EMILY GRIFFITH
TECHNICAL COLLEGE

2025 - 2026

CATALOG

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Emily Griffith Technical College Calendar 2025 - 2026

Fall Semester 2025

August 18
Fall semester begins

September 1
Labor Day - College Closed

October 16
Staff Professional Development Day - College Closed

November 24 - 28
Fall break - no classes

December 18
Last day of fall semester

December 22 - January 5
Winter break - no classes

Spring Semester 2026

January 6
Spring semester begins

January 19
Martin Luther King Jr., Day - College Closed

February 16
President's Day - College Closed

March 30 - April 3
Spring Break - no classes

March 31
Cesar Chavez Day - College Closed

April 16
Staff Professional Development Day - College Closed

May 25
Memorial Day - College Closed

June 19
Juneteenth - College Closed

July 3
Recognition of Independence Day - College Closed

July 16
Last day of Spring semester

July 17
Graduation

Welcome to Emily Griffith Technical College

Greetings,

It has been said that every life is filled with defining moments – moments of awareness, decision and action that change a person's life trajectory. Some defining moments occur in response to tragedy or dramatic change, some as a burning drive to achieve and better the lives of others, and some defining moments occur just like this…reading a college catalog and feeling compelled to take the next step in life. As you read this note, I believe you are at the cusp of a defining moment in your life. You are about to better yourself with the skills and knowledge which will open the door to a successful career. In this defining moment, you are about to join Colorado's oldest, largest and most successful technical college – and the nearly two million students since 1916, who have been in your shoes, chose to step into their own defining moment and joined the Emily Griffith Technical College family.

I am proud to share that you will be supported in your time at Emily Griffith Technical College by the most expert, most caring, faculty and staff anywhere. Our excellent instructors are proven leaders in their fields and will challenge you to grow, push you to excel, and encourage you to greatness. We also know that you are likely making sacrifices in your life to attend college and reach your dreams, so please be assured that our caring staff will support you each step of the way, help you navigate any challenges that might arise, answer any questions you have, and provide guidance throughout your journey.

This catalog will help familiarize you with our many resources, departments, and policies. It will also serve as a guide, pointing you in the right direction to find more information or assistance. In fact, in the following pages you will see descriptions of the services and offerings available, as well as our rules governing academic life and our Student Code of Conduct – the Code establishes the responsibilities that students have in making this a campus that values integrity, professionalism, respect and fairness.

As you make the decision to step into your defining moment, know that we are here for you. In fact, Emily Griffith Technical College has been waiting for you for 107 years! Our founder, Emily Griffith, set our purpose: to provide an opportunity for all who wish to learn. We have taken on the great responsibility of this purpose and made it our mission to: Prepare our students for today's workforce and tomorrow's opportunities. This is your moment – we're ready when you are.

Welcome and take care!

Randy Johnson, Executive Director

Mission, Vision, Commitment

Mission

Preparing our students for today's workforce and tomorrow's opportunities.

Vision

Opportunities for all who wish to learn.

Why Statement

We believe in creating equitable access for all who wish to learn.

Our Commitment

Emily Griffith Technical College is committed to excellence and diversity. Our quality educational institution accepts individuals as they are and assists them in becoming the best that they can be. Embracing this commitment, the school addresses the rapid pace of technological change and strives to be an innovative leader where change and creativity are celebrated. Emily Griffith strives to develop and maintain the best educational opportunities in the best educational environment possible.

Our Core Values

We strive every day to live our core values and to share with all who wish to learn.

Innovation

We strive to be an industry and education leader, to maintain an industry focus and perspective, and to promote technology-driven workforce development.

Culture

We strive to be leaders in community collaboration, to promote transparency and inclusiveness, and to embrace diversity and integrity.

Continuous Improvement

We strive to utilize communication and teamwork, to always look for process improvement, to maintain program, department, and employee accountability, and foster a culture of professional development.

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, sexual orientations, and ethnic 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 of our students in an ongoing celebration of diversity.

How This Catalog Can Help You Succeed

A Valuable Tool

This catalog is a valuable tool for guiding you through registering for classes, including:

- Admission and Registration
- Tuition and Fees
- Financial Aid
- Campus Services
- Policies
- Certificate Requirements
- Course Descriptions

Please see your Career Navigator to answer any questions about the material in this catalog or for help in planning educational goals.

Publishing Information

This catalog explains the guidelines and procedures regarding student rights, responsibilities, discipline and due process. Published by Emily Griffith Technical College April 7, 2025. Effective August 18, 2025 - July 16, 2026 unless revised prior to that date.

Emily Griffith Technical College reserves the right to change provisions, requirements and fees that are listed in this catalog. Without notice, Emily Griffith Technical College may cancel any course or program or change its content, description, timing, availability, location, academic credit or any other aspect. Nothing in this catalog is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate. Visit emilygriffith.edu for updated information.

Where to Find Catalog Updates

This catalog is true and accurate at the time of publication. Additions and changes may occur because of changes in state, system or college regulations or accreditation requirements. Updates, changes, and addenda to this catalog can be found at emilygriffith.edu.

History

Emily Griffith had no more than an 8th grade education when her family moved to Colorado in 1895. In years of teaching at Denver's Central and Twenty-Fourth Street Schools, she realized parents' lack of a basic education often led to poverty and difficult life situations for entire families. She developed a strong desire to help adults of all ages and was determined to open a school to "provide opportunities for all who wish to learn." Griffith inspired others with the idea of a school where classes would be "so that anyone who has an hour or two to spare, may come to the school and study what he or she wants to learn to make life more useful." As a result of her steadfast advocacy, a run-down school in downtown Denver was remodeled and "Opportunity School" opened September 9, 1916. More than 1,400 students registered the first week. The school was open 13 hours a day, five days a week and subjects included telegraphy, industrial millinery, typing, academic subjects and English language classes.

Emily Griffith served as principal of the school for 17 years and retired in 1933 from Opportunity School having served more than 100,000 students. The school was eventually renamed Emily Griffith Opportunity School in 1934 to honor her for bringing vocational education to Denver and revolutionizing education throughout Colorado.

For more than a century, the name, Emily Griffith, has meant community, opportunity, and service throughout Denver. Emily Griffith started her remarkable career in public service and made an immeasurable and profound difference in the lives of countless members of our community. Denver Public Schools has continued to honor her legacy; and in February 2014, the Board of Education agreed to name its new property at 1860 Lincoln Street the Emily Griffith Campus, which is also home to the Emily Griffith Technical College Main Campus.

Emily Griffith Locations

Emily Griffith Technical College has three campuses:

Emily Griffith Technical College - Main Campus

1860 Lincoln St.
Denver, CO 80203
Houses:
- Administration
- Hospitality, Services and Multimedia
- Health Science
- English
- High School Equivalency (HSE)
- Some continuing education courses

Emily Griffith Technical College - Branch Campus

1205 Osage St.
Denver, CO 80204
Houses:
- Trades, Business and Technology
- Esthetician
- Apprenticeship
- Some continuing education courses

Emily Griffith Technical College - Multimedia and Video Production at the Community Media Center

2101 Arapahoe St.
Building Unit 1
Denver, CO 80205
Houses:
- Multimedia and Video Production courses

Accreditation

Emily Griffith Technical College is accredited by the Commission of the Council on Occupational Education (COE). The Council on Occupational Education, based in Atlanta, Georgia, offers quality assurance services to postsecondary workforce education providers across the nation. Organized as a non-profit corporation, the Council's mission is to assure quality and integrity in career and technical education (CTE). Services include institutional accreditation (recognized by the U.S. Department of Education), program quality reviews of states and workforce education providers and informational services. Visit council.org.

Accreditation through the Council on Occupational Education provides assurances to faculty and staff, students, and our external business and industry partners, of rigorous instructional practice, access to high-quality classrooms, shops, and labs, and a commitment to strong completion and placement rates. For a complete list of COE-accredited programs, please see our website.

High School Equivalency (HSE/GED®), English Language Acquisition (ELA), Apprenticeship, and Continuing Education programs are not accredited by the Council, nor qualify students to receive Title IV financial aid.

The Emily Griffith Technical College Practical Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN). ACEN supports the interests of nursing education, nursing practice and the public by the functions of accreditation.

Accreditation is a voluntary, peer-review, self-regulatory process by which non-governmental associations recognize educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. Accreditation also assists in the further improvement of the institutions or programs as related to resources invested, processes followed, and results achieved. The monitoring of certificate, diploma, and degree offerings is tied closely to state examination and licensing rules and to the oversight of preparation for work in the profession.

For more information, please visit acenursing.org, call 404-975-5000 or contact ACEN at:
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326

Additional accreditation/approvals as specified:

- Apprenticeships - United States Department of Labor
- Apprenticeships - Apprenticeship Colorado (Colorado Department of Labor and Employment)
- Barbering, Cosmetology, Esthetician - State Board of Barbers/Cosmetologists
- Massage Therapy - Office of Massage Therapy Licensure, State of Colorado
- Nurse Assisting - Colorado State Board of Nursing (Approved)
- Practical Nursing - Colorado State Board of Nursing (Approved)

Other Areas of Education

Career and Technical Education (CTE)
Provides academic and technical skills, knowledge and training necessary to become lifelong learners and succeed in future careers.

High School Equivalency (HSE)
Prepares individuals who wish to learn or refresh the knowledge and skills necessary to successfully take the high school equivalent HSE test.

English Language Acquisition (ELA)
Teaches students who speak languages other than English how to understand, speak, read and write in English.

Apprenticeship
Combines on-the-job training supervised by industry professionals with related classroom instruction. Students earn a wage while learning versatile trade skills and preparing for industry licensing or certification.

Continuing Education
Offers non-credit courses to help people from every walk of life pursue their next learning adventure. Offerings are designed for both personal enrichment and professional development.

Admissions

Emily Griffith Technical College is the public, postsecondary and adult education arm of the Denver Public School system and is one of three Area Technical Colleges in the Colorado Community College System. We welcome all people, regardless of age, race or education level, who want to expand their horizons and chart their own course for success. Most Emily Griffith programs and courses require a minimum level of reading and math ability, which varies depending on the program. Emily Griffith has multiple ways to ensure that students are ready and prepared for their programs, and then for employment in their fields of study. We evaluate standardized test scores, high school records, and records from other institutions of higher education both from the United States and abroad. Transcripts from another country must be evaluated by a NACES member organization. Health programs require a background check and specific vaccinations before being admitted to the program. For students who don't have eligible documents, we provide an alternative assessment called EdReady. EdReady does an initial diagnostic of a student's reading and/or math skills, then lets them know which areas they need to practice in order to be prepared for their chosen program.

Conditional Admission
High school juniors may submit a current transcript to meet program requirements for conditional admission. This will allow students to pre-register for classes in a program that starts in August of their graduation year. Students will not be fully enrolled until they submit a final transcript that meets the program's minimum Grade Point Average (GPA) requirement. Students who do not submit a final transcript or whose final GPA does not meet the program requirement will be dropped from the program.

Selective Service

While there is currently no draft, registration with the Selective Service System is the most publicly visible program during peacetime that ensures operational readiness in a fair and equitable manner. If authorized by the President and Congress, the selective service agency would rapidly provide personnel to the Department of Defense while at the same time providing an Alternative Service Program for conscientious objectors.

Federal Law requires nearly all male US citizens and male immigrants, 18 through 25, register with Selective Service. For more information, see the Selective Service System's Who Must Register page at: sss.gov.

Readmission

Emily Griffith Technical College reserves the right to deny readmission to any applicant who has an unacceptable academic or conduct record. Tuition and fees for instructional programs are subject to change without prior notification. Individuals with financial obligations to the College must resolve financial obligations before they will be allowed to register for classes.

Academic Success Center
Learning Preparation and Assessment

The primary system we use to prepare students for their coursework is an Emily Griffith EdReady Learning Path. EdReady is a free, online tool that supports applicants in reviewing and mastering the specific reading and/or math skills they need to thrive in their chosen career. Successful completion of an EdReady learning pathway is valid for two years.

EdReady includes accessibility tools should users need them. For more information about EdReady, visit the EdReady Resources webpage at emilygriffith.edu/ed-ready-learning-path/.

The College offers other learning preparation and assessment options at the Academic Success Center.
For onsite assessments, a current, government-issued photo ID is required. Students must complete an application for admission to the College before they can take an onsite assessment.

Emily Griffith Technical College does not offer GED® Testing or WorkKeys. Please visit ged.com or act.org for more information.

Testing Accommodations

The Academic Success Center supports students with accommodations for assessments offered in the center or in class. To request accommodations, see Disability Support Services webpage: emilygriffith.edu/disability-support-services/.

Visit emilygriffith.edu/resources for more academic resources.

Testing for English Language Acquisition (ELA)

New students must complete a free placement test in order to enroll in the appropriate course level. There is no minimum score required to enroll in ELA classes. Testing and registration open approximately one month before a new term begins. Placement scores are valid for one year.

Residency

In-State Tuition (Resident)

Under Colorado law, Emily Griffith Technical College is required to verify the lawful presence of all applicants for public postsecondary education benefits, therefore, we require all students to provide documentation that they are legally in the United States.

Under Colorado law, to be eligible for in-state (resident) tuition rates, a student must have lived in Colorado for one full calendar year prior to the start date of classes and be in the United States legally. Refugees, asylees, and special immigrant visa holders who are resettled in Colorado qualify for in-state tuition immediately upon arrival. Undocumented and DACA Students can qualify for Colorado ASSET In-State Tuition.

Non-immigrant aliens who are residing in Colorado for purposes other than education may qualify for in-state status after one year of Colorado residence. Non-immigrants in the following categories cannot qualify for in-state tuition: F1, F2, H3, H4 (if the visa holder is the spouse of an H3), J1 and J2 (if the J1 visa holder is a student or trainee), M1 and M2. Applicants who are lawful permanent residents, or who are admitted as refugees, are eligible to establish a domicile for tuition purposes.

Other eligible groups, including TPS holders, active military personnel and dependents, and Native American students from federally recognized tribes with historical ties to Colorado, may also qualify for in-state tuition. Students on work visas may be eligible if they meet residency requirements.

Out-of-State Tuition (Non-Resident)

Students who do not meet the in-state/resident requirements will be charged non-resident tuition. It is computed at $2.50 additional per clock hour.

Non-credit courses in Continuing Education and English do not differentiate Colorado residency, and therefore cost the same amount for non-resident and resident students.

Any applicant who has been classified as a non-resident, and believes they can qualify as a resident, may complete the Petition for In-state Residency form at the Welcome Desk. Applicants applying for in-state tuition under ASSET may receive an application at the Welcome Desk.

Transferring Credit to Emily Griffith Technical College

Students may transfer credits from other college(s) to Emily Griffith Technical College programs by requesting official transcript(s) from the previous college(s). Applicants wanting a credit transfer review should start the evaluation procedure early in the registration process as some evaluations require a skills test. Please see a Career Navigator for more information.

CTE Transfer Credit Policies

CTE Transfer Credit Policy by Area	Hospitality, Services and Media Arts	Health Science**	Trades and Business
Max # of total transfer credits that may be accepted	2/3 program credits	2/3 program credits	2/3 program credits
Max time frame that transfer credits were earned (from Emily Griffith Technical College registration date)	5 years	5 years	5 years
Documents required for evaluation*	Transcripts with grades, Non CCCS courses also require course descriptions and syllabi (if available)	Transcripts with grades, Non CCCS courses also require course descriptions and syllabi (if available)	Transcripts with grades, Non CCCS courses also require course descriptions and syllabi (if available)
Is in-person skills assessment with an instructor required to finalize the transfer credit approval?	Yes	Yes, if credits are over 2 years old	Yes, if credits are over 2 years old

* Transcripts from international institutions must be evaluated by a National Association of Credential Evaluation Services (NACES) approved evaluation organization. The evaluation results must be submitted to Student Records prior to transfer credit evaluation. English translations of course descriptions may also be required for transfer credit evaluation. NOTE: The Colorado Department of Regulatory Agencies (DORA) may require that applicants have foreign qualifications evaluated by a specific organization.

** Nurse Assisting does not accept transfer credit.

National Association of Credential Evaluation Services (NACES) approved evaluation organization. The evaluation results must be submitted to Student Records prior to transfer credit evaluation. English translations of course descriptions may also be required for transfer credit evaluation. NOTE: The Colorado Department of Regulatory Agencies (DORA) may require that applicants have foreign qualifications evaluated by a specific organization.

Financial Information

Tuition, Payments and Refunds

Tuition is charged per course per clock hour. Career and Technical Education (CTE) students are charged a technology fee of $1.32 per clock hour, which funds the College's operations, maintenance and enhancement of technology infrastructure, and a facility fee of $0.23 per clock hour, which funds the College's construction, maintenance, furnishing and equipping of buildings and infrastructure, including any and all occupancy costs. Other fees are charged on a course-by-course basis.

Proof of Colorado residency is required to receive in-state tuition rates in courses for credit. Non-credit courses in Continuing Education, English Language Acquisition and HSE/GED® do not require proof of Colorado residency. A student can update their residency by contacting their Career Navigator. Tuition and fees are subject to change without notification.

Methods of Payment

Payments can be made in many ways; see www.emilygriffith.edu/payment for details. Students receiving third-party funding, like agency or employer-sponsored funding, must provide an authorization from the third party to the Treasury at the time of registration. Monthly payment plans are available.

Payment arrangements are required at the time of registration. If tuition and fee payment arrangements have not been made within ten (10) business days of registration, the applicable courses will be dropped due to non-payment. If a student has been dropped and would like to re-register (if space is available), they should contact their Career Navigator. Students are encouraged to seek financial aid grants and scholarships.
Note: there is a $35 fee for checks returned for non-sufficient funds.

Payment Plans

Payment requirements are program-specific. Monthly payment plans are available in most scenarios. Payment plans are not available for programs or courses less than 60 days in length or costing less than $100.

All students on a payment plan are required to make their first payment within ten (10) business days of registration in order to avoid getting dropped for non-payment. This includes students who are requesting financial aid and scholarships. If financial aid/scholarships are not yet awarded on the student's account by the payment deadline, the student should contact the Treasury to set up a payment plan and make the initial payment to hold their spot in the class. Once financial aid/scholarships are in place, the Treasury will adjust the payment plan.

Students should contact the Treasury to set up a payment plan to determine the exact amount of their initial payment. The remaining payments are due in monthly installments. The final payment will be due no later than 30 days prior to the end of the class.

Late Payments

Students are expected to make payments as outlined in their payment plan. At 30 days past due, the total balance will be due and payable in full immediately. In addition, students will be dropped from all current and future classes that have not passed their census date.

