
Emily Griffith Technical College is an area career/technical school governed by the Denver Public Schools (DPS) Board of Education and by regulations established by the Colorado Community College System. These DPS Board policies require the school to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in federal law). The school has adopted the following Drug and Alcohol Abuse Prevention Program:

I. STANDARD OF CONDUCT
Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use or abuse of alcohol, and/or illicit drugs on school property or use as a part of school activities.

II. LEGAL SANCTIONS FOR VIOLATIONS OF THE STANDARDS OF CONDUCT
Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, use/abuse of illicit drugs, and/or alcohol is subject to criminal penalties under local, state, and federal law. These penalties range in severity from a fine of up to $100 to life imprisonment and/or a fine of $8,000,000. The exact penalty assessed depends upon the nature and severity of the individual offense.

III. PENALTIES WHICH MAY BE IMPOSED BY THE SCHOOL
Students and/or employees who violate the above standard of conduct will be subject to disciplinary action under employee and student disciplinary policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program, expulsion from school or termination of employment, and/or referral to authorities for prosecution.

IV. HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ALCOHOL ABUSE
Health risks associated with drug and alcohol abuse include, but are not limited to malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, and low birth weight babies with drug addictions.

V. AVAILABLE COUNSELING, TREATMENT, REHABILITATION OR RE-ENTRY PROGRAMS
Information on available counseling, treatment, and rehabilitation or re-entry programs is available at the school counseling office or the Colorado Department of Health.

Emily Griffith Technical College security and/or the Emily Griffith High School Principal and/or a Director of Emily Griffith Technical College will handle violations of this policy. For assistance, call Security at 720-833-1703.
NON-SOLICITATION POLICY

The policy governing the distribution of published materials and solicitation at EGTC were established to guarantee avoided disruption of business operations or disturbance of faculty, staff, visitors, and students. These types of activities must serve the students, faculty, and staff and established standards ensure the general appearance and condition of the College's facilities and environment are maintained.

The Non-solicitation policy applies to EGTC students, faculty, and non-faculty employees and volunteers as well as vendors and other non-EGTC individuals and entities and their representatives.

Bulletin Boards for Posted Materials
It is necessary that printed posters, signs, notices, and other materials disseminated on campus be posted in a manner that does not detract from the physical appearance of the campuses or result in damage to building surfaces. Uses of scotch tape or thumb tacks on walls are examples of posting methods that would damage a building and are prohibited.

Designated bulletin boards are the primary means for displaying printed material on campus. Bulletin boards in student lounge areas are intended for notices and other materials related to the programs and goals of the College.

EGTC reserves the right to prohibit or remove advertising and distribution which violates this policy, is obscene, defamatory, consists of fighting words, threats of physical harm, incites imminent lawless action, vulgar to the extent not entitled to protection as expression, or promotes illegal use of alcohol or drugs. Advertising and publicity is defined as any method for disseminating commercial informational/promotional materials on any of the campuses. Advertisement on campus does not imply official endorsement by EGTC.

General procedures and parameters for bulletin board posting include the following:

• Posted materials are usually limited to a maximum size of 8 ½ x 11 inches and must include the name of the responsible individual and a visible expiration date.
• Posting of materials in locations other than designated bulletin boards is not permissible, with the exception of student groups, e.g. the Student Ambassadors.
• Violations for improperly posting materials will subject the sponsoring organization, individual, or department to the costs of removal, repair of damages (if any), and/or disciplinary action.
• Outdated materials must be removed by the individual. Individuals who fail to remove their outdated items may be denied use of those bulletin boards in the future. EGTC has the right to remove outdated material.

Individuals or organizations not affiliated with the College must bring posting materials to the Marketing/PR office (Room 604) for approval.

SOLICITATION
Solicitation refers to the attempted sale, lease, rental, or offer for sale, lease, or rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; the oral,
written, or electronic appeal or request to support or join an organization other than a registered
student, faculty, or staff organization; the receipt of, or request for, any gift or contribution; or the
distribution of information in support of these activities.

EGTC prohibits the advertising, marketing, or merchandising of products or services on any college
site without approval from the Marketing/PR Director.

Only registered student organizations and College departments may solicit on campus. All sales
persons or agents for any product or proposition or cause whatsoever are prohibited from soliciting
members of the faculty, staff, or the student body in any building or on any part of any campus of
EGTC, or by any electronic means, except as provided herein. Door-to-door solicitation in college
academic or administrative buildings is strictly prohibited. Space for sales and solicitation must be
arranged through the EGTC Marketing/PR department.

Students interested in hosting events at EGTC should refer to the Community Usage Policy available
on EmilyGriffith.edu.

EGTC recognizes the value of charitable organizations and encourages employees and students to
be active participants in organizations that support or contribute to the mission of EGTC. With the
exception of Emily Griffith Foundation authorized charitable giving campaigns, any charitable
organization that wishes to solicit funds for a charitable donation must be sponsored by a recognized
student organization, faculty member or employee and obtain the approval of the Marketing/Public
Relations Office, which will coordinate with the appropriate EGTC department. Arrangements should
be made through and inquiries should be directed to the Director of Marketing/Public Relations.