NOTE: Any deviation from the payment plan schedule breaches the agreement terms, commonly referred to as default. If a student defaults on their payment plan, they won't be eligible for any further payment plan(s). Default on a payment plan can also result in the full account balance being sent to collections.

Collections for Non-Payment

Student accounts with a past due balance may be referred to a collections agency, currently MS Services (subject to change). Prior to being referred to collections, students will be sent a past due notice. The collection agency will add fees and finance charges. It's in the student's best interest to pay the College before the account is sent to collections.

Once a student account is in collections, no future payment plans will be offered. All past and future tuition and fees must be paid in full at the time of any new registration.

Refund Policy - Classes Paid by Check, Cash or Credit Card

All refunds will be available within forty-five (45) days after notification or determination or last day of attendance. The following process applies to all refunds:

- 100% of payments made for tuition and fees will be refunded if the student drops prior to the beginning of class. 100% of payments made for tuition and fees will be refunded if class is closed due to insufficient enrollment. 100% of payments made for tuition, technology and facilities fees will be refunded if student drops before the census date; cost of books and other materials are not included in refund.
- No refunds if the last date of attendance was after the census date.
- Disputes regarding refunds after the census date will follow the tuition and fee refund appeals process.

Students Who Have Withdrawn from the College

If a student notifies the College that they are withdrawing and the student has been receiving financial aid, the Financial Aid Department will complete a Return of Title IV funds calculation within 45 days to determine what portion of financial aid 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 as a refund. The Treasury will contact the student to inform them if a credit exists. Once contact has been established, the student will receive their refund.

It is possible that a student eligible for a financial aid refund will still owe an outstanding balance with the Treasury. Students should see the Treasury to confirm their balance. It is also possible that a student will receive a financial aid refund, yet will be expected to return a portion due to enrollment status. For more information, see Withdrawals and Return of Title IV Funds Policy.

Students Who Are Continuing Classes

If a student has a credit created by a financial aid grant on their account as of June 30 of the school year, the College will return the grant credit to the student per Federal Student Aid Guidelines. Students will be advised that the money they are receiving may need to be used for future classes and 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.

Tuition and Fee Refund Appeals

Appeal requests should be submitted to the Treasury. Appeal requests must be made within one year of the withdrawal date. Appeals submitted more than one year after the withdrawal date will not be reviewed. If a student has financial aid for the semester being appealed, the student could be responsible for repayment of those funds.

The College can approve a refund appeal for only one semester during the student's entire academic career at Emily Griffith Technical College, even if a student has documentation that substantiates an extraordinary event and an appeal for tuition and fee refund is approved. 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 a student has financial aid for the semester and is appealing, they may have to return the financial aid received, in part or in full, if the appeal is approved.

Supporting Documentation

Supporting documentation is required and must be provided for the following appeals:

- **Medical** - A dated and signed letter on letterhead from the physician explaining the illness; medical bills; or other medical documentation.
- **Death of an Immediate Family Member** - A death certificate or an obituary from the newspaper. Pamphlets from the funeral will not be accepted. Immediate Family Member is defined as: spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in law and sisters-in-law, daughters-in-law and sons-in-law. Adopted, half, and step members are also included in the immediate family.
- **Active Duty Deployment** - Deployment papers stating Active Duty, not training.
- **College Error** - A dated and signed explanation on Emily Griffith Technical College letterhead from the appropriate administrator, at dean level or higher, stating the situation and identifying the College's error. If documentation is not in English, it will not be accepted. If a student is providing copies, they must be translated.

Additional Information

- If a student has financial aid for the semester they are appealing, they may have to return the financial aid received if the appeal is approved.
- If a student is appealing for medical reasons and they have been granted a refund for a prior semester on the basis of that documentation, their request will not be considered for a second semester. Medical refunds are given on a one-time basis.
- If a student is appealing departmental fees, etc., this is out of the Appeal Committee's purview and their request will not be reviewed.
- If a student is appealing due to work-related issues or failure to receive expected funding such as loans, Veterans Affairs support, payments, funding, sponsorships, etc., their request will not be considered. If a student is appealing grades, this is out of the Appeal Committee's purview. The student should speak with the appropriate department or refer to the catalog regarding grade appeals or grievances. 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 online, at the Welcome Desk, and in the Treasury. The Appeal Committee meets monthly to review appeals.

Financial Aid/Rules and Regulations

Emily Griffith Technical College offers eligible students financial assistance through federal and state grants, institutional scholarships, and work-study. Students may be eligible for institutional scholarships even if they are not eligible for financial aid.

To be considered for financial aid at Emily Griffith Technical College, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Colorado Student Grant, Career and Technical Education Grant, and Colorado Work-Study, students must:

- Apply to the College and be accepted to a Qualified Federal Financial Aid Program.
- Complete the Free Application for Federal Student Aid (FAFSA) every academic year at studentaid.gov/fafsa. The Federal School Code is 005596.
- Be a U.S. citizen or eligible non-citizen.
- Meet Emily Griffith Technical College Satisfactory Academic Progress Policy requirements.
- Not be in default on a student loan or overpayment of a Federal Pell Grant.
- Students enrolling after July 1, 2012 must have a high school diploma or high school equivalency certificate (i.e. GED®, TASC, or HiSET® certificate) or completed homeschooling; students who have received aid prior to July 1, 2012 will be grandfathered in.

Scholarships

Emily Griffith Technical College offers a wide array of institutional scholarships to help students pay for their education. Scholarship offers are estimations and may change based on a student's enrollment status and eligibility. To be considered for a scholarship, students must complete the General Scholarship Application at https://www.emilygriffith.edu/financial-aid-and-scholarships/.

English Language Acquisition (ELA) and High School Equivalency (HSE®) Scholarships

Scholarships are available for ELA and GED® students based on financial need and availability. Students may apply in person at the Main Campus or online.

Federal Funded Assistance

Federal Pell Grant
Federal Pell Grant, unlike a loan, does not have to be repaid. It is offered to students who have demonstrated financial need based on the results of their FAFSA. Effective on July 1, 2012, students can receive the Federal Pell Grant for no more than 12 semesters of full-time enrollment or 600% for the student's lifetime. Students who have already used 600% of their Federal Pell Grant eligibility will no longer be able to receive additional Federal Pell Grant. Students can track their Federal Pell Grant disbursements and Pell Grant Lifetime Eligibility Used at studentaid.gov.

Federal Supplemental Educational Opportunity Grant
Federal Supplemental Educational Opportunity Grant is a federal grant for students with exceptional financial need who enroll for at least half-time. Funding is limited and offered on a first-come, first-served basis.

State Funded Assistance

Colorado Student Grant
Colorado Student Grant is a state grant for students who are Colorado residents with high financial need. Students must have lived in Colorado for at least one year and be enrolled for at least half-time. Funding is limited and offered on a first-come, first-served basis.

Career and Technical Education Grant
The state of Colorado has allotted funding to students who meet the income requirements for Federal Pell Grant eligibility and are enrolled in the Non-Pell eligible programs that may lead to employment. Students who meet these requirements are encouraged to apply for the scholarship online at emilygriffith.edu.

Colorado Work-Study
Colorado Work-Study is a state grant. Students must work to earn the funds and be Colorado residents. Work Study can be an excellent opportunity for students to gain relevant work experience in their field of study. Funding is limited and offered to eligible students on a first-come, first-served basis.

Withdrawals and Return of Title IV Funds Policy

Title IV funds are offered to a student under the assumption that the student will attend school for the entire payment period or period of enrollment. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV funds withdraws from Emily Griffith Technical College after beginning attendance, the amount of Title IV funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount earned, and for which the student is otherwise eligible, they are eligible to receive a post-withdrawal disbursement of the earned funds that were not received. Emily Griffith Technical College may automatically use all or a portion of the post-withdrawal disbursement for tuition and fees charges.

Emily Griffith Technical College is required to determine the earned and unearned portions of Title IV funds as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds they were scheduled to receive during the period.

There are several factors used to determine the Return of Title IV funds calculations: official or unofficial withdrawal date, payment period or period of enrollment, amount of aid that was disbursed, amount of aid that could have been disbursed, percentage of Title IV funds earned, post-withdrawal disbursement, institutional charges, amount of Title IV funds to be returned (if applicable), time limits and reporting requirements.

The requirements for Title IV funds when a student withdraws are separate from any refund policy. Therefore, the student may still owe funds to Emily Griffith Technical College to cover unpaid institutional charges. The student may also be charged for any Title IV funds that the school was required to return. Emily Griffith Technical College can provide the student with the requirements and procedures for officially withdrawing from school.

For further guidance on policy and procedure for Withdrawals and the Return of Title IV Funds, please see the reference material found in Chapter 1, Volume 5 of the Federal Student Aid Handbook under Withdrawals. You may access a copy in the Financial Aid Office. You can also call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913.

Student Services

Student Services provides the College community with programs and services, in support of the academic mission, assisting students to achieve their highest career potential. They work closely with faculty, staff, students and the community to create an inclusive educational environment that is conducive to the growth and development of students. Student Services promotes excellence through collaborative services to be responsive, caring and personal. This commitment to students starts before admissions, continues throughout their program and reaches beyond graduation and career placement.

Career Navigation

Emily Griffith Technical College's Career Navigators provide guidance and program information for prospective and current students. Career Navigators serve as coordinators of the students' educational experiences. Helping students define realistic educational goals, Career Navigators assist students in choosing a program or courses consistent with their abilities and interests.

Academic Support

Contact student.success@emilygriffith.edu for support. Visit emilygriffith.edu/resources for academic support resources and tutoring options.

Concurrent Enrollment

Emily Griffith Technical College partners with school districts to offer college courses to high school students at little to no cost. Courses may be offered at select high schools during the school day or students may come to an Emily Griffith campus to take courses to pursue a certificate in their desired program.

All interested students should start the conversation with their high school counselor to learn more about whether this opportunity is right for them and if their high school schedule permits. Our Concurrent Enrollment Outreach Coordinator is also available to help you understand more about our school, Career Technical & Educational (CTE) programs, admissions and registration process to get you started. All students must complete an online application, Concurrent Enrollment agreement, and meet program requirements to be eligible to register.

Tuition may be paid for by the school district. Fees, books, materials, and remaining costs will be the student's responsibility unless otherwise noted by the specific high school. Scholarships may be available through Emily Griffith. CTE programs that are not Concurrent Enrollment eligible are: Practical Nursing, Medical Assisting and Dental Assisting.

CTE Program Registration

Catalog Year and Continuous Enrollment
A student must complete the program(s) under the provisions of the Emily Griffith catalog in effect at the time the student began continuous enrollment at the institution. New catalog policies and requirements take effect with each fall term.

Continuous enrollment is defined as being enrolled in classes within the program without a break of two or more consecutive terms. A student who discontinues enrollment will be required to re-apply to be admitted under the current catalog when they return to the institution. Individual programs may have more stringent requirements. Contact a Career Navigator for program specifics.

In cases when required courses are no longer taught at Emily Griffith Technical College, the appropriate department may designate a reasonable substitute with approval from the Dean. If a student desires to change the catalog year for program completion, the student should first discuss with a Student Success Coordinator how such a change would affect completion requirements. If a student decides to request a change, they must complete a new application. Students who change programs must apply for admission to the new program and adopt the most current catalog year.

Account Holds
If a student has one of the following holds, the student will not be permitted to register until the hold issue has been resolved:
- **Financial Hold** - student is behind on payment and owes a balance immediately. Student must contact the Treasurery and make payment in order to have the hold removed.
- **Collections Hold** - student's account is over 90 days past due on their payment and their account has been sent to collections. Students must contact the collections agency and pay their full collections balance in order to be eligible for future enrollment and to have the collections hold removed. Student accounts that have been sent to collections will not be eligible for payment plans for future enrollment, meaning a student who has paid off their collections balance is eligible to register for their remaining classes, but will not be eligible for a payment plan. In such cases, students will need to pay for the courses they register for, in full, at the time of registration.

Student-Initiated Drop
A student may drop a course at any time up to 15% of the course contact hours (census date/drop deadline). The census date varies depending on the class length and is listed on the student's schedule and syllabus.

Eligibility for a drop is based on the last date of attendance as confirmed by the instructor. It's the student's responsibility to drop classes by the census date/drop deadline. If a student requests to drop after the census, a Career Navigator must confirm the last date of attendance with the instructor.

Once a drop is processed, Treasury coordinates a tuition and fees refund, minus costs for any course materials/kits. Drops don't appear on the student's transcript.

Administrative-Initiated Drop

Prior to the census date/drop deadline (15% of course contact hours), a student may be dropped from their classes for failure to pay their outstanding balance or for non-attendance. Once a drop is processed, a refund will be coordinated by Treasury for tuition and fees, minus costs for any course materials/kits already distributed by the College. A drop does not appear on the student's transcript.

Withdrawals

A student may request to be withdrawn from a class anytime between 15% (census date/drop deadline) and 80% (withdrawal deadline) of the course contact hours. The census date and withdrawal date vary depending upon the length of the class and are listed on a student's schedule and syllabus. To withdraw from a class, a student must contact their instructor. It is the student's responsibility to withdraw from classes by the withdrawal deadline.

No refund is given for a withdrawal. A 'W' will show on the transcript but does not affect a student's grade point average. If the student's last date of attendance is after the withdrawal deadline, a grade will be issued by the instructor.

Unofficial Withdrawals

If a student stops attending a course, but does not officially withdraw (as outlined above), then the student's instructor will assign a grade, based on the last date of academic activity, that will remain on their official permanent record.

Student Academic Records

The student is responsible for understanding and meeting certificate requirements and for reporting any printed error to Student Records within two semesters.

Academic Permanent Record

Student Records maintains the student's official academic record. The official record of the student's academic work is stored in the student information system (Jenzabar) and includes all courses registered, enrolled, dropped, withdrawn and completed. The external document recording the academic record is known as the official transcript, which contains:

- All enrolled, withdrawn, failed and/or completed Emily Griffith Technical College classes
- A record of officially evaluated transfer coursework
- Course titles
- Final grades
- Credits attempted and earned
- Grade point average for each term
- An overall grade point average
- Once conferred, the certificate earned is posted

By sending official scores and transcripts to the College, individuals consent to post all eligible coursework to the academic record. When students transfer coursework to Emily Griffith Technical College, it's evaluated and recorded on the academic permanent record. The applicability of transfer credit is determined by the appropriate department or dean in consultation with the student, career navigator, and student records. In accordance with legal regulations and best practice standards, coursework posted to the record may not be removed.

Obtaining Documents and Data Originating from Another Agency or Institution

Emily Griffith does not release documents that have become the property of the College through a legal release to a third-party. In addition, the College does not release or verify any other pieces of personal information. We are not the official, legal custodian of record for any data not assigned by the institution or for documents not originating at the College and do not have the legal authority to release them. This includes documents such as GED® or high school records and transcripts, admissions test scores or degree information and college transcripts from other institutions. These records are the property of the College and are for internal College use only. The College cannot certify, verify or validate documents as "original," "authentic," "verified," "certified," etc. with the College seal and official signatures unless they originate at the College. This includes copies of certificates, transcripts or other documents previously released to the student or a third-party. Students who require an additional certificate, transcript or other official College document, can visit emilygriffith.edu/student-records for more information on how to request your official document.

Finalizing the Academic Record

The College confers certificates at the conclusion of the student's program. Once the certificate is conferred at the date of graduation, the academic record is considered complete and final. No further changes will be made unless there is a documented clerical error. It's the responsibility of the student to notify student records of a clerical error within 30 days of the graduation date.

Records Request

Release of Records Policy
In accordance with the Family Educational Rights and Privacy Act (FERPA), the release of an educational record to any third-party requires an original written signature included in the request. An Authorization for Release of Records form is available at emilygriffith.edu/policies-and-procedures/, the student must complete and submit the form themselves. Each transcript request must be made individually by the student. Access to student records in online systems, including Moodle, is restricted, and such access is not granted to third parties. The College does not accept electronic or proxy signatures. Students are strongly discouraged from sharing their login information with anyone at any time.

Confidentiality of Student Records
Student information is confidential and can only be released to certain officials, institutions, prospective employers, and other entities depending on the circumstance. Student records may only be released upon receipt of the appropriate release form completed and signed by the student.

Transcripts and Certificates

Unofficial Transcripts
Current students can view and print their unofficial transcripts free of charge through the Emily Griffith Technical College student portal. Past students and alumni can email Student Records at student.records@emilygriffith.edu to submit their request.

Official Digital-PDF Transcripts
An official transcript is an academic record issued by Student Records. Official Emily Griffith Technical College transcripts include courses, grades and credit hours earned, along with any certificates conferred. Official transcripts include the College's accreditation seal and the signature of the college Registrar.

Official digital transcripts can be requested through Parchment with the link on the Student Records page at emilygriffith.edu/student-records/. Payment for digital transcripts can be processed through this link as well.

Official Paper Transcript or Official Paper Certificate
Certificates and Official Transcripts are awarded for free upon completion of a program. Duplicate certificates or transcripts are available for a fee. To obtain a hard copy of an official transcript or program certificate, students must complete an Official Transcript/Certificate Request form available on the Student Records page at emilygriffith.edu/student-records/. Payment must be made at Treasury before the request can be processed.

GED® and Emily Griffith High School Transcripts
The College does not provide GED® diplomas or transcripts, or Emily Griffith High School transcripts. All GED® records are held by the State of Colorado. Requests for a GED® diploma or transcript can be submitted through the GED® Testing Service at ged.com or through the Colorado Department of Education website. Emily Griffith High School transcripts are available by calling Emily Griffith High School directly at 720-423-4901.

Enrollment Verification Letters

Students can request an Enrollment Verification letter by emailing Student Records at
student.records@emilygriffth.edu

Education Verification Request

Requests can be submitted to Student Records via email student.records@emilygriffith.edu or submitted in person at the Welcome Desk. A signed release of records form with a student signature must be included in the request. A Verification Letter Request form is available on the Student Records page at emilygriffith.edu/student-records/

Transferring Emily Griffith Credits to Other Institutions

Per CCCS Board Policy BP 9-72, CCCS institutions will accept all post-secondary credit in transfer from students who have attended any of the three area technical colleges in Colorado. The acceptance of these credits, the application of these credits toward degree requirements, and the transcription of these credits will be consistent with CCCS System Procedure SP 9-72.

The transfer eligibility of credits earned at area technical colleges is determined through transcript evaluations administered by the receiving institution. All institutional academic/transfer policies and procedures such as "in residence" requirements shall be applied. Limitations to the transferability of credits may exist depending on the receiving institution and its program requirements. For more information, contact your receiving institution.

Earn Your Associate Degree

Per CCCS System Procedure SP 9-72, eligible career and technical credits may be applied to the requirements of a program leading to a certificate or to an associate degree at a CCCS college. Transfer is limited to Career and Technical Education (CTE) coursework.

Course Audits

Auditing a course allows a student to take a class without the benefit of a grade or credit for a course. Emily Griffith Technical College does not offer this option to students.

Student Resources

CAREERS Program for Refugees and Immigrants

The CAREERS program serves refugees and immigrants entering a career pathway for the first time and those who have international education or had an established career in their home country. Career Navigators and Career Coaches help participants set career goals based on their skills and interests and take the steps to achieve them. CAREERS meet-ups provide an opportunity for participants to network while also learning about topics related to education and employment practices in the U.S., community resources, and other integration-related topics. CAREERS participants may be eligible for scholarships to support activities related to their career goals, including funding for training, academic evaluations, exam/licensing fees, and tools/supplies for school/work.

Note: The minimum requirement for program eligibility is that participants must have legal work authorization, but other factors may impact eligibility. To learn more or to determine if you are eligible, please contact immigrant.services@emilygriffith.edu.

Career Services

Career Services helps prepare students and graduates for a successful job search and transition into the workforce. A variety of employment readiness services and resources are available one-on-one with a Career Coach as well as in class and meet-up formats. Career Services shares job postings, on-campus recruiting events, and external hiring events when available. Emily Griffith Technical College does not guarantee employment. Please contact careerservices@emilygriffith.edu for job search or work-related support.

Disability Support Services

Emily Griffith is committed to providing equal access for persons with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADAAA), Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973, in addition to Section 508. The College offers accommodations and support through Disability Support Services (DSS) which provides students equal access to all programs, services and activities. Disability Support Services will assist any student who is disabled with the process to receive reasonable accommodations and support services throughout their program. Learn more at emilygriffith.edu/disability-support-services/.

Third-Party Support

If a third-party such as the Division of Vocational Rehabilitation or an insurance agency will be assisting a student financially, DSS will be available as a liaison. The student is responsible for self-identifying, requesting the accommodations and providing documentation of their disability. Accommodations should be requested at least three weeks prior to the service or class. Some services may require additional time to process. Students are advised to submit their requests as early as possible.

Steps to Receive Accommodations

1. Following program acceptance, student completes the online Accommodations Request form at emilygriffith.edu/disability-support-services/
2. Student can email documentation to DSS@emilygriffith.edu or drop it off in person at the 6th Floor Welcome Desk at Emily Griffith's Main Campus. Documentation of diagnosis from a physician/clinician or from a psycho-educational testing report is necessary to complete the intake process and approve accommodations. Documentation may include an IEP, 504 Plan, and/or documents from medical professionals. For a list of all acceptable documents, and to locate information on specific disability documentation guidelines, refer to the DSS Policies and Procedures Manual located at emilygriffith.edu/disability-support-services/. Once the Accommodations Request form is submitted, the application and documentation will be reviewed. Please allow a minimum of five business days to be contacted by our DSS team.

3. Reasonable and appropriate accommodations will be approved. Student is responsible for notifying DSS if any accommodation is not satisfactory or if their needs change. Requests for American Sign Language Interpretation require additional time to process and set up due to provider availability and class location.

Note: Students attending non-credit courses or programs (including Workforce Training, Customized Training or any other non-credit course or program) need to contact their Division of Vocational Rehabilitation counselor for accommodations. DSS will assist any student who is disabled with career navigation, registration assistance, and support services throughout their program.

Student Success Center

The Student Success Center (SSC) is located in room 653 at the Main Campus and is designed to support currently enrolled students. Student Success Coordinators support students in many ways by offering referrals and wraparound resources navigation, mentoring, classroom visits and supports, health and wellness awareness campaigns, community calendars, educational coaching and quiet and group study space. A confidential phone is also available for student use. The SSC provides feminine hygiene products, a diaper bank (when available), and emergency food items for students while they are in school. A privacy use room is located in room 658 and is available for administering personal medications, prayer, brain breaks, nursing mothers, and private phone calls. The privacy use room is available on a first-come, first-served basis. A single-use, all-gender restroom with a chair is also located on the 6th floor.

Potential Shift to Remote Services

At times, Student Services, Treasury and in-class instruction* may need to shift to remote services. This is determined on a case-by-case basis (based on weather, community health concerns, etc). For impacts to instruction, students should stay in contact with their instructor to learn about changes and next steps as well as visit the College's website, social media channels, and watch local news stations.

*Health Programs do not shift to remote learning. Please contact your instructor.

School Nurse

A school nurse is available at the Main Campus. The nurse provides minor injury and illness care, assists in navigating various Human Services agencies, hosts various support groups, and provides health support. To request to meet with the school nurse, please visit the Welcome Desk on the 6th floor or ask a staff member.

Note: Health Science does not provide health services to students.

Computer Lab

The College offers a computer lab for students to work on their academics. The self-service computer lab is open during College hours and is located at the Main Campus, room 416. **The computer lab does not provide a copier or any type of printing services for free or for a fee.**

Veterans Services

The College welcomes veterans, eligible dependents, active duty service members and members of the selected reserve as defined by the appropriate chapters of the GI Bill®. More information about Veterans Affairs benefits is available at benefits.va.gov. Documents needed to determine eligibility for VA benefits include: Certificate of Eligibility and/or Statement of Benefits and Educational Transcripts including Joint Services Transcripts
For more information, email veterans.info@emilygriffith.edu.

Hospitality, Services and Media Arts

Hospitality, Services and Multimedia provides an assortment of hands-on and creative training opportunities for students to turn their passion into a career. At present the college is using synchronous hybrid formats reserving the right to pivot to more in-person classroom work when needed. Students are not allowed to work during remote instructional hours. Programs include Barbering, Cosmetology, Culinary Arts, Esthetician, Massage Therapy, and Multimedia and Video Production. Emily Griffith students sitting for the Cosmetology, Barbering, or Esthetician state exam have a pass rate that equals or exceeds the average rate for the State of Colorado.

Barbering Qualified Financial Aid Program

This program prepares students in shaving, hair and scalp treatments, hairstyling techniques, coloring, chemical relaxers, facial massage/skin care, sanitation, laws, rules and regulations, and to take the Colorado Barber/Cosmetology Board license exam in our student-run barbershop, Emily's Salon and Barbershop.

Course Number	Course Title	Credits	Contact Hours
COS 1060	Introduction to Infection Control and Prevention	2.0	45.0
BAR 1003	Introduction to Hair & Scalp	1.0	22.5
BAR 1020	Introduction to Hair Cutting	3.0	67.5
BAR 1066	Introduction to Facial Massage & Skin Care	1.0	22.5
BAR 1007	Introduction to Shaving, Honing & Stropping	1.0	22.5
BAR 1010	Introduction to Hair Coloring	3.0	67.5
BAR 1040	Introduction to Permanent Waves & Chemical Relaxers	3.0	67.5
BAR 1030	Introduction to Hair Styling	3.0	67.5
BAR 1021	Intermediate Hair Cutting	3.0	67.5
BAR 1031	Intermediate Hair Styling	3.0	67.5
BAR 1011	Intermediate Hair Coloring	2.0	45.0
BAR 1008	Intermediate Shaving, Honing & Stropping	1.0	22.5
BAR 1067	Intermediate Facial Massage & Skin Care	1.0	22.5
BAR 1041	Intermediate Permanent Waves & Chemical Relaxers	3.0	67.5
COS 1061	Intermediate I: Infection Control & Prevention	1.0	22.5
COS 2060	Intermediate II: Infection Control & Prevention	2.0	45.0
COS 1050	Laws, Rules & Regulations	1.0	22.5
BAR 2003	Advanced Hair & Scalp	1.0	22.5
BAR 2020	Advanced Hair Cutting	3.0	67.5
BAR 2031	Advanced Hair Styling	3.0	67.5
BAR 2066	Advanced Facial Massage & Skin Care	1.0	22.5
BAR 2007	Advanced Shaving, Honing & Stropping	1.0	22.5
BAR 2011	Advanced Hair Coloring	3.0	67.5
BAR 2041	Advanced Permanent Waves & Chemical Relaxers	2.0	45.0
COS 2050	Business Management/Personal Skills/Ethics	1.0	22.5
COS 2061	Advanced Infection Control & Prevention	1.0	22.5
	Total Program Credits/Contact Hours	50.0	1,125.0

Cosmetology Qualified Financial Aid Program

This program prepares students to work as cosmetologists, hair stylists, and manicurists, and prepares students to take the Colorado Barber/Cosmetology Board license exam. Students gain skills in shampooing, cutting, coloring, styling, manicures and pedicures in our on-site, student-run salon, Emily's Salon and Barbershop.

Course Number	Course Title	Credits	Contact Hours
COS 1003	Introduction to Hair & Scalp	1.0	22.5
COS 1030	Introduction to Hair Styling	2.0	45.0
COS 1020	Introduction to Hair Cutting	2.0	45.0
COS 1010	Introduction to Hair Coloring	2.0	45.0
COS 1040	Introduction to Chemical Texture	1.0	22.5
NAT 1010	Introduction to Nail Care	3.0	67.5
EST 1010	Introduction to Skin Care	3.0	67.5
COS 1060	Introduction to Infection Control & Prevention	2.0	45.0
COS 1021	Intermediate I: Hair Cutting	2.0	45.0
COS 1011	Intermediate I: Hair Coloring	2.0	45.0
COS 1031	Intermediate I: Hair Styling	2.0	45.0
COS 1041	Intermediate I: Chemical Texture	1.0	22.5
COS 2003	Intermediate I: Hair & Scalp	1.0	22.5
NAT 1011	Intermediate I: Nail Care	2.0	45.0
EST 1011	Intermediate I: Skin Care	2.0	45.0
COS 1050	Laws, Rules & Regulations	1.0	22.5
COS 2079	Seminar/Workshop	3.0	67.5
COS 2020	Intermediate II: Hair Cutting	2.0	45.0
COS 2010	Intermediate II: Hair Coloring	2.0	45.0
COS 2040	Intermediate II: Chemical Texture	1.0	22.5
COS 2030	Intermediate II: Hair Styling	2.0	45.0
NAT 2011	Application of Nail Enhancements	5.0	112.5
EST 2012	Hair Removal	3.0	67.5
EST 2011	Make-up for Skin Care Professionals	1.0	22.5
COS 2021	Advanced Hair Cutting	2.0	45.0
COS 2011	Advanced Hair Coloring	2.0	45.0
COS 2031	Advanced Hair Styling	1.0	22.5
COS 2041	Advanced Chemical Texture	1.0	22.5
NAT 2010	Advanced Nail Care	2.0	45.0
EST 2010	Advanced Skin Care	2.0	45.0
COS 2089	Capstone	4.0	90.0
COS 2086	Independent Study	1.0	22.5
COS 2050	Business Management/Personal Skills/Ethics	1.0	22.5
	Total Program Credits/Contact Hours	64.0	1,440.0

Culinary Arts Qualified Financial Aid Program

The Culinary Arts program provides students with the skills that are in high demand in today's professional kitchens. You'll learn basic techniques that are constantly reinforced as you move from basic to the more advanced stages of cooking.

Lectures, demonstrations, and the opportunity to work with experienced chefs at Emily's Cafe, our on-campus, student-run cafe, provide students with the confidence and skills they need to start a career in culinary arts. The extensive, hands-on training is designed for students who wish to obtain the basic skills and experience for entry-level employment in the food service industry, hotel industry, catering services, institutional food service operations, and for themselves.

Course Number	Course Title	Credits	Contact Hours
CUA 1001	Food Safety & Sanitation	2.0	37.5
CUA 1002	Cashiering	2.0	37.5
CUA 1005	Food Service Concepts & Management Skills	3.0	52.5
CUA 1025	Introduction to Foods	4.0	75.0
CUA 1027	Soups, Sauces, & Consommés	3.0	52.5
CUA 1016	Catering, Buffets, & Tableside Cooking	3.0	52.5
CUA 1029	Center of the Plate	4.0	75.0
CUA 1062	Introduction to Cooking Techniques	5.0	90.0
CUA 2033	Advanced Line Prep & Cookery	4.0	75.0
CUA 1026	Intermediate Soups & Sauces	1.0	22.5
CUA 1190	Dining Room Management	4.0	75.0
CUA 1191	Front of the House Planning	1.0	15.0
CUA 1057	Menu Planning	3.0	52.5
CUA 2061	Cost Controls	3.0	52.5
CUA 2062	Purchasing for the Hospitality Industry	3.0	52.5
CUA 2081	Internship	3.0	135.0
	Total Program Credits/Contact Hours	**48.0**	**952.5**

See Apprenticeship Training Division: Certified Line Cook

Esthetician Qualified Financial Aid Program

The Esthetician program will prepare students to get their Colorado Esthetician's license to work in a salon, spa, or doctor's office. Students gain skills to provide services such as analyzing customers' skin care needs, discussing treatments and products with customers, performing facials, applying chemical peels, tinting eyebrows, giving facial massage and applying makeup, and advising customers on skincare and makeup techniques, plus promoting skincare products, and cleaning equipment and work areas in our student-run spa, Emily's Spa. This program prepares students to pass the state licensing exam.

Course Number	Course Title	Credits	Contact Hours
COS 1050	Laws, Rules & Regulations	1.0	30.0
EST 1061	Intermediate Disinfection, Sanitation, & Safety	3.0	90.0
EST 1060	Introduction to Disinfection, Sanitation, & Safety	2.0	60.0
EST 1010	Introduction to Skin Care	3.0	90.0
EST 2060	Advanced Disinfection, Sanitation, & Safety	2.0	60.0
EST 2012	Hair Removal	3.0	90.0
EST 2011	Make-up for Skin Care Professionals	1.0	30.0
EST 2010	Advanced Skin Care	2.0	60.0
EST 1011	Intermediate Skin Care	2.0	60.0
EST 2090	Professional Development/Continuing Education	2.0	60.0
COS 2050	Business Management/Personal Skills/Ethics	1.0	30.0
	Total Program Credits/Contact Hours	22.0	660.0

Massage Therapy Qualified Financial Aid Program

The Massage Therapy program stems from a successful partnership with local massage clinics and is designed for students who are interested in learning the skills of promoting healing through health, touch and wellness. The program teaches the art of massage therapy thus preparing students for a meaningful career by offering a strong balance of courses focusing on anatomy and physiology, pathology, best business practices and ethics and lifestyle wellness.

Students will be able to practice on actual clients in our student-run, Emily's Massage Clinic, under faculty guidance. Throughout the program students will participate in workshops with massage professionals and attend numerous massage business learning excursions. At the end of the program, students will be prepared for the Colorado MBLex examination.

Course Number	Course Title	Credits	Contact Hours
MST 1011	Basic Massage Therapy	4.0	90.0
MST 1010	Ethics for Massage Therapy	1.0	15.0
MST 1006	A & P for Massage Therapy	4.0	67.5
MST 2008	Muscoloskeletal Anatomy	2.0	30.0
MST 1013	Professional Massage	3.0	67.5
MST 2016	Pathology for Massage Therapy	3.0	45.0
MST 2004	MST Business Practices	2.0	30.0
MST 1005	Lifestyle Wellness	2.0	30.0
MST 1084	Clinical Massage	3.0	90.0
MST 2089	Capstone	9.0	202.5
	Total Program Credits/Contact Hours	**33.0**	**667.5**

Multimedia and Video Production Qualified Financial Aid Program

The Multimedia and Video Production program is a hands-on program with the purpose of educating and training students on the digital approach to communication, marketing, social media, storytelling, entertainment and art that will set students on a pathway to variable careers in areas like digital media, film, video production, graphic art and web design.

Course Number	Course Title	Credits	Contact Hours
CIS 1010	Introduction to Computing Technology: Mac	1.0	15.0
MGD 1011	Adobe Photoshop I	3.0	45.0
ART 1401	Digital Photography I	3.0	45.0
MGD 1063	Sound Design	3.0	45.0
MGD 1004	Videography	3.0	52.5
FVM 1060	Video Post Production I	3.0	52.5
MGD 1012	Adobe Illustrator I	3.0	52.5
MGD 2068	Business for Creatives	3.0	45.0
FVM 1185	Documentary Film	3.0	45.0
FVM 2064	Digital Effects	3.0	45.0
RTV 1010	Fundamentals of Podcasting	3.0	52.5
MGD 2004	Videography II	3.0	52.5
RTV 1202	Television Studio Production	3.0	52.5
MGD 1089	Capstone	3.0	135.0
	Total Program Credits/Contact Hours	**40.0**	**735.0**

Health Science

Health Science programs at Emily Griffith Technical College are some of the most respected health certificate programs in the state. Health Science provides 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 healthcare. The academic programs are designed to prepare graduates to succeed in health careers and to make a positive contribution to society.

Dental Administrative Assistant

The Dental Administrative Assistant program prepares individuals to provide patient care, front office administrative tasks, discharge office administrative functions under the supervision of dentists and dental hygienists. Includes instruction in medical record-keeping, general office duties, reception and patient intake, scheduling, basic dental office patient care and instruction, and other supervised practice. Prerequisites: Basic Life Support (BLS) for Healthcare Providers

Course Number	Course Title	Credits	Contact Hours
DEA 1035	Dental Office Management	2.0	30.0
DEA 1016	Medical Emergencies in the Dental Office	2.0	30.0
DEA 1001	Dental Terminology	1.0	15.0
DEA 1011	Introduction to Dental Practices	1.0	15.0
	Total Program Credits/Contact Hours	6.0	90.0

Dental Assisting Qualified Financial Aid Program

The Dental Assisting program offers a challenging career in health care for those who enjoy working directly with people. Students develop skills including chair-side procedures, radiology, practice management, patient education, infection control, and laboratory work. This program combines coursework, classes, and a 315-hour clinical internship. Through labs in our simulated classroom dental lab and a clinical internship in a dental environment, this program prepares you with the medical knowledge and experience you need to become a well-respected member of a dental team.