Non-EGTC Individuals or Organizations

1. Non-employees or non-students may not engage in solicitation or commercial solicitation (including distributing any kind of written or printed materials) on EGTC property at any time. Exceptions to the Non-solicitation policy must be approved by the Marketing/Public Relations Office.
2. The Marketing/Public Relations Office will not approve commercial solicitations by vendors that promote items or services that are contrary to the policies, mission, or core values of EGTC.
3. Door-to-door solicitation or commercial solicitation is not authorized.
4. The Non-solicitation policy does not prohibit normal business contacts by authorized vendor representatives engaging in business with EGTC in compliance with other EGTC and Denver Public Schools policies provided such contacts are made with the consent of EGTC and/or district officials.
5. Vendors approved for vending privileges to the EGTC community are to be determined by EGTC, and will be permitted to sell or promote their products or services at restricted locations on campus for a limited number of days per year, provided that they register with the Marketing/Public Relations Office and pay the assigned fee.
STUDENT GRIEVANCE PROCEDURE

A. Definitions

1. A “grievance” shall mean a complaint by a student that there has been a violation, a misrepresentation, or inequitable application of the school policy or instructional procedures.

2. An “aggrieved student” is a student asserting a grievance.

B. Grievance Procedure

The first contact for the aggrieved student will be through verbal conversation with his or her instructor. If the student is not satisfied with the outcome of the conversation, the following formal steps will be taken:

Step 1 If the aggrieved student wishes to pursue a grievance, he or she must submit a grievance form to the appropriate instructor. Within five school days of receipt of the grievance form, the instructor will communicate a written response either accepting the student’s recommendation for solution or denying the recommendation and referring the student to the Dean of Instruction for the program.

Step 2 In the event that the aggrieved student is not satisfied with the decision made in Step 1, the aggrieved student may submit a formal letter of explanation to the Dean of Instruction. The Dean of Instruction will meet with the aggrieved student within five school days of receipt of the letter in an attempt to resolve the issue.

Step 3 If the decision of the Dean of Instruction does not satisfy the aggrieved student, he or she may request that the letter be forwarded to the Director of Instructional Programs. Within five school days of receipt of the letter, the Director will meet with the student to attempt to resolve the grievance.

Step 4 In the event that the aggrieved student is still not satisfied with the decision made in Step 3, he or she may file a second appeal in the form of a formal letter to the Executive Director. Within ten school days of receipt of the letter, the Executive Director will meet with the student.

Step 5 In the event that the aggrieved student is not satisfied with the decision made by the Executive Director, he or she will be advised to contact the appropriate director at the Denver Public Schools’ Central Administration Offices at 900 Grant Street, Denver, CO.
STUDENT GRIEVANCE FORM

Student’s Name ____________________________
Name of Course ____________________________
Instructor’s Name ____________________________

Please explain the issue that occurred including date, time, and a complete description of the situation.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please make a recommendation for a solution to this issue. Please state what you want the teacher (or school) to do, as well as what you will do to resolve the issue.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Recommendation Accepted _____ Referral to Dean of Instruction _____

______________________________________________________________________________
Signature of Instructor

Recommendation Accepted _____ Referral to Director of Instructional Programs _____

______________________________________________________________________________
Signature of Dean of Instruction
### 2014-2015 INSTITUTIONAL CALENDARS

#### EMILY GRIFFITH TECHNICAL COLLEGE

#### 2014-2015 ADULT BASIC EDUCATION PROGRAM CALENDAR

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- No Classes/School Closed
- No Classes/School Open
- Inservice Days
- Classroom/Move Organization Days

**Notes:**
- Back to College - Friday, August 22
- Graduation Ceremony - Friday, June 5 (tentative)
- Schedule TBD after December 2014

#### 2014-2015 CONTINUING EDUCATION PROGRAM CALENDAR

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- No Classes/School Closed
- No Classes/School Open
- Inservice Days
- Classroom/Move Organization Days
- Session Start

**Notes:**
- Back to College - Friday, August 22
- Graduation Ceremony - Friday, June 5 (tentative)

Information current as of October 21, 2014. Please refer to EmilyGriffith.edu for most current version.
EMILY GRIFFITH TECHNICAL COLLEGE
2014-2015 ESL PROGRAM CALENDAR

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No Classes/School Closed
No Classes/School Open
Inservice Days
Classroom/Move Organization Days
Session Start

Notes:
Back to College - Friday, August 22
Graduation Ceremony - Friday, June 5 (tentative)

EMILY GRIFFITH TECHNICAL COLLEGE
2014-2015 GED PROGRAM CALENDAR

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No Classes/School Closed
No Classes/School Open
Inservice Days
Classroom/Move Organization Days
Session Start - Monday/Wednesday
Session Start - Tuesday/Thursday
Session Start - Saturday
Session Start - Saturday

Notes:
Back to College - Friday, August 22
Graduation Ceremony - Friday, June 5 (tentative)

Information current as of October 21, 2014. Please refer to EmilyGriffith.edu for most current version.
### Emily Griffith Technical College
#### 2014-2015 CTE Program Calendar

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<td>No Classes/School Closed</td>
<td>No Classes/School Open</td>
<td>Office/Institutional Service Days (1/2 days)</td>
<td>Industry Visit Days</td>
<td>Inservice Days</td>
<td>Classroom/Moves Organizational Days</td>
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#### Notes:
- College Meetings/Office Institutional Service - Monday, August 18 (full-day)
- Back to College - Friday, August 22 (1/2 day)
- First Day of Classes - Monday, August 25
- Graduation Ceremony - Friday, June 5 (tentative)

### Emily Griffith Technical College
#### 2014-2015 Student Services Calendar

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<td>School Closed</td>
<td>Inservice Days/Staff Only</td>
<td>Registration/Advisement/Student Success Center Closed/Treasurer’s Office OPEN</td>
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#### Notes:
- Back to College - Friday, August 22
- Graduation Ceremony - Friday, June 5 (tentative)

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