Course Number	Course Title	Credits	Contact Hours
DEA 1001	Dental Terminology	1.0	15.0
DEA 1015	Infection Control	3.0	52.5
DEA 1016	Medical Emergencies in the Dental Office	2.0	30.0
DEA 1023	Dental Materials I	3.0	60.0
DEA 1011	Introduction to Dental Practices	1.0	15.0
DEA 1021	Principles of Clinical Practice	3.0	60.0
DEA 1024	Dental Radiography	3.0	45.0
DEA 1012	Dental Science I	3.0	45.0
DEA 1033	Dental Materials II	3.0	60.0
DEA 1031	Prevention and Nutrition in Dentistry	3.0	52.5
DEA 1013	Dental Science II	3.0	45.0
DEA 1034	Advanced Dental Radiography	3.0	60.0
DEA 1035	Dental Office Management	2.0	30.0
DEA 1022	Specialties in Dentistry	2.0	30.0
DEA 1081	Internship I: Dental	1.0	45.0
DEA 1082	Internship II: Dental	6.0	270.0
	Total Program Credits/Contact Hours	**42.0**	**915.0**

Medical Assisting Qualified Financial Aid Program

The Medical Assisting program will provide you with the training you need to become a Medical Assistant (MA) at any health-care facility. Medical Assistants work predominantly in the back office of healthcare facilities and are generally the first point of clinical contact for patients. Medical Assistants take the patient's medical history and vitals, collect and prepare laboratory specimens, and administer medications as directed by a physician. In addition, MA's are also trained to perform front office duties including updating and filing patient medical records, coding and filling out insurance forms, and arranging for hospital admissions and laboratory service. The Medical Assisting program prepares students to take the Registered Medical Assistant Exam, and includes a 180-hour supervised clinical internship. Additional costs, which are not included in the tuition, include books, uniform, and a watch with a sweeping second hand.

Course Number	Course Title	Credits	Contact Hours
MOT 1025	Basic Medical Sciences I	3.0	45.0
MAP 2040	Medical Assisting Clinical Skills	4.0	75.0
MAP 1010	Medical Office Administration	4.0	60.0
MOT 1036	Introduction to Clinical Skills	3.0	60.0
MAP 2038	Medical Assisting Laboratory Skills	4.0	75.0
HPR 1040	Medical Terminology	3.0	45.0
HPR 1008	Law & Ethics for Health Professions	2.0	30.0
MOT 1026	Basic Medical Sciences II	3.0	45.0
MOT 1040	Insurance Billing & Coding	3.0	45.0
MOT 1027	Basic Medical Sciences III	3.0	45.0
HPR 1002	Health Career Opt & Readiness	1.0	15.0
MAP 2069	Review for Medical Assistant National Examination	1.0	15.0
MAP 1083	Medical Assistant Internship	4.0	180.0
	Total Program Credits/Contact Hours	**38.0**	**735.0**

Nurse Assisting Qualified Financial Aid Program

The Nurse Assisting program provides students with the basic knowledge and skills for one of the most important jobs in the health-care team: a Certified Nursing Assistant (CNA). A CNA's role is to provide basic care to patients, take vital signs and assist patients in daily activities they might have trouble with on their own. Students must complete both the technical portion of the program as well as the mandatory 32-hour clinical internship in order to earn their certification. This program prepares students to take the Colorado Nurse Aide Certification Exam. Additional costs for this program, which are not included in the tuition, include books, uniforms, a watch with sweeping second hand, stethoscope and blood pressure cuff, and fees associated with state board testing. The Nurse Assisting program is approved by the Colorado State Board of Nursing.

Course Number	Course Title	Credits	Contact Hours
NUA 1001	Nurse Aide Health Care Skills	4.0	75.0
NUA 1070	Nurse Aide Clinical Experience	1.0	32.0
	Total Program Credits/Contact Hours	**5.0**	**107.0**

Practical Nursing Qualified Financial Aid Program

Licensed practical nurses (LPNs) are prepared to give direct patient care under the supervision of a registered nurse or a physician. Employment areas include nursing homes, extended care facilities, physicians' offices, medical clinics, hospitals, and home health agencies. The Practical Nursing (PN) program prepares students to take the National Council Licensure Examination (NCLEX PN Examination). As a part of the program, students are required to complete a mandatory 405-hour clinical internship. In addition, students who are licensed as practical nurses are eligible for IV Authority Certification by the Colorado State Board of Nursing. The Practical Nursing program is approved by the Colorado State Board of Nursing and is accredited by the Accreditation Commission for Nursing Education (ACEN); 3343 Peachtree Road, NE, Suite 850; Atlanta, GA 30326; 404.975.5000; acenursing.org.

*Applicants to the PN program must be a CNA or MA, and must have completed all prerequisite courses by the application deadline.

Course Number	Course Title	Credits	Contact Hours
NUR 1002	Alterations in Adult Health I	4.0	60.0
NUR 1003	Basic Assessment for the PN	1.0	30.0
NUR 1004	Alterations in Adult Health II	5.0	75.0
NUR 1005	Practical Nursing Arts & Skills	6.0	135.0
NUR 1010	Pharmacology Practical Nursing	3.0	45.0
NUR 1011	Advancement into Practical Nursing	1.0	15.0
NUR 1013	Basic Concepts of Maternal-Newborn Nursing	2.0	30.0
NUR 1014	Basic Concepts of Pediatric Nursing	2.0	30.0
NUR 1015	Basic Concepts of Mental Health Nursing	1.0	15.0
NUR 1016	Basic Concepts of Geriatric Nursing	1.0	15.0
NUR 1070	Clinical I	3.0	135.0
NUR 1071	Clinical II	2.0	90.0
NUR 1072	Clinical III	1.0	45.0
NUR 1073	Clinical IV	3.0	135.0
NUR 2001	IV Therapy for LPNs	2.5	52.5
	Total Program Credits/Contact Hours	37.5	907.5

Course Number	Prerequisites	Credits	Contact Hours
HPR 1040	Medical Terminology	3.0	45.0
BIO 1006	Basic Anatomy & Physiology	4.0	60.0

Psychiatric Nurse Aide Assistant

The Psychiatric Nurse Aide Assistant program prepares individuals, under the supervision of psychiatrists, psychologists, nurses, and other mental health care professionals, to provide direct patient care services, assist in developing and implementing treatment plans, administer medications, and perform related administrative functions. Includes instruction in mental health theory, applied psychopathology, patient communication and management, crisis intervention, psychotropic medication, mental health treatment procedures, substance abuse, record-keeping, clinical administrative skills, and applicable standards and regulations.

This program is specifically tailored for individuals who already hold a foundational healthcare credential, such as a Medical Assistant (MA), Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPN), or Registered Nurse (RN).

Prerequisites: Basic Life Support (BLS) for Healthcare Providers and MA, CNA, LPN, or RN.

Course Number	Course Title	Credits	Contact Hours
PTE 1010	Intro to Behav. Healthcare and Wellness	3.0	45.0
PTE 1017	Theoretical concepts of psych care	2.0	30.0
PTE 1018	Psy management principles	1.0	15.0
PTE 1020	Applications of behavioral health wellness	5.0	75.0
NUR 1001	Pharm Calculations	1.0	15.0
NUR 1003	Basic Health Assessment	2.0	30.0
PTE 1070	Clinical Concepts of Psy Care I	3.0	135.0
PTE 1072	Clinical Psych Management	3.0	135.0
	Total Program Credits/Contact Hours	20.0	480.0

Qualified Behavioral Health Assistant

The Qualified Behavioral Health Assistant program is a stackable credential program designed to equip students with a comprehensive understanding of behavioral health principles and practices. This program is specifically tailored for individuals who already hold a foundational healthcare credential, such as a Medical Assistant (MA), Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPN), or Registered Nurse (RN).

The curriculum delves into key areas essential for effective behavioral health support, including: Behavioral Health and Wellness, Intercultural Competency, Therapeutic Communication: Case Management, and Crisis Intervention. Behavioral Health Technicians are in a variety of settings, including hospitals, clinics, mental health facilities, community organizations and K-12 schools. They will play a vital role in supporting individuals with mental health challenges, promoting recovery, and fostering overall well-being.

Prerequisites: Basic Life Support (BLS) for Healthcare Providers and must be a MA, CNA, LPN or RN.

Course Number	Course Title	Credits	Contact Hours
PTE 1010	Intro to Behavioral Healthcare and Wellness	3.0	45.0
BEH 1001	MHCI: Preparedness and Empathy	3.0	45.0
BEH 1030	BEH Health Case Management and Clinic Doc	1.0	15.0
BEH 2030	Applied Therapy Com Skills	3.0	45.0
	Total Program Credits/Contact Hours	10.0	150.0

Trades and Business

Trades, Business and Technology programs are housed at our Branch Campus and include Accounting, Automotive Collision Repair, Automotive Service, Computer Networking, HVAC, Water Quality Management, Welding 1 and Welding 2.

Accounting Qualified Financial Aid Program

The Accounting program is focused on preparing students to perform effectively in an entry-level position in the field of accounting and business where opportunities exist in every industry. Students will acquire a wide variety of accounting skills, communication skills and business knowledge to support their understanding of how business decisions are made and how businesses run efficiently. This program is designed for students with little to no accounting experience but who are good at organization and managing detail. Beginning with the 25/26 school year, students will participate in a Tax Help Colorado practicum.

Course Number	Course Title	Credits	Contact Hours
BUS 1015	Introduction to Business	3.0	60.0
BUS 2017	Business Communication & Report Writing	3.0	60.0
CIS 1055	Complete Spreadsheets: Excel	3.0	60.0
ACC 1001	Fundamentals of Accounting	3.0	45.0
ACC 1002	Fundamentals of Accounting Hands-on Lab	2.0	45.0
ACC 1021	Accounting Principles I	4.0	82.5
ACC 1015	Payroll Accounting	3.0	60.0
ACC 2045	Computerized Accounting with a Professional Package	3.0	60.0
BUS 2089	Capstone	3.0	67.5
ACC 1031	Income Tax	3.0	60.0
ACC 1033	Tax help Colorado Practicum	1.0	45.0
	Total Program Credits/Contact Hours	31.0	645.0

Automotive Collision Repair Qualified Financial Aid Program

The Automotive Collision Repair program prepares students for a career in the Automotive Collision Repair industry. The curriculum in this program is aligned with the industry standard, the Inter-Industry Conference on Auto Collision Repair (I-CAR). The Automotive Collision Repair program provides instruction through two levels:
- Level 1 will focus on non-structural repair.
- Level 2 will focus on structural repair and paint and refinishing.

Students will learn various techniques to repair vehicles including steel, aluminum, and plastic repair. Students will gain experience using our state-of-the-art paint booth,MIG welding, plastic welding, alignment, and repair damage analysis. Students will have Pro Level 1 Certificate from I-CAR when they complete the program, as long as they pass all I-CAR tests with a 70% or higher before they graduate from the program.

Automotive Collision Repair Non-Structural Level 1

Course Number	Course Title	Credits	Contact Hours
ACT 1001	Intro to Auto Tech	4.0	75.0
ACT 1010	Safety in Collision Repair	2.0	30.0
ACT 1011	Metal Welding and Cutting I	3.0	60.0
ACT 2011	Metal Welding and Cutting II	2.0	37.5
ACT 1021	Non-Structural Repair Preparation	3.0	60.0
ACT 1022	Panel Repair and Replacements	3.0	60.0
ACT 1023	Metal Finishing & Body Filling	3.0	60.0
ACT 1051	Plastics & Adhesives I	1.0	22.5
ACT 2051	Plastics & Adhesives II	1.0	22.5
ACT 2015	Paintless Dent Repair	3.0	60.0
ACT 2021	Moveable Glass and Hardware	2.0	45.0
ACT 1070	Auto Collision Tech Lab Exp I	4.0	90.0
	Total Program Credits/Contact Hours	**31.0**	**622.5**

Automotive Collision Repair Structural & Refinishing Level 2

Course Number	Course Title	Credits	Contact Hours
ACT 1041	Refinishing Safety	1.0	15.0
ACT 1042	Surface Preparation I	2.0	37.5
ACT 1043	Spray Equipment Operation	2.0	37.5
ACT 1044	Refinishing I	2.0	37.5
ACT 2045	Waterborn Paint Application	3.0	60.0
ACT 2041	Paint Defects	3.0	60.0
ACT 2043	Refinishing II	2.0	37.5
ACT 1071	Auto Collision Tech Lab ll	3.0	67.5
ACT 1031	Structural Damage Diagnosis	3.0	60.0
ACT 2066	Restraint Systems	1.0	22.5
ACT 1032	Structural Damage Repair	3.0	60.0
ACT 2020	Structural Repair II	4.0	90.0
ACT 1072	Auto Collision Tech Lab lll	3.0	67.5
	Total Program Credits/Contact Hours	**32.0**	**652.5**

Automotive Service Qualified Financial Aid Program

The Automotive Service program prepares students for work in the automotive repair industry. Students will be educated both in theory and hands-on applications covering all eight Automotive Service Excellence (ASE) topics. Our program is designed to develop job-ready, entry-level technicians who are prepared to enter the repair field. Students will be using state-of-the-art equipment such as scan tools, tire machines, alignment rack, brake lathe, and air conditioning and electrical diagnostic tools. Students will have the opportunity to work on donated vehicles and complete live work, to perform work that is being taught in the classroom, just as they would in a repair facility.

Upon program completion, students will earn an ASE Automotive Student Certificate as well as eight individual certificates for each of the following ASE subjects: Electrical/Electronic Systems, Brakes, Suspension & Steering, Engine Repair, Manual Drivetrain & Axles, Automatic Transmission/ Transaxle, Engine Performance, and Heating & Air Conditioning.

Course Number	Course Title	Credits	Contact Hours
ASE 1001	Auto Shop Orientation	2.0	45.0
ASE 1002	Introduction to the Automotive Shop	2.0	30.0
ASE 1020	Basic Auto Electricity	2.0	45.0
ASE 1022	Auto Electrical Safety Systems	1.0	15.0
ASE 1023	Starting & Charging Systems	2.0	37.5
ASE 1010	Auto Brake Service I	2.0	37.5
ASE 2010	Auto Power/ABS Brake Systems	2.0	37.5
ASE 1040	Suspension and Steering I	2.0	37.5
ASE 1041	Suspension and Steering II	2.0	37.5
ASE 1030	General Engine Diagnosis	2.0	45.0
ASE 1060	Auto Engine Repair	2.0	45.0
ASE 1032	Ignition System Diagnosis and Repair	2.0	37.5
ASE 1050	Manual Drive Train and Axle Maintenance	2.0	37.5
ASE 1052	Manual Trans/Transaxles/Clutch II	2.0	37.5
ASE 2050	Automatic Transmission/Transaxle Service	1.0	15.0
ASE 1034	Auto Fuel & Emissions Systems I	2.0	37.5
ASE 2034	Advanced Auto Emissions	2.0	45.0
ASE 2035	Driveability and Diagnosis	2.0	37.5
ASE 2065	HVAC Systems	4.0	82.5
	Total Program Credits/Contact Hours	**38.0**	**742.5**

Computer Networking Qualified Financial Aid Program

The Computer Networking program provides students with essential hardware and software knowledge including: operating systems, hardware and software support, network administration, network topologies, protocol standards, network implementation, security, and troubleshooting skills. These essential skills prepare you for employment as a network technician, LAN support technician, LAN Administrator, Information Technology Support Technician, Microcomputer Support Specialist, Technical Support Analyst, or Network Engineer. Included in this program is preparation for the A+, Network+, and Security+ certifications, three important credentials for professionals in the network support and network security industries.

Course Number	Course Title	Credits	Contact Hours
CIS 1024	Intro to Operating Systems	3.0	60.0
CIS 1018	Intro to PC Applications	3.0	60.0
CNG 1020	A+ Certification	4.0	67.5
CNG 1021	Computer Technician I: A+	4.0	67.5
CNG 1022	Computer Technician II: A+	4.0	67.5
CNG 1024	Networking I: Network +	3.0	60.0
CNG 1025	Networking II: Network +	3.0	60.0
CNG 1032	Network Security Fundamentals	3.0	60.0
CNG 1042	Intro to Cloud Computing	3.0	60.0
CNG 2015	Windows Automation: X	3.0	60.0
CNG 2089	Capstone	2.0	37.5
	Total Program Credits/Contact Hours	**35.0**	**660.0**

HVAC Qualified Financial Aid Program

The Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) program cultivates the skills and hands-on practical knowledge required to become proficient in working in the residential or commercial HVAC and process refrigeration industries. The program's emphasis on competency ensures students successfully perform hands-on training based on industry standards. Students will study basic HVAC systems such as electricity and controls, and hydronic heating systems, and local fuel codes, applied thermodynamics, refrigeration cycle, psychometrics, duct system design, and system diagnosis. These skills are introduced and taught using classroom theory and lecture which is reinforced in hands-on lab exercises in a state-of-the-art HVAC lab. Entry-level HVAC technicians typically work on residential and light commercial HVAC systems, performing equipment installations, preventative maintenance and service, and repair tasks.

Course Number	Course Title	Credits	Contact Hours
HVA 1000	Safety Training for the Trades	0.5	7.5
HVA 1002	Basic Refrigeration	4.0	75.0
HVA 1004	Electrical Components	4.0	75.0
HVA 1005	Electricity for HVAC/R	4.0	82.5
HVA 1010	Fundamentals of Gas Heating	4.0	75.0
HVA 1011	Piping Skills for HVAC	4.0	82.5
HVA 1013	Refrigerant Recovery Training	1.0	15.0
HVA 1042	Residential Air Conditioning	4.0	75.0
HVA 2022	HVAC&R Systems Troubleshooting	5.0	97.5
HVA 2047	Hot Water Heating Systems	4.0	75.0
	Total Program Credits/Contact Hours	34.5	660.0

Water Quality Management Qualified Financial Aid Program

The Water Quality Management program will prepare students to pass entry level state certifications in Water Treatment D, Water Distributions 1, Wastewater Collections 1 and Wastewater Treatment. Students will participate in industry technical tours, and conduct chemical and biological lab tests and field sampling. Students will develop their understanding of the entire urban water cycle, regulatory compliance and the management of all systems from source to tap through lectures, laboratories and industry tours within a small class size.

Course Number	Course Title	Credits	Contact Hours
WQM 1000	Introduction to Water Quality	3.0	52.5
WQM 1001	Introduction to Water Distribution	3.0	52.5
WQM 1002	Introduction to Wastewater Collection	3.0	52.5
WQM 1003	Introduction to Water Treatment	3.0	60.0
WQM 1004	Introduction to Wastewater Treatment	3.0	60.0
WQM 1005	Specific Calculations for Water Quality Management	4.0	67.5
WQM 1019	Basic Water Quality Analysis	4.0	82.5
WQM 2016	Biological and Bacteriological Water Quality Analyses	4.0	82.5
WQM 2012	Drinking Water Regulations	4.0	60.0
WQM 2089	Capstone	3.0	52.5
	Total Program Credits/Contact Hours	**34.0**	**622.5**

Welding

Welding is used in most forms of heavy and light manufacturing and construction industries, so it's a useful and versatile trade that is in high demand. It's complex and has many certifications for different welding equipment, materials and job types.

Welding 1 Qualified Financial Aid Program

The SENSE Level 1 welding and fabrication program will prepare students for an exciting position as a metal worker with many career opportunities. Classes are hands-on in the lab and coursework is aligned with the AWS SENSE standards. In the Level 1 program students will learn essential welding and metalworking skills including: gas metal arc welding, thermal cutting processes, shielded metal arc welding, flux cored arc welding, gas tungsten arc welding, and oxy fuel cutting and welding. Students will also gain knowledge and skills in: blueprint reading, metal types, appropriate welding applications, metal cutting and fabrication tools, welding positions, weld inspection and testing, and basic fabrication.

Course Number	Course Title	Credits	Contact Hours
WEL 1000	Safety for Welders	1.0	22.5
WEL 1001	Allied Cutting Processes	4.0	82.5
WEL 2003	Flux Cored Arc Welding I	4.0	82.5
WEL 2004	Flux Cored Arc Welding II	4.0	82.5
WEL 2001	Gas Metal Arc Welding I	4.0	82.5
WEL 1003	Basic Shielded Metal Arc I	4.0	82.5
WEL 1004	Basic Shielded Metal Arc II	4.0	82.5
WEL 1010	Advanced Shielded Metal Arc I	4.0	82.5
WEL 1021	Structural Welding I	3.0	60.0
WEL 1024	Introduction to Gas Tungsten Arc Welding	4.0	82.5
WEL 2060	GTAW Stainless & Aluminum I	2.0	37.5
WEL 1090	Intro to CNC Plasma Table	2.0	37.5
WEL 1045	Intro to Robotic Welding	2.0	37.5
WEL 1006	Blueprint Reading for Welders and Fitters	4.0	82.5
	Total Program Credits/Contact Hours	**46.0**	**937.5**

Welding 2 Qualified Financial Aid Program

The SENSE Level 2 pipe welding program will prepare students to take on challenging jobs like pipe fitter, pipeline welder or boilermaker. Students will hone welding and fabrication skills. In the welding industry pipe welding is especially difficult, because welders must be able to provide a consistent weld all the way around a cylindrical surface. Pipes often can't be moved as the welder works, either because they're in a constricted location or because they're too large and heavy; that means welders must work at inconvenient and uncomfortable angles, left-handed or right-handed and often with significant obstructions in their workspace. It's one of the most challenging forms of welding, but skilled pipe welders are in high demand and earn some of the trade's best wages. The Level 2 program focuses on the attainment of these essential attributes demanded of today's combo pipe welders: performing welding on various materials at defined positions by using appropriately chosen welding methods.

Course Number	Course Title	Credits	Contact Hours
WEL 2048	Pipe Layout	4.0	82.5
WEL 2032	Advanced Flux Cored Arc Welding	6.0	120.0
WEL 2031	Pipe Welding II	4.0	82.5
WEL 2030	Pipe Welding I	4.0	82.5
WEL 2033	2G Horizontal Pipe API	4.0	82.5
WEL 2034	5G Vertical Down API	4.0	82.5
WEL 2039	2G Horizontal Pipe ASME	4.0	82.5
WEL 2041	5G Vertical UP ASME	4.0	82.5
	Total Program Credits/Contact Hours	**34.0**	**697.5**

Apprenticeship

Apprenticeship combines paid, on-the-job training supervised by industry professionals with related classroom instruction.

Why should you consider a Registered Apprenticeship?

- Earn a paycheck while learning new skills that are sought by employers
- Receive wage increases as your skills and knowledge increase
- Embark on a career and learning pathway and choose from a variety of industries including skilled trades, construction, and culinary arts
- Mentorship from current employees helps apprentices master job competencies and gain confidence
- A structured approach to training allows apprentices to immediately apply what they are learning on the job and grow continuously
- Access to supports and potential financial assistance
- Earn college credits transferable to any Colorado community college and select Metropolitan State University of Denver and Colorado State University Global degree programs

Current Apprenticeship Programs

- Bricklayer
- Carpenter
- Certified Line Cook
- Electrician (Inside and Residential)
- Heating, Ventilation and Air Conditioning Technician
- Ironworker
- Pipefitter
- Plumber
- Sheet Metal
- Steel Fabrication
- Voice, Data, Video Technician

English Language Acquisition

Emily Griffith offers high-quality English classes taught by skilled instructors. The College offers a wide range of classes including Reading & Writing, Oral Communication, Grammar, and Conversation in four areas:

- Pre-Academic and Community English (PACE)
- Career Readiness English for Refugees (CRESL)
- Work Readiness English
- Vocational Transitions

Pre-Academic and Community English (PACE)

PACE classes are designed with textbooks that focus on academic and everyday language. The curriculum prepares students for integration into the community and to take the next step in their academic and/or career goals. PACE classes start 5 times per year and are available to anyone. Tuition costs vary.

Career Readiness English for Refugees (CRESL)

CRESL classes are open to all individuals who arrived in the U.S. as refugees or asylees; with a Special Immigrant Visa (SIV); or with other similar status. Students can take CRESL classes for five years after arriving in the U.S. The curriculum and materials focus on the workplace and provide students with the communication skills necessary to find work, improve in their work, and be successful in the workplace. Classes are funded by the Colorado Refugee Services Program. There is no cost to attend CRESL classes.

Work Readiness English (AELA)

Work Readiness English classes are open to all students who want to improve their English for the workplace. The curriculum and materials focus on the workplace and provide students with the communication skills necessary to find work, improve in their work, and be successful in the workplace. Classes are funded through the Adult Education and Literacy Act (AELA) managed by the Colorado Department of Education. Classes start 5 times per year and there is no cost to attend.

Vocational Transitions

Vocational Transitions classes are for students who want to study in a Career and Technical Education (CTE) program at Emily Griffith Technical College. These classes are designed to improve reading skills, increase reading assessment scores and provide advising and support for students transitioning to college. Vocational Transitions classes start five times per year, and are available to anyone for free.

High School Equivalency (HSE)/GED® Classes

HSE/GED® preparation classes are for students who want to earn their High School Equivalency diploma by taking one of the three eligible tests in the state of Colorado (GED®, HiSET®). Experienced teachers provide direct instruction and classes include discussion, interactive projects, and group work. HSE/GED® preparation classes begin multiple times a year and are offered online, in-person, and via a hybrid option. Classes are available to anyone and are low-cost. Students who earn an HSE certificate can go on to pursue a diploma from one of our Career and Technical Education programs.

HSE/GED® students are not required to complete an EdReady learning path or other program readiness indicator. Instead, HSE/GED® students will take an Aztec Locator to determine their class level and course content prior to registration. Locator scores are valid for one year.

If you are requesting a copy of your GED® transcript, please contact myged.com. Emily Griffith Technical College does not have GED® grades, scores or transcripts.

Course Descriptions

Course Code	Course Name	Credits	Clock Hours	Course Description
ACC 1001	Fundamentals of Accounting	3	45	Introduces accounting fundamentals with emphasis on the procedures and practices used in business organizations. Major topics include the accounting cycle for service and merchandising companies, including end-of-period reporting.
ACC 1002	Fdn of Acct Hands-on Lab	2	45	Covers the practical lab portion of the Fundamentals of Accounting course providing hands-on activities using software provided by the publisher or Open Educational Resources (OER) content. The lab demonstrates the recording of accounting information discussed in ACC 101 with emphasis on the procedures and practices used in business organizations.
ACC 1015	Payroll Accounting	3	60	Covers federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations, including computerized payroll procedures.
ACC 1021	Accounting Principles I	4	82.5	This course introduces accounting principles for understanding the theory and logic that underlie procedures and practices for business organizations. Major topics include the accounting cycle for service and merchandising companies, internal control principles and practices, notes and interest, inventory systems and costing, and plant and intangible asset accounting.
ACC 1031	Income Tax	3	60	Introduces basic concepts of federal income taxation and tax administration with emphasis on taxation of individuals and sole proprietorships.
ACC 1033	Tax Help Colorado Practicum	1	45	Utilizes income tax knowledge and training in the context of a community service setting. Volunteers prepare individual federal and state income tax within the parameters of the Tax Help Colorado program and Internal Revenue Service (IRS) guidelines.
ACC 2045	Computerized Acct Prof Pkg	3	60	Integrates accounting principles and practices with a computerized accounting package such as Peachtree, DacEasy, or other professional package. Emphasizes computerized functions of the general ledger and integrated accounts payable, accounts receivable, invoicing and payroll systems.

ACT 1001	Intro to Auto Collision Tech	4	75	Provides an orientation to the automotive collision repair industry which includes an overview of job possibilities and various types of automobile construction. This course covers names, uses, and maintenance procedures for a variety of tools and equipment with a focus on general collision repair and refinishing, shop safety procedures with an emphasis on personal and environmental safety issues, and proper handling and disposal of hazardous materials.
ACT 1010	Safety in Collision Repair	2	30	Introduces the student to safety techniques and operation as it relates to shop safety and industry standards. The student is exposed to regulations and collision shop operations. In addition, the student becomes involved with VICA, developing writing and speaking skills.
ACT 1011	Metal Welding and Cutting I	3	60	Covers sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, equipment and setups. Personal and vehicle protective measures prior to welding procedures is presented.
ACT 1021	Non-Structural Repair Preparation	3	60	Covers the basic characteristics of preparation for automotive repair. Students familiarize themselves with damage analysis, extent of damage, and the sequence of repair. Focuses on removal of vehicle components and protection of panels along with storage and labeling of parts. Safety procedures and equipment use are included.
ACT 1022	Panel Repair and Replacements	3	60	Covers straightening techniques including tension pulls/stress relief, metal finishing, metal shrinking, and use of fillers. Emphasizes the identification, handling, and replacement of parts such as adjustment and alignment of bolt-on parts, fixed parts, and accessories. Training covers the use of adhesives, sound deadeners and welding methods performed during repairs.
ACT 1023	Metal Finishing and Body Filling	3	60	Develops skills in metal finishing, metal shrinking, and the use of cosmetic fillers. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection of tools, and safety procedures for tools and equipment selected. Paintless Dent Repair (PDR) tools will also be introduced in this course along with beginning level repair techniques.

ACT 1031	Structural Damage Diagnosis	3	60	Focuses on methods of frame measurement using dimension charts and service manuals. Includes the use of self-centering gauges and mechanical and electronic measuring. Appropriate terms and definitions of vehicle structures and vehicle diagnosis is covered including identification and analysis of damage. Includes the techniques for basic hook ups and safety procedures used in making corrective pulls.
ACT 1032	Structural Damage Repair	3	60	Continues the study and application of frame measurement and repair. The student applies methods found in dimension charts and service manuals for vehicle diagnosis and straightening. Training includes the replacement of a structural panel with the identification of damaged suspension components replaced according to manufacturer recommendations.
ACT 1041	Refinishing Safety	1	15	Covers correct use of safety procedures used in refinishing. Proper fit and use of various types of protective equipment is emphasized. The identification of tools and equipment, with use and maintenance is covered including national guidelines for proper disposal and handling of hazardous materials.
ACT 1042	Surface Preparation I	2	37.5	Performs surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare materials, and priming. The application of primers includes rationale and use of colored primers and sealers. In addition, the course will cover spot-priming for repaired areas.
ACT 1043	Spray Equipment Operation	2	37.5	Covers the inspection, cleaning and determination of the condition of spray guns and related equipment. Students learn skills for adjusting spray guns by setting-up and testing spray gun operations.
ACT 1044	Refinishing I	2	37.5	Provides the knowledge needed for application and use of automotive paint systems. Course includes locating color codes, mixing formulas, matching, and selections of materials. Proper paint gun use and adjustments is taught for the product being applied. In addition, the student practices correct masking and detailing techniques.
ACT 1051	Plastics and Adhesives I	1	22.5	Designed to teach the state-of-the-art repair for both rigid and flexible plastic components and choosing adhesives using the latest manufacturer repair techniques.
ACT 1070	Auto Collision Tech Lab Exp I	3	67.5	Offers the clinical practicum required for the program.
ACT 1071	Auto Collision Tech Lab II	3	67.5	Offers the clinical practicum required for the program.
ACT 1072	Auto Collision Tech Lab III	3	67.5	Offers the clinical practicum required for the program.

ACT 2011	Metal Welding and Cutting II	2	37.5	Covers mig welding procedures of seam weld, stitch welds and destructive testing. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, and equipment and operating procedures, with emphasis on shop safety are also presented.
ACT 2015	Paintless Dent Repair	3	60	Examines straightening techniques associated with hail dents and door dings and emphasizes the identification of repairable dents and tools used for those repairs. This course includes the use of conventional Paintless Dent Repair (PDR) tools, glue pulling, and induction heating dent removal in aluminum and steel panels. Topics include lighting, damage access, color sanding and polishing, and estimating repair cost.
ACT 2020	Structural Repair II	4	90	Students continue practice in structural damage analysis and measuring procedures on both, unitized and body-over-frame type vehicles. Proper methods for straightening, as well as replacing structural, mechanical, and electronic components are covered.
ACT 2021	Moveable Glass and Hardware	2	45	Covers door glass, vent windows and glass mechanisms (both electric and mechanical) with emphasis on removal and replacement. In addition, interior trim panels, seats and headliners are removed and replaced. Student learns proper care and treatment of vehicle seat protectors plus the proper use of tools required to perform these tasks.
ACT 2041	Paint Defects	3	60	Covers paint defects. Emphasizes the causes of paint defects with methods to cure problems during and after refinishing procedures. Students learn to identify the proper surface preparations to apply prior to refinishing. Training includes using paint equipment and determining paint film thickness with proper temperatures for refinishing.
ACT 2043	Refinishing II	2	37.5	In this advanced course students learn the necessary skills used to tint and blend panels working with the latest finishes and paints. Special coatings and procedures are covered in this course.
ACT 2045	Waterborne Paint Application	3	60	Discusses the surface preparation and application for primers, waterborne paints, and clear coats. Paint defect identification and problem solving during priming, color application, and clear coat steps are presented. Color selection and accuracy are also discussed.
ACT 2051	Plastics and Adhesives II	1	22.5	Emphasizes advanced plastic and adhesives. The current state-of-the-art repair for both rigid and flexible plastic components using the latest manufacturer's repair techniques are presented. Sheet Molded Compound procedures and the use of proper adhesives is covered.

ACT 2066	Restraint Systems	1	22.5	Students learn to inspect, remove and replace active restraint systems, passive restraint systems and supplemental restraint systems. Procedures are demonstrated for disarming and diagnosing restraint systems using electronic equipment and trouble codes. Instruction for passive restraint replacement is also covered in this course.
ART 1401	Digital Photography I	3	45	Presents the fundamentals of Fine Art digital photography, including camera equipment and software used for image capture, management and manipulation. Topics include camera settings and exposure control, composition, working with light and time, and creative image manipulation.
ASE 1001	Auto Shop Orientation	2	45	Covers safety instruction in the shop and on the automobile. Emphasis on the proper use and care of test equipment, precision measuring and machining equipment, gaskets, adhesives, tubing, wiring, jacks, presses, and cleaning equipment and techniques.
ASE 1002	Introduction to the Automotive Shop	2	30	Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment.
ASE 1010	Auto Brake Service I	2	37.5	Introduces the basic theory of automotive braking systems including operation, diagnosis, basic repair of disc and drum friction assemblies, and basic hydraulic braking systems. This course meets MLR/AST/MAST program accreditation requirements.
ASE 1020	Basic Auto Electricity	2	45	Introduces vehicle electricity, basic electrical theory, circuit designs, and wiring methods. This course focuses on multimeter usage and wiring diagrams. This course meets MLR/AST/MAST requirements.
ASE 1022	Automotive Electrical Safety Systems	1	15	Covers the operation of electrical systems including vehicles safety concerns of vehicle lighting systems, Supplemental Inflatable Restraints (SIR), windshield wipers, driver warning systems, and vehicle accessories. This course meets MLR/AST/MAST program requirements.
ASE 1023	Starting and Charging Systems	2	37.5	Covers the operation and theory of a vehicle battery, testing, service, and repair of starting and charging systems including voltage testing, draw testing. This course meets MLR/AST/MAST program requirements.
ASE 1030	General Engine Diagnosis	2	45	Covers how to perform basic engine diagnosis to determine condition of engine including engine support systems. This course meets MLR/AST/MAST requirements.
ASE 1032	Ignition System Diagnosis and Repair	2	37.5	Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

ASE 1034	Autofuel and Emissions Systems I	2	37.5	Focuses on the diagnosis and repair of automotive fuel emission control systems, filter systems, and spark plugs. This course also includes maintenance to Diesel Exhaust Fluid (DEF) systems.
ASE 1040	Suspension and Steering I	2	37.5	Focuses on diagnosis and service of suspension and steering systems and components. This course meets MLR/AST/MAST requirements
ASE 1041	Suspension and Steering II	2	37.5	Covers design, diagnosis, inspection, service of suspension, and steering systems used on light trucks and automobiles including power steering and Supplemental Restraint System (SRS) service. This course meets AST/MAST requirements.
ASE 1050	Manual Drive Train and Axle Maintenance	2	37.5	Covers the operating principles and repair procedures relating to axle-shafts, propeller shafts, and universal joints. This course meets MLR/AST/MAST requirements.
ASE 1052	Man Trans/Transax/Clutch II	2	37.5	Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all-wheel drive units.
ASE 1060	Automotive Engine Repair	2	45	Focuses on the service of cylinder head, valve-train components, and cooling system components including engine removal, re-installation, and re-mounting systems. This course meets MLR/AST/MAST requirements.
ASE 2010	Auto Power/ABS Brake Systems	2	37.5	Covers the operation and theory of the modern automotive braking systems including the operation, diagnosis, service, and repair of the anti-lock braking systems and power assist units. This course also covers the machining operations of today's automobile brake systems. This course meets AST/MAST requirements.
ASE 2034	Advanced Automotive Emissions	2	45	Provides laboratory experiences with a variety of customer work in the areas that the student received training during previous automotive classes.
ASE 2035	Drivability and Diagnosis	2	37.5	Focuses on diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multimeters, and gas analyzers.
ASE 2050	Auto Transmission/Transaxle Service	1	15	Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle. This course meets MLR/AST/MAST requirements.
ASE 2065	Heating and Air Conditioning Systems	4	82.5	Emphasizes lecture and related laboratory experiences in the diagnosis and service of vehicle heating and air conditioning systems and their components.

BAR 1003	Introduction to Hair and Scalp	1	22.5	Introduces various types of hair, scalp treatments and shampoos. Focuses on recognition and treatment of disorders of hair and scalp, product knowledge and proper massage techniques to help control these disorders and cleanse the hair and scalp. Covers terminology dealing with hair structure scalp and hair disorders. Training is provided in a lab or classroom setting.
BAR 1007	Introduction to Shaving, Honing, & Stropping	1	22.5	Introduces the general principles of shaving to include hair texture, grain of the beard and analysis of the skin. Theory is combined with the practical application of proper shaving procedures and cutting strokes used on the face.
BAR 1008	Intermediate Shaving, Honing, & Stropping	1	22.5	Focuses on theory and practical training related to mustache and beard designing and trimming. Practical applications are incorporated in specialized classes or in a supervised salon.
BAR 1010	Introduction to Hair Coloring	3	67.5	Introduces theory pertaining to law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Focuses on basic techniques and procedures for the application of hair coloring.
BAR 1011	Intermediate Hair Coloring	2	45	Emphasizes theory and practical application of color products, formulations of color, and level and shades of color.
BAR 1020	Introduction to Hair Cutting	3	67.5	Introduces theory relevant to patron protection angles and degree and analysis of hair textures related to hair cutting. Covers proper use and care of hair cutting implements. Introduces basic hair cutting techniques using scissors, razor, clippers, and thinning shears. Training is provided in a classroom or lab setting with students training on mannequins or models.
BAR 1021	Intermediate Hair Cutting	3	67.5	Focuses on theory related to facial shapes and head and body forms to determine the appropriate haircut. Practical application of hair cutting techniques are explored in specialized classes or in a supervised salon setting.
BAR 1030	Introduction to Hair Styling	3	67.5	Combines theory with the practical application of air forming curling iron, finger waving, soft pressing and hard pressing.
BAR 1031	Intermediate Hair Styling	3	67.5	Focuses on the accepted methods of styling hair, air forming, finger waves, and hair pressing.
BAR 1040	Introduction to Permanent Waves and Chemical Relaxers	3	67.5	Focuses on the analysis of hair and scalp, proper equipment and product knowledge. Covers basic techniques in permanent waving and chemical relaxing. Incorporates training in a classroom or lab setting on mannequins or models.
BAR 1041	Intermediate Permanent Waves and Chemical Relaxers	3	67.5	Focuses on theory and practical application of permanent waves and chemical relaxers in specialized classes or supervised salon setting. Students practice different wrapping techniques that are required by trend styles.

BAR 1066	Introduction to Facial Massage & Skin Care	1	22.5	Emphasizes basic understanding of facial massage manipulations and the study of skin in both practical and theory applications. Covers the benefits derived from proper facial massage and a good skin care routine.
BAR 1067	Intermediate Facial Massage & Skin Care	1	22.5	Focuses on practical application dealing with anatomy, skin disorders, skin types and facial shapes. Students help patrons select proper skin care treatments.
BAR 2003	Advanced Hair and Scalp	1	22.5	Focuses on advanced theory and practical training of hair, scalp treatments and shampooing in a supervised salon setting. Advanced techniques prepare the student for employment. Covers student preparation for the State Board Licensing Examination on theory and practical procedures.
BAR 2007	Advanced Shaving, Honing, & Stropping	1	22.5	Focuses on advanced training in shaving, honing and stropping. Practical and theory application is completed in specialized classes or supervised clinical training. Students will be prepared for the State Board license exam.
BAR 2011	Advanced Hair Coloring	3	67.5	Provides continued instruction in advanced practical techniques for hair coloring with emphasis on recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Provides instruction for the State Board Licensing Examination pertaining to hair coloring.
BAR 2020	Advanced Hair Cutting	3	67.5	Provides theory and advanced techniques in all phases of hair cutting to ready the student for employment. Covers student preparation for State Board licensing examination on theory and practical procedures. Training is a combination of supervised work and specialized classes.
BAR 2031	Advanced Hair Styling	3	67.5	Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hairstyling.
BAR 2041	Advanced Permanent Waves & Chemical Relaxers	2	45	Focuses on advanced techniques to prepare the student for employment and examines changes in current industry standards. Provides instruction in specialized classes or a supervised salon setting. Covers student preparation for the State Board Licensing Examination pertaining to permanent waves and relaxers.
BAR 2066	Advanced Facial Massage & Skin Care	1	22.5	Emphasizes anatomy, skin disorders, skin types and facial shapes. Students guide patrons on selection of proper skin care treatments. Covers student preparation for State Board licensing examination on theory and practical procedures.

BEH 1001	Mental Health Crisis and Intervention: Prepare	3	45	Focuses on the skills necessary to recognize and assess warning signs of mental health distress and crisis intervention through evidence-based practices. This course also emphasizes trauma-informed care, non-violent crisis intervention, and interventions for diverse populations. This course will prioritize preparation for becoming a compassionate and skilled crisis intervention professional.
BEH 1030	Behavioral Health Case Management and Clinic	1	15	Focuses on behavioral health case management through documentation of services provided, including interventions, goals, progress, needs assessments, care coordination, client-centered empowerment, and reflective practice. This course does not focus on specific addiction related criteria or regulations, nor does it meet Certified Addiction Technician certification requirements.
BEH 2030	Applied Therapeutic Communication Skills	3	45	Provides effective communication techniques in behavioral health settings to forge meaningful connections with clients and provide support and guidance on their journey towards improved mental health and well-being. The course focuses on establishing rapport, demonstrating empathy, and facilitation of meaningful dialogues with clients across diverse populations, settings, and presenting concerns through experiential learning and self-reflection.
BUS 1015	Introduction to Business	3	60	Introduces the application of fundamental business principles to local, national, and international forums. This course examines the relationship of economic systems, governance, regulations, and law upon business operations. It surveys the concepts of career development, business ownership, finance and accounting, economics, marketing, management, operations, human resources, regulations, and business ethics.
BUS 2017	Business Communication & Report Writing	3	60	Emphasizes effective business writing and cover letters, memoranda, reports, application letters, and resumes. This course includes the fundamentals of business communication and an introduction to international communication.
BUS 2089	Capstone	3	67.5	Demonstrates the culmination of learning within a given program of study.
CIS 1010	Introduction to Computing Technology (device)	1	15	Introduces basic computing technology with an emphasis on document creation and storage. Use of technology for email, web surfing, and access to course materials is included.
CIS 1018	Intro to PC Applications	3	60	This course introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet.

CIS 1024	Intro to Operating Systems	3	60	Introduces concepts, terminology and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting.
CIS 1055	Complete Spreadsheet: Excel	3	60	Introduces basic to advanced features of spreadsheet software to design and create accurate, professional worksheets for use in business and industry. The course includes entering data, creating formulas, professional formatting, creating charts, creating, sorting and filtering tables, creating and using templates, applying built-in functions, creating pivot tables, applying "what-if analysis" with data tables, creating macros, and using solver features.
CNG 1020	A+ Certification Preparation	4	67.5	Prepares students for the CompTIA A+ certification examination. PC hardware and operating system installation, configuration and troubleshooting are practiced and reviewed using A+ techniques.
CNG 1021	Computer Technician I: A+	4	67.5	Provides students with an in-depth look at personal computer hardware, introduces networking concepts, and covers operational procedures and troubleshooting, all of which are necessary for a successful entry-level computer service technician position. Provides extensive hands-on work with computer systems, PC setup and configuration, and basic maintenance and troubleshooting. This course helps prepare you for the first CompTIA A+ Exam.
CNG 1022	Computer Technician II: A+	4	67.5	Provides students with an in-depth look at desktop and mobile Operating System support, maintenance, and troubleshooting, and an overview of security concepts, and interpersonal skills, all of which are necessary for a successful entry-level computer service technician position. Provides extensive hands-on work with current operating systems, including using common GUI and command line tools, registry editing, system backup and recovery, and advanced troubleshooting. This course helps prepare you for the second CompTIA A+ Exam.
CNG 1024	Networking I: Network +	3	67.5	Provides students with the knowledge necessary to understand, identify and perform necessary tasks involved in supporting a network. Covers the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP. This course also prepares students for the Networking II: Network + course.
CNG 1025	Networking II: Network +	3	60	Continues to provide students with the knowledge necessary to implement and support a network. Focuses on the vendor-independent networking skills and concepts that affect all aspects of networking. The Networking I and II: Network + courses prepare students for the Network + certification.

CNG 1032	Network Security Fundamentals	3	60	Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.
CNG 1042	Introduction to Cloud Computing Concepts	3	60	Introduces fundamental content on cloud computing including system analysis, requirements, configuration, deployment, and testing. This course includes information on management, business continuity, security, maintenance, updating, and troubleshooting as related to cloud computing.
CNG 2015	Windows Automation: X	3	60	Instructs students in Windows automation using command line or Powershell. Students will build on previous server environment knowledge to learn command line utility and/or Powershell cmdlets, and develop scripting skills for automating administrative tasks in a Windows environment.
CNG 2089	Capstone	3	67.5	Install a Linux operating system (OS). Configure and manage OS using command line interface (CLI) and text editor. Topics include installation and configuration of updates, services, file system, users and groups, file and folder permissions, networking, and remote access.
COS 1003	Introduction to Hair and Scalp	1	22.5	Introduces various types of scalp treatments, shampoos, and conditioners. This course covers hair and scalp disorders, product knowledge, and proper massage techniques. This course provides training in a lab or classroom setting.
COS 1010	Introduction to Hair Coloring	2	45	Introduces theory pertaining to the law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. This course covers basic application techniques and procedures for the application of hair color.
COS 1011	Intermediate I: Hair Coloring	2	45	Expands on hair coloring theory and practical application of color products, formulations of color, level and shades of color. Students will learn application techniques in a specialized class or in a supervised salon setting.
COS 1020	Introduction to Haircutting	2	45	Introduces haircutting theory relevant to patron protection, angles, elevations, and the analysis of hair textures as related to hair cutting procedures. This course covers proper use and care of hair cutting implements, basic hair cutting techniques using various cutting implements, and disinfection and sanitation procedures as they relate to haircutting.

COS 1021	Intermediate I: Haircutting	2	45	Expands on basic haircutting theory incorporating facial shapes, head and body forms to determine the appropriate techniques required to complete a client haircut. Students will apply hair cutting techniques in specialized classes or in the supervised salon.
COS 1030	Introduction to Hairstyling	2	45	Combines theory with the practical application of hairstyling. This course covers roller placement, hair molding and shaping, pin curls, finger waves, comb-out techniques, air forming, thermal straightening, or curling for short to long hair.
COS 1031	Intermediate I: Hairstyling	2	45	This course covers the accepted methods of styling hair, air forming, roller sets, finger waves, pin curls, braiding, and hair pressing.
COS 1040	Introduction to Chemical Texture	1	22.5	Introduces a combination of theory and practice focusing on the analysis of hair and scalp, proper equipment and product knowledge. Includes basic techniques in permanent waving and chemical relaxing. Provides training in a classroom or lab setting on mannequins or live models.
COS 1041	Intermediate I: Chemical Texture	1	22.5	Emphasizes theory and practical application of chemical texture, including permanent waves and chemical relaxers, in a supervised salon setting. Students will practice different wrapping techniques required by trend styles in a classroom or salon setting.
COS 1050	Laws, Rules, & Regulations	1	30	This course covers laws, rules, and regulations governing the beauty industry in Colorado and accountability for the student, licensed individual, salons, and school owners.
COS 1060	Introduction to Infection Control & Prevention	2	45	This course covers various methods of sanitation, disinfection; and principles of workplace safety, infection control and prevention. Topics presented in this course include: classroom study of bacteriology, chemistry of cleaning versus disinfecting products that are used in the cosmetology industry, and terminology dealing with infection control.
COS 1061	Intermediate I: Infection Control & Prevention	1	22.5	This course focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related to all phases of cosmetology. Topics presented in this course include: terminology and training of disinfection, sanitation and safety procedures, and customer service in a supervised salon setting or specialized class.
COS 2003	Intermediate I: Hair & Scalp	1	22.5	This course covers theory and practical training in shampoos, rinses, and conditioners and examines advanced techniques to prepare the student for employment. Instruction includes preparation for the Colorado State Board Licensing Examination for shampoos, rinses, and conditioners.

COS 2010	Intermediate II: Hair Coloring	2	45	This course covers theory and practical application of color products, formulations of color, level and shades of color. Students will practice hair coloring techniques in a specialized class or in a supervised salon setting.
COS 2011	Advanced Hair Coloring	2	45	This course covers advanced theory and practical techniques in hair coloring. Course covers the recognition of color problems and color correction procedures in preparation for the Colorado State Board Licensing Examination. Topics in this course include: advanced techniques, color formulation, and product knowledge.
COS 2020	Intermediate II: Hair Cutting	2	45	This course covers haircutting theory related to facial shapes, head and body forms to determine the techniques necessary for a client's specified haircut and practical applications of haircutting techniques for various client requests.
COS 2021	Advanced Hair Cutting	2	45	This course covers advanced haircutting techniques utilizing multiple cutting tools and emphasizes current fashion trends and preparation for the Colorado State Licensure examination.
COS 2030	Intermediate II: Hairstyling	2	45	This course covers accepted methods of styling hair, including: air forming, roller sets, iron sets, finger waves, braiding and hair pressing. Students will practice hairstyling techniques for client purposes in specialized classes or in a supervised salon setting.
COS 2031	Advanced Hairstyling	1	22.5	This course covers hairstyling theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon work and specialized classes. Students will prepare for the Colorado State Board Licensing Examination.
COS 2040	Intermediate II: Chemical Texture	1	22.5	This course covers theory of chemical texture and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Students will practice different wrapping techniques required by trend styles or per client request.
COS 2041	Advanced Chemical Texture	1	22.5	This course covers advanced techniques for chemical texture and current industry standards of practice to prepare the student for employment and the State Board Licensing Examination. Instruction is provided in specialized classes or supervised salon setting.
COS 2050	Business Management/Personal Skills/Ethics	1	30	This course covers salon management business practices and the knowledge and skills necessary to build a successful business. Topics covered in this course include: basic business management, interpersonal skills, basic techniques in salesmanship and customer services, job readiness skills, and professional ethics.

COS 2060	Intermediate II: Infection Control & Prevention	2	45	This course covers infection control theory and practice of proper methods of sterilization, disinfection, sanitation, and safety procedures as related to all phases of the industry. Topics for this course include: terminology and training of disinfection, sanitation, and safety procedures. The individual's responsibility to provide a safe work environment is practiced.
COS 2061	Advanced Infection Control & Prevention	1	22.5	This course covers advanced training on decontamination and safety practices in a supervised salon and/or classroom setting and primarily focuses on student preparation for the Colorado State Board Licensing Examination in decontamination and safety for all aspects of the industry. Topics for this course include: Occupational Safety and Health Administration (OSHA) requirements for schools and salons.
COS 2079	Seminar/Workshop	3	67.5	This course provides students with an experiential learning opportunity.
COS 2086	Independent Study	1	22.5	Allows advanced training in all course areas and allows student training for State Board of Cosmetology Licensing Examination. Hours will be arranged and credits will vary.
COS 2089	Capstone	4	90	Provides advanced training in all course areas and prepares student for the State Board of Cosmetology Licensing Exam. Hours will be arranged.
CUA 1001	Food Safety & Sanitation	2	37.5	Introduces the student to the basic rules of sanitation, food-borne illnesses, safe food temperatures, safe food handling techniques, the HACCP Program, pest control procedures, and local/state health rules and regulations for food service operations. At the completion of the course students take a nationally recognized test from the Education Foundation of the National Restaurant Association. If passed with a score of 75% or more, students receive a Certificate from the Education Foundation.
CUA 1002	Cashiering	2	37.5	Allows students to acquire the knowledge and practice the skills necessary to operate a cash register and balance a cash drawer.
CUA 1005	Food Service Concepts & Management Skills	3	52.5	Demonstrates the use of management skills training in the food service industry by use of student interaction research, and also demonstrates the various styles of menu development. Includes basic responsibility for food service personnel in all kitchen positions with emphasis on advertising vs. publicity, job analysis, description specifications and duty list as related to recruiting and hiring process. Covers application, interview techniques, training, and hiring process. Incorporates preparation of menus for different styles of food service concept establishments.

CUA 1016	Catering, Buffets, & Tabelside Cooking	3	52.5	Focuses on getting started in the catering business. Includes recruiting, types of events, contacts, kitchen set-up, equipment, pricing, and menu development. Enables students to present and plan various stations of buffet set-ups and to demonstrate techniques of tableside service and flambeed tableside cooking. Students also participate in basic ice carving demonstrations.
CUA 1025	Introduction to Foods	4	75	Provides students with the fundamental principles and practices of a commercial kitchen, including safety and sanitation applications, use and care of equipment, tools, utensils and knives, recipe use and conversion, organization of work, and basic cooking methods. Focuses on the fundamental principles and production of stocks, soups, sauces, gravies, and thickening agents. Principles of cold food and non-alcoholic beverage preparation and production in a commercial kitchen. Basic cold food decorative work such as fruit and vegetable garnishes and carvings, terrines, and hors d'oeuvres. Emphasizes the effect of seasonings and cooking methods of vegetable products and basic hot food preparation. Students prepare breakfast orders similar to those ordered in restaurants with egg cookery and dairy products emphasized.
CUA 1026	Intermediate Soups & Sauces	1	22.5	Provides the student with a continuation of the saucier station in a commercial kitchen to include the five Grand or Mother Sauces, small or derivative sauces, and the major categories of soups. Gravies and pan sauces, as well as sauce garnishes are also covered.
CUA 1027	Soups, Sauces, & Consommés	3	52.5	Covers the preparation of the five mother sauces and small-derived sauces. Enables students to prepare stocks, consommés, emulsified sauces, clear soups, pureed soups, chowders, national, and cream soups in a commercial kitchen. Introduces gravies and sauce garnishing.
CUA 1029	Center of the Plate	4	75	Enables the student to plan and prepare a variety of complete meals in a commercial kitchen, focusing on center of the plate entrees including meat, poultry, seafood and vegetarian items. Meat, poultry and seafood handling and preparation, including basic forms and cuts, principles used for selecting products and appropriate cooking methods are emphasized. Vegetarian entrees are also covered, including methods for preparation and cooking of various types of potatoes, rice, legumes, pastas, casseroles and grain products with special attention given to complementary proteins.
CUA 1057	Menu Planning	3	52.5	Introduces the student to planning menus and integrating them into foodservice operations. Equips the student with a working knowledge of the function, mechanics, and results achieved by the menu. Provides an overview of the existing and growing foodservice industry as seen through the menu.

CUA 1062	Introduction to Cooking Techniques	5	90	Teaches the necessities required to thrive in the culinary industry. Help train students' senses, guiding them through the vast sea of subtle tastes and flavors, from herbs and condiments to vegetables and meats. Mastery of culinary techniques, such as knife skills, dry and moist heat cooking methods, and sauce making. Prepare for the cooking portion of the exam.
CUA 1190	Dining Room Management	4	75	Focuses on service related skills and knowledge used in the foodservice industry. Enables the student, through a laboratory setting, to practice skills and acquire the knowledge of front of the house operations common to dining rooms in the industry. Includes table setting, side work, serving customers, operating a Point-of-Sale system, hosting and supervising dining room personnel. At the completion of the class, students are able to supervise the operation of a sit-down dining operation. Meets a minimum of 90 hours.
CUA 1191	Front of the House Planning	1	15	Teaches how to organize special meal functions, handle reservations and special requests, evaluate dining room personnel, create menu format for the GPA Dining Room and operate the POS managers menu. Students will meet 22.5 hours during the semester in a scheduled class setting. Assignments and projects will be completed outside of class meetings.
CUA 2033	Advanced Line Prep & Cookery	4	75	Focuses on preparation of complete meals to order. Emphasizes cooking center of the plate items such as meat, fish, seafood, and poultry as well as accompaniment foods such as starches and vegetables. Enables the student to prepare sauces, entree salads, edible garnishes, and meals determined by the menu prepared for a dining room setting. Emphasizes line supervisor, sauté cook, pantry cook, cooks helper and runner responsibilities.
CUA 2061	Cost Controls	3	52.5	Provides students with the opportunity to learn the types of costs usually found in the food service industry. Students will learn to apply control techniques to a variety of costs and sales. They will also learn to interpret a variety of financial reports which reflect the relationship between costs and income. Students may take the national Cost Controls test from the National Restaurant Association Education Foundation. If they pass the test with 75% or higher, they will receive a national certificate for the course.
CUA 2062	Purchasing for the Hospitality Industry	3	52.5	Emphasizes controlling costs as applied to the selection and procurement of food and supply items. Covers selection and procurement of food and supplies, supplier selection, and distribution systems including the forces affecting them. Students will take a nationally recognized test and may receive a certificate from the Education Foundation, the educational arm of the National Restaurant Association.

CUA 2081	Internship	3	135	Places students in an actual work situation where they participate in the operation of a foodservice establishment. Hours of work are arranged by the site supervisor and the intern. The number of hours required are determined by the number of credits the course carries.
DEA 1001	Dental Terminology	1	15	Includes colloquial versus professional terminology, word elements and structure as they apply to dental terminology.
DEA 1011	Introduction to Dental Practices	1	15	Includes roles and responsibilities of the dental health team; educational background for the various specialties including general practitioner, hygienist, dental assistant; history, legal implications, ethical responsibilities and the role of professional organizations.
DEA 1012	Dental Science I	3	45	Includes fundamentals of the oral structures as they apply oral histology, embryology, morphology, pathology, dental anatomy, and dental charting.
DEA 1013	Dental Science II	3	45	Includes survey of human anatomy and physiology, the structure of the head and neck as applied to dental assisting, the function of the maxilla and mandible, processes, foramen, sutures, and major nerve and blood supply.
DEA 1015	Infection Control	3	52.5	Includes basic information concerning infection and disease transmission in the dental office. Emphasizes knowledge of microorganisms, with an emphasis on aseptic techniques, sterilization, and hazardous communication management.
DEA 1016	Medical Emergencies in the Dental Office	2	30	Includes techniques for taking and reading vital signs. Emphasizes recognition, prevention, and management of medical emergency situations in the dental office. Covers completing and updating patient health history. Addresses pharmacology.
DEA 1021	Principles of Clinical Practice	3	60	Includes techniques used in four handed dentistry, instrument identification, and armamentarium for tray set-ups. Covers sterilization and aseptic procedures.
DEA 1022	Specialties in Dentistry	2	30	Focuses on armamentarium of specific tray set-ups for periodontics, endodontics, and fixed and removable prosthodontics. Examines pediatric dentistry, oral surgery, and implants. Includes diagnosis, treatment, and the dental assistant's role in each specialty.
DEA 1023	Dental Materials I	3	60	Includes fundamentals of dental materials as they apply to clinical and laboratory applications of cements, bases, liners, dental metals, resins, glass ionomers, ceramics and dental abrasives.
DEA 1024	Dental Radiography	3	45	Focuses on the science of radiography, the application of radiographic techniques, and aseptic techniques.

DEA 1031	Prevention and Nutrition in Dentistry	3	52.5	Emphasizes techniques in preventive dentistry to include application of fluoride, pit and fissure sealants, oral home care instruction, diet counseling and nutrition as it applies to dental health. Covers techniques for coronal polishing, extra-oral and intra-oral examination, and dental charting.
DEA 1033	Dental Materials II	3	60	Includes fundamentals of dental materials as they apply to clinical and laboratory applications of hydrocolloid and elastomeric impressions materials, gypsum products, dental waxes, study and final working models, and fabrication of provisional crowns, custom impression trays and bleaching trays.
DEA 1034	Advanced Dental Radiography	3	60	Includes theory and techniques of exposing intra-oral and extra-oral radiographs on adults, children, edentulous, and special needs patients. Covers dental anatomy radiographic interpretation and aseptic techniques. Enables the student to expose radiographs on the x-ray mannequin and patients. Students must be a minimum of eighteen years of age.
DEA 1035	Dental Office Management	2	30	Includes office management and clerical practices, scheduling appointments, completing daily records, insurance and tax forms, bookkeeping and recall systems, and ordering supplies.
DEA 1081	Dental Clinical Internship I	1	45	Provides an opportunity to perform clinical dental assisting skills in a dental office or clinical setting and work toward completing clinical hours required by the Commission on Dental Accreditation (CODA) .
DEA 1082	Dental Clinical Internship II	6	270	Provides an opportunity to perform and advance clinical dental assisting skills in a general dental office, specialty office or clinical setting and work toward completing clinical hours required by the Commission on Dental Accreditation (CODA).
EST 1010	Introduction to Skin Care	3	90	This course covers the study of skin in both theory and practical applications for skin care professionals. Topics included in the course are: skin structure and function, massage manipulations while providing facials and the benefits derived from a proper facial, and good skin care routines. Training is conducted in a classroom or lab setting using manikins or models.
EST 1011	Intermediate Skin Care	2	60	This course covers skin care and practical application pertaining to anatomy, skin disorders, skin types and facial shapes. Students will help patrons to select the proper skin care treatment(s). Practical and theory application can be done in specialized classes or supervised salon setting using models or customer service.

EST 1060	Introduction to Disinfection, Sanitation & Safety	2	60	Introduces the various methods of disinfection, sanitation and safety as used today in the industry. Classroom study of bacteriology and the terminology dealing with disinfection, sanitation and safety.
EST 1061	Intermediate Disinfection, Sanitation & Safety	3	90	Presents theory and the daily utilization and practice of the proper methods of disinfection, sanitation, and safety. Procedures as related to all phases of the industry. Training is provided in a supervised (clinical) setting.
EST 2010	Advanced Skin Care	2	60	This course covers advanced techniques for massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment and preparation for State Board Licensing Examination. Instruction is provided in specialized classes or in a supervised salon setting.
EST 2011	Make-up for Skin Care Professionals	1	30	This course covers cosmetics and their functions for the skin care professional, including the importance of color theory, facial types and skin tones as they relate to facial makeup. Topics in this course include: Instruction from the basic makeup application, corrective makeup procedures, and disinfection and sanitation pertaining to all aspects of makeup.
EST 2012	Hair Removal	3	90	This course covers in-depth study and practice of hair removal and the practice of patron protection and safety. Training for general waxing and body waxing procedures are provided. Demonstration of disinfection and sanitation as it pertains to Colorado rules and regulations will be practiced.
EST 2060	Advanced Disinfection, Sanitation & Safety	2	60	Provides advanced training on disinfection, sanitation, and safety is incorporated in a supervised salon (clinical) setting. Advanced techniques will ready the student for employment. Student preparation for the State Board Licensing Examination in theory and practical procedures for disinfection, sanitation and safety.
EST 2090	Professional Development/ Continuing Education	2	60	Provides students with a vehicle to pursue in-depth exploration of special topics of interest.
FVM 1060	Video Post Production I	3	52.5	Introduces the basic concepts and skills of video post-production with an emphasis on non-linear editing. The student will demonstrate comprehension of basic editing techniques to enhance visual storytelling. The student will learn to critically analyze shot construction, motion and composition in storytelling and character development for the films and exercises they shoot in FVT/FVM 105 Video Production I.

FVM 1185	Documentary Film	3	45	An overview of the subject, with an emphasis on the historical development of the documentary film. Classroom visits with local documentary filmmakers, analysis of documentary techniques, finding the story and the challenges of the medium.
FVM 2064	Digital Effects	3	45	Introduces Digital Effects software and methods for creating digital effects in the post-production environment. Students will achieve mastery in simple animation and understand the principles of animation as defined historically. Students will analyze style and emotional aesthetic and learn to support story by synthesizing video elements with effects. The coursework covers compositing, alpha channels, 2D and 3D effects.
HPR 1002	Health Career Opt & Readines	1	15	Discusses current market trends in the medical profession, professional opportunities, continuing education, and professional affiliations. Discussions regarding resumes, portfolios, letters of inquiry, and interviewing techniques, as well as job search information is provided. This course is primarily informational and provides information to the student about aspects of career choices.
HPR 1008	Law & Ethics for Health Professions	2	30	Introduces students to the study and application of medico-legal concepts in medical careers. This course seeks to establish a foundation for ethical behavior and decision making in health professions.
HPR 1040	Comprehensive Medical Terminology	3	45	Provides an in-depth study of the structure of medical terms with emphasis on using and combining common prefixes, roots and suffixes. This course includes terms related to major body systems, oncology, and psychiatry as well as clinical laboratory and diagnostic procedures, and imaging, and provides accepted pronunciation of terms and relative use in the healthcare setting.
HVA 1000	Safety Training for the Trades	0.5	7.5	Introduces the student to the basic concepts of workplace hazards and the need for continuing education with regard to safety. The reasons behind confined space training and proper safety equipment will be covered.
HVA 1002	Basic Refrigeration	4	0	Introduces the basic theory of refrigeration systems, components, charging, recycling, and evacuation of refrigeration units.
HVA 1004	Electrical Components	4	75	Covers electrical power, distribution, transformers, capacitors, relays, and electric motors. Laboratory experiences consist of using electrical devices to electrical loads.
HVA 1005	Electrical for HVAC/R	4	60	Teaches resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis and troubleshooting with basic test equipment.

HVA 1010	Fundamentals of Gas Heating	4	75	Introduces students to the fundamentals of gas heating. Students work in a classroom and shop environment. Topics include the basics of gas heating systems, operation of gas valves and burners, gas pipe system design, gas piping system code requirements and basic code requirements for heating systems.
HVA 1011	Piping Skills for HVAC	4	82.5	Studies the different types of tubing and piping materials used in HVAC/R applications. Studies the proper tubing and piping installation methods used in the HVAC/R field. Subjects covered will be the proper cutting and bending procedures including, pipe math and how to make piping offsets. Common types of piping joints will be discussed, including, swaging, flaring, soldering, and brazing. Also covered will be cutting and threading of steel pipe and other alternative mechanical piping connections. Shop projects will include both bench projects and also mock up installation projects.
HVA 1013	Refrigerant Recovery Training	1	15	Explains the laws regarding refrigerant recovery. The course includes hands-on use of recovery equipment. Upon successful completion of this course students will be prepared to take the EPA certification test. Test is offered following the class. Test fee is not included in course fee.
HVA 1042	Residential Air Conditioning	4	75	Details the principles of operation, servicing, and installation of air conditioning systems as they apply to humidifying, cooling, and dehumidifying a residential structure. Basic load calculations will be covered.
HVA 2022	HVAC&R Systems Troubleshooting	5	97.5	Studies troubleshooting industrial and commercial heating, ventilating, air conditioning, and refrigeration systems.
HVA 2047	Hot Water Heating Systems	4	75	Covers the theory of operation behind these systems, as well as installation, maintenance and repair. The course also examines air elimination, circulator pump and pipe sizing. Boiler and heat convector sizing are also discussed.
MAP 1010	Medical Office Administration	4	60	Introduces the administrative duties specifically used in medical offices.
MAP 1083	Medical Assistant Internship	4	180	Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.
MAP 2038	Medical Assisting Laboratory	4	75	Introduces basic, routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting.

MAP 2040	Medical Assisting Clinical Skills	4	75	Provides hands-on experience with clinical skills required in medical offices. Delivers theory and skills presentations allowing for students to properly demonstrate techniques for a variety of medical needs.
MAP 2069	Review for Medical Assistant National Exam	1	15	Prepares the candidate sitting for the National Registration/Certification examination for Medical Assistant through review and practice. These examinations are given with the intent of evaluating the competency of entry-level practitioners in Medical Assisting, supporting quality care in the office or clinic.
MGD 1004	Videography	3	52.5	Offers an introduction to the principles and techniques of videotape production, including camera operation, basic script writing, lighting, sound and basic digital editing. Detailed examination of the pre-production, production, and post-production processes, as well as aesthetics, will be included.
MGD 1011	Adobe Photoshop I	3	45	Concentrates on the high-end capabilities of Adobe Photoshop as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos. Course competencies and outline follow those set out by the Adobe Certified Associate exam in Visual Communication Using Adobe Photoshop.
MGD 1012	Adobe Illustrator I	3	52.5	Concentrates on the high-end capabilities of Adobe Illustrator as an illustration, design and vector drawing tool. Students learn how to use the tools to create digital artwork that can be used in web design, print media, and digital screen design. Course competencies and outline follow those set by the Adobe certified Associate exam in Visual Communication using Adobe Illustrator.
MGD 1063	Sound Design I	3	45	Explores the use of sound in multimedia production and audio storytelling. Students examine the principles of recording. Classes focus on how sound can enhance interactive productions and improve computer presentations. Students learn how to use the computer as a full audio editing studio.
MGD 2004	Videography II	3	52.5	Offers advanced study of digital video imaging concepts using digital cameras. Heavy emphasis is placed upon media aesthetics and the creative integration of sight, sound, and motion in student projects.

MGD 2068	Business for Creatives	3	45	Presents a guide to freelance work and a study of business practices and procedures and models unique to creative occupations (graphic design, web design, animation, fine arts). Discussion includes determining charges, business forms, business planning, tax structure, licenses and registration, self-promotion (resume, website, portfolio, business identity package). Course may include visits by professionals in the field and discussion of career opportunities in a quickly changing career field.
MGD 2089	Capstone	3	135	A demonstrated culmination of learning within a given program of study.
MOT 1025	Basic Medical Sciences I	3	45	Introduces the anatomy, physiology, pathophysiology, and drug therapy of the immune, musculoskeletal, and digestive systems. A discussion of pediatric implications as they relate to clinical physiology will also be covered. The scope of the material is limited to the medical office technology personnel.
MOT 1026	Basic Medical Sciences II	3	45	Introduces the anatomy, physiology, pathophysiology, and drug therapy of the cardiovascular, respiratory, integumentary, and senses systems. The scope of the material is limited for the medical office technology personnel.
MOT 1027	Basic Medical Sciences III	3	45	Introduces the anatomy, physiology, pathophysiology, and drug therapy of the renal, reproductive, neurological, and endocrine systems. The scope of material is limited for the medical office technology personnel.
MOT 1036	Introduction to Clinical Skills	3	60	Provides hands-on experience with the basic clinical skills required for assisting with patient care in an ambulatory setting.
MOT 1040	Insurance Billing and Coding	3	45	Introduces outpatient coding services performed (CPT codes) Current Procedural Terminology correlating the diagnosis or signs & symptoms (ICD codes) International Classification of Diseases, establishing medical necessity required for third-party reimbursement.
MST 1005	Lifestyle Wellness	2	30	Explores fundamental knowledge and application of specific wellness principles necessary to develop a plan for improved health, enhanced wellness, and an overall healthy lifestyle that influences both personal and professional living.
MST 1006	A & P for Massage Therapy	4	67.5	Provides a general knowledge of the anatomy and physiology of the body systems with focus on the anatomy and physiology of the muscular and skeletal systems. This course is designed specifically for individuals specializing in massage therapy.

MST 1010	Ethics for Massage Therapy	1	15	Focuses on the ethical issues associated with the practice of massage therapy. Emphasis will be on the NCBTMB Code of Ethics, confidentiality of client information, and effective and appropriate interpersonal communication with clients and peers.
MST 1011	Massage Therapy Fundamentals	4	90	Describes the fundamental skills and knowledge necessary to perform therapeutic massage that incorporates an understanding of the physiological and psychological effects and overall health benefits of this modality. This course will cover the history of massage therapy, contraindications, hygiene, session documentation, body mechanics, appropriate draping, and the basic stroke techniques of Swedish massage for seated and table massage. A focus on palpation and increasing comprehension of muscle anatomy will be incorporated throughout this course.
MST 1013	Professional Massage	3	67.5	Continues the study of Integrative Therapeutic Massage techniques with emphasis on assessing and meeting client's needs. Students give massages in supervised in-class clinicals, applying appropriate therapeutic intervention.
MST 1084	Clinical Massage	3	90	Applies skills in a clinical setting. Focuses on improvement of massage therapy skills, ethics, and communication.
MST 2004	MST Business Practices	2	30	Assists the practitioner of massage therapy to envision, market, establish and maintain a professional massage therapy practice.
MST 2008	Musculoskeletal Anatomy	2	30	Provides an advanced and applied study of the musculoskeletal system for massage therapy students, other bodyworkers, and/or movement instructors. This kinesthetic course focuses on the recognition of bony locations of the major nerve pathways, the origins, insertions, and actions of muscles, and other anatomical structures to improve and refine palpation skills.
MST 2016	Pathology for Massage Therapy	3	45	Focuses on basic knowledge of disease, injury and health to assist the massage therapist to promote healing, ease pain and discomfort, and avoid complications during massage therapy sessions. With a broad perspective of pathology and specific pathophysiology of diseases contributing to the need for massage therapy, this course provides the foundational science for safe practice as well as addresses the impact of massage on overall health and well-being.
MST 2089	Capstone	9	202.5	Demonstrates the culmination of learning within a given program of study.

NAT 1010	Introduction to Nail Care	3	67.5	This course covers the proper use of implements used in manicures and pedicures. Theory and practical application of proper set-up, safety, sanitation, nail shapes, anatomy, product knowledge and terminology dealing with manicures and pedicures is covered. Training is done in a classroom or lab setting using models or other techniques.
NAT 1011	Intermediate I Nail Care	2	45	This course covers theory and practical application dealing with different types of manicures, pedicures, nail art, and massage techniques. Theory and practical application of procedures, products, nail shapes, and maintenance of natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in a supervised salon (clinical) setting, using models or customer service. Proper sanitation and sterilization as it pertains to all aspects of manicures, pedicures, and nail art is taught.
NAT 2010	Advanced Nail Care	2	45	This course covers advanced theory and practical application dealing with different types of manicures, pedicures, massage techniques, and nail art. Topics included in this course are: practical application of procedures, products, nails shapes and maintenance of the natural nails. Course will cover client education on different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service.
NAT 2011	Application of Nail Enhancements	5	112.5	This course covers advanced theory and product knowledge of current industry nail enhancements to ready the student for employment. Practical application and removal techniques of nail wraps, tip overlays, acrylics and any current enhancements are practiced. Instruction is provided in specialized classes or in supervised salon setting using models or customer service. This course prepares the student for the Colorado state board licensing examination.
NUA 1001	Nurse Aide Health Care Skills	4	75	Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.
NUA 1070	Nurse Aide Clinical Experience	1	32	Applies knowledge and skill gained in NUA 101 to patient care.

NUR 1001	Nurse Aide Health Care Skills	4	75	Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.
NUR 1002	Alterations in Adult Health	4	60	Provides acquisition of basic nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to diverse adult patients experiencing common health alterations requiring medical/surgical interventions. The course introduces Practical Nursing and incorporates the legal and ethical responsibilities of the Practical Nurse.
NUR 1003	Basic Health Assessment for the Practical Nurse	1	30	Provides the theoretical knowledge and psychomotor skills used by the Practical Nurse performing a basic assessment of health status of stable adult patients with predictable outcomes, including collecting, reporting, and recording objective/subjective data, observing conditions or changes in condition, and differentiating normal from abnormal findings. Principles of therapeutic communication and patient teaching are included. Includes practice collecting basic assessment data in the nursing skills laboratory.
NUR 1004	Alterations in Adult Health II	5	75	Apply and expand the knowledge and skills learned in Adult Health I to provide acquisition of basic nursing theory, communication, collaboration and critical thinking necessary for safe, patient-centered nursing care for diverse adult patients with conditions that are stable and predictable. The course focuses on care of patients experiencing common health alterations requiring medical/ surgical interventions. The course incorporates legal and ethical responsibilities of the Practical Nurse in the care of adults.
NUR 1005	Practical Nursing Arts and Skills	6	135	Employs basic nursing theory and applies that theory and theory from other co-requisite nursing courses to the performance of nursing skills. Communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care are applied to the care of patients across the lifespan with stable and predictable outcomes. The course applies guidelines related to the professional, legal, and ethical scope of practice of the Practical Nurse, including demonstrating safe performance of all psychomotor skills.
NUR 1010	Pharmacology for Practical Nursing	3	45	Categorizes basic principles of pharmacology, including major drug classifications using prototype drugs, principles of medication administration including best practices for safe, quality,and patient-centered care. Discusses the legal and ethical responsibilities of the Practical Nurse related to medication administration. Application of this content is used throughout the program nursing courses.

NUR 1011	Advancement into Practical Nursing	1	15	Demonstrates the roles and responsibilities of the Practical Nurse including scope of practice, supervision, assignment, and leadership skills. Emphasis on accountability, lifelong learning, perspectives in healthcare, and career and job readiness skills for entry level nursing practice.
NUR 1013	Basic Concepts of Maternal-Newborn Nursing	2	30	Applies and expands the knowledge and skills learned in the previous and concurrent courses to provide the acquisition of basic nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to childbearing families. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of childbearing families.
NUR 1014	Basic Concepts of Pediatric Nursing	2	30	Applies and expands on the knowledge and skills learned in the previous and concurrent courses to provide for the acquisition of basic nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to children and their families. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of children.
NUR 1015	Basic Concepts of Mental Health Nursing	1	15	Applies knowledge of basic nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to diverse patients at various levels of mental health promotion and mental illness management. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of patients with mental health issues.
NUR 1016	Basic Concepts of Geriatric Nursing	1	15	Applies and expands the knowledge and skills learned in the previous and concurrent courses to provide for the acquisition of basic nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to older adults. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of older adults.
NUR 1070	Clinical I	3	135	Offers the clinical practicum to apply the related nursing theory.
NUR 1071	Clinical 2	2	90	Offers the clinical practicum to apply the related nursing theory.
NUR 1072	Clinical III	1	45	Offers the clinical practicum to apply the related nursing theory.
NUR 1073	Clinical IV	3	135	Offers the clinical practicum to apply the related nursing theory.

NUR 2001	IV Therapy for LPNs	2.5	52.5	Provides LPNs with an opportunity to expand their nursing roles by learning appropriate procedures for intravenous therapy and venous blood withdrawal. The course includes lecture, laboratory practice and clinical experiences. The course prepares the student for IV certification under State Board of nursing Guidelines.
PTE 1010	Intro to Behavioral Health Care and Wellness	3	45	Explores basic principles of behavioral health and wellness care in behavioral health settings. This course develops interpersonal and technical skills while working with clients in psychiatric care settings.
RTV 1010	Fundamentals of Podcasting	3	52.5	Explores and evaluates existing podcasts on content, delivery, and production values, culminating in the creation and distribution of the first episode of an original podcast.
RTV 1202	Television Studio Production	3	52.5	Examines principles and techniques of basic television production and direction in a laboratory setting using commercial television broadcast equipment for broadcast and institutional video productions.
WEL 1000	Safety for Welders	1	22.5	Covers the hazards of welding on health and safety.
WEL 1001	Allied Cutting Processes	4	82.5	Covers setting up equipment and performing cutting and gouging operations utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading.
WEL 1003	Basic Shielded Metal Arc I	4	82.5	Covers Shielded Metal Arc Welding (SMAW) operation utilizing E-XX10 electrodes.
WEL 1004	Basic Shielded Metal Arc II	4	82.5	Covers Shielded Metal Arc Welding (SMAW) operation utilizing E-XX18 electrodes.
WEL 1006	Blueprint Reading for Welders and Fitters	4	82.5	Covers interpretation and creation of weld symbols and blueprints used in metal fabrication.
WEL 1010	Advanced Shielded Metal Arc I	4	82.5	Covers Shielded Metal Arc Welding (SMAW) operations utilizing a variety of electrodes and advanced joint designs.
WEL 1021	Structural Welding I	3	60	Covers theory and practice in oxy-acetylene processes with emphasis toward AWS welder qualification with mild steel electrode E-7018 welding in the horizontal and vertical position.
WEL 1024	Introduction to Gas Tungsten Arc Welding	4	82.5	Covers Gas Tungsten Arc Welding (GTAW) operations in various positions and joint designs.
WEL 1045	Introduction to Robotic Welding	2	37.5	Introduces the use of the teaching pendent to program a robotic welding machine. Will cover basic terminology, machine safety, programming of all six axis points, and weld sequencing. Provides practical application in programing and operating a robot welding machine.

WEL 1075	Special Topics	2	37.5	Provides students with a vehicle to pursue in depth exploration of special topics of interest
WEL 1090	Intro to CNC Plasma Table	2	37.5	Covers the basic operation of the Computer Numerically Controlled (CNC) plasma table including terminology, graphic description, and operating process.
WEL 2001	Gas Metal Arc Welding I	4	82.5	Covers Gas Metal Arc Welding (GMAW) operations on carbon steel utilizing various positions and joint designs.
WEL 2003	Flux Cored Arc Welding I	4	82.5	Covers Flux Cored Arc Welding (FCAW-S) operations utilizing self-shielded wire in various positions and joint designs.
WEL 2004	Flux Cored Arc Welding II	4	82.5	Covers Flux Cored Arc Welding (FCAW-G) operations utilizing gas-shielded wire in various positions and joint designs
WEL 2030	Pipe Welding I	4	82.5	Covers pipe welding operations utilizing the Shielded Metal Arc Welding (SMAW) process in a variety of positions on carbon steel.
WEL 2031	Pipe Welding II	4	82.5	Covers pipe welding operations utilizing various processes and positions.
WEL 2032	Advanced Flux Cored Arc Welding	6	120	Covers Flux Cored Arc Welding (FCAW) operations on pipe utilizing a variety of electrodes and base metals.
WEL 2033	2G Horizontal Pipe API	4	82.5	Instructs in safety, theory, and practical applications in joint fit-up, design, and welding pipe in the 2-G horizontal position. This course also teaches welding in accordance with the American Petroleum Institute Pipe Code using the SMAW process with E-XX10 type electrodes.
WEL 2034	5G Vertical Down API	4	82.5	Instructs in safety, theory, and practical applications in joint fit-up, design, and welding pipe in the 5-G Vertical down position. The course also teaches welding in accordance with the American Petroleum Institute Pipe Code using the SMAW process with E-XX10 type electrodes.
WEL 2039	2G Horizontal Pipe ASME	4	82.5	Instructs in safety, theory, and practical applications in joint fit-up, design, and welding pipe in the 2-G Horizontal position. This course teaches welding in accordance with the American Society of Mechanical Engineers Pipe Code using the GTAW process and SMAW process with E-XX18 and E-XX10 type electrodes.
WEL 2041	5G - Vertical Up A.S.M.E.	4	82.5	Instructs in safety, theory, and practical applications in joint fit-up, design, and welding pipe in the 5-G Vertical up position. This course teaches welding in accordance with the American Society of Mechanical Engineers Pipe Code using the GTAW process and SMAW process with E-XX18 and E-XX10 type electrodes.

WEL 2048	Pipe Layout	4	82.5	Using pipe template layout procedures and drawing procedures, perform cutting on pipe. The course performs layout such as Y-fittings, laterals, full size tees, elbows, orange peel, bull plug, reducers, reducing tees and branch pipe.
WEL 2060	GTAW Stainless & Aluminum I	2	37.5	Examines theory and techniques used in basic Gas Tungsten Arc Welding (GTAW) of stainless steel and aluminum in the flat and vertical positions including equipment adjustment, tungsten electrodes types, and the use of different gasses.
WQM 1000	Introduction to Water Quality	3	52.5	Introduces environmental concepts utilized in the water industry. The course covers how the subjects of geology, chemistry, biology, and physics influence the water industry, the hydrologic cycle on a global scale, and how to monitor and maintain water quality.
WQM 1001	Introduction to Water Distribution	3	52.5	Learn a basic overview of water distribution systems and operations. It is a hands-on interactive experience and will prepare the students for entry level work for a water utility. Students will enjoy hands-on training and be exposed to industry experts both in the classroom and in the field. Key topics include Regulations and Water; Distribution System Components; Basic Hydraulics, Operations and Maintenance; Maps, Quarter Section Books, SCADA Systems, Web Resources; Water Quality Regulations, Disinfection, Monitoring and Records; Distribution System Water Maintenance, Flushing Programs, Safety; Public Health, Cross-Connection Control & Backflow Prevention; Operation & Maintenance of Meters &Pumps; and Electrical Applications.
WQM 1002	Introduction to Wastewater Collection	3	52.5	Learn the purpose, components and design of collection systems. Topics include safety procedures, inspection and testing, pipeline cleaning and maintenance, underground repair, lift stations and sewer rehabilitation. Learn entry level skills necessary for wastewater collection systems and operations. This course is designed to train operators in the practical aspects of operating and maintaining wastewater collection systems with emphasis on safety practices and procedures. Students will learn the major components of collection systems and the different wastewater collection methods, regulations and policies. Science topics such as water sampling equipment and procedures will be discussed. Methods for operating and maintaining equipment necessary to perform surface and subsurface inspection of interceptor sewers and pipelines will be reviewed. Students will identify the proper safety procedures for underground repair and maintenance, construction, inspection and testing of sewers, inspection of manholes, and underground construction and repair.

WQM 1003	Introduction to Water Treatment	3	60	Learn entry level skills of basic water treatment plant operations used to prepare surface waters for potable use. This course stresses the knowledge and skills need by conventional operators treating surface waters. Topics include startup and shut down procedures, coagulation, flocculation, sedimentation, filtering, corrosion control and taste and odor, associated calculations, laboratory tests and plant maintenance.
WQM 1004	Introduction to Wastewater Treatment	3	60	Learn entry level skills of basic wastewater treatment plant operations used to treat wastewaters for discharge into natural waters. This course stresses the knowledge and skills needed by conventional operators treating wastewaters. Topics include startup and shut down procedures, NPDES permits, natural cycles, pretreatment, primary treatment, secondary treatment, collection systems, flow measuring, and disposing of solids, associated calculations, laboratory tests and plant maintenance.
WQM 1005	Specific Calculations for Water Quality Management	4	67.5	Provides an in-depth study of the calculations associated with water and wastewater treatment. Topics include dimensional analysis, manipulation of conversion factors, geometric figures, velocities, detention time, surface loading, filtration and backwash rates, porosity, weir overflow rates, efficiencies, weight of dry solids, sludge pumping, settleable solids, volatile solids, mean cell residence times, settleability, disinfection and chemical dosage as relating to trickling filters, ponds, RBC, and activated sludge.
WQM 1019	Basic Water Quality Analyses	4	82.5	Introduces laboratory analyses done in the water industry. The course covers the functionality and use of analytical instruments for safely analyzing water samples for common parameters relevant to the water industry. Water chemistry topics are explored to explain the use and function of the instrumentation.
WQM 2012	Drinking Water Regulations	4	60	Provides the knowledge and skills to implement a compliance-monitoring program for a water treatment facility using groundwater or source water. The topics covered include all regulatory requirements found in the Safe Drinking Water Act regarding microbial and chemical contamination for monitoring and reporting operations.
WQM 2016	Biological and Bacteriological Water Quality Analyses	4	82.5	Provides an in-depth study of microorganisms in the water industry. The course covers analysis of various water samples to identify different microorganisms and explore how these impact the water industry. Interpretation of mathematical formulas, instrumentation application, and proper lab protocols are covered.
WQM 2089	Capstone:	3	52.5	Provides a demonstrated culmination of learning within a given program of study.

Academic Information

Attendance

Students are expected to attend all classes as scheduled both in-person and online. Each program outlines specific attendance requirements in the course syllabus. Programs that have state and federal licensing agencies have rigid attendance policies. These policies are outlined on the syllabi and in program orientations. Instructors maintain daily records of attendance, absence, and tardiness. Students who miss excessive class time may be removed from the program.

Students who do not attend the first day of class, or stop attending a class before the course census date will be removed from the program. Students who stop attending a class after the course census date are responsible for withdrawing from the program. Failure to do so will result in a failing grade in the course. The last date of attendance will be used as the last day that the student attended or participated in the class.

Prior Learning Credit

Prior learning credit* may be earned for a maximum of 15 general education credits with documentation of college-level learning that entails knowledge, skills, and competencies as a result of prior learning.
- Work or life experiences
- Correspondence and extension courses
- Individual study and reading
- Community and volunteer work
- Participation in informal course and in-service training sponsored by associations, business, industry, and government

This does not apply to Health Science Programs.

In order to apply for Prior Learning Credit, students must:

- Be enrolled in all other program classes.
- Meet with a Career Navigator to complete the prior learning credit request.
- Pay for the cost of class in the Treasury.
- Cost for class with no kit/materials: $45 per credit hour.
- Cost for class with kit/materials but materials are not necessary for challenge examination: $45 per credit hour.
- Cost for class with kit/materials and materials ARE necessary for challenge examination: $45 per credit hour and 100% kit fee.
- If the student's project/portfolio doesn't demonstrate the equivalent knowledge, skills, and competencies of the course(s) for which the student has requested credit, student is responsible for paying tuition balance in addition to any outstanding kit, materials, and facilities fees.
- Meet with the appropriate instructor for guidelines. Complete project/portfolio.
- Request instructor grade project/portfolio.
- Complete Prior Learning Credit Form once the project/portfolio has been graded.

Grading System

Emily Griffith Technical College's Career and Technical Education (CTE) courses use a 4.0 grading system in which an "A" is assigned four points, a "B" three points, a "C" two points, a "D" one point, and an "F" zero points. In general, course grades are assigned based upon student mastery of the skills and information required for the course, completion, quality and timeliness of assigned coursework, attendance, and participation.

Most CTE programs do not assign "D" grades. They assign A, B, C or F grades, except for Culinary Arts and Multimedia and Video Production. For these programs, a "D" grade is a passing course grade. Health Science clinicals are pass/fail.

Continuing Education courses and English Language Acquisition (plus others) use a pass/fail grading system in which a passing grade is assigned based on coursework, attendance, and participation.

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 coursework within the start and end dates of an individual course. A student must have completed at least 75% of the coursework with a class average of "C" or better and have good attendance (as outlined in each program's course syllabus), to be eligible for an Incomplete grade.

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 a written agreed-upon time. If the student does not complete the coursework by the agreed-upon 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 after one subsequent semester will automatically become an "F."

This does not apply to Health Science Programs or DORA Regulated programs.

CTE Graduation Requirements

Students must pass program-required coursework with a cumulative grade point average of 2.0 or better and complete all required courses with a passing grade (repeated courses are not financial aid eligible; please refer to financial aid policies) that make up a program of study. Students may also be required to pass industry, state, or federal assessments that provide licensure.

If a student fails a pre-requisite course, two courses consecutively or two courses throughout the program, they may be dismissed from the program. Students in the Practical Nursing program will be dismissed if a student receives two failing grades.

Class Cancellations

Classes are subject to cancellation due to low enrollment or for any other reason determined by the administration. Staff will contact registered students to notify them of a cancellation and any further action that will occur.

Academic Probation, Suspension and Reinstatement

Students must have a GPA (grade point average) of 2.0 or higher to receive a certificate from the College for a CTE program. Students are also expected to maintain a GPA of 2.0 throughout their studies. Any student whose GPA falls below 2.0 is at risk of academic suspension. Reinstatement after academic suspension will be considered on a case-by-case basis and requires approval of instruction, including a Dean. Students should be aware that courses are offered consecutively, and it's generally not possible to continue into subsequent courses until all prior courses have been successfully completed. The timing of this process often impacts the student's graduation date. See Financial Aid regulations regarding how GPA affects your eligibility.

Please see your program for additional requirements that you may need to meet.

Grade Appeal

An appeal may be filed 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 to 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.

Timing

The student must make initial contact with the instructor within two weeks after the last day of the course. If the matter is not resolved, the student should proceed immediately to submit the grade appeal documentation to the Dean within 30 days. Dates exclude weekends and holidays. Decision is final and can not be appealed.

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.

A student assumes full responsibility for the content and integrity of the coursework they submit. Students must do their own work and submit only their own work on examinations, reports and projects unless otherwise permitted by the instructor.

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.

Examples:

- Unauthorized use of notes, text, the internet, or other aids during an examination.
- Copying from another student's work.
- Logging in and taking an exam for another individual.
- 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 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 that has wholly or in part been created by another person.

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 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 expressed 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 is any action taken by a student with the intent of gaining an unfair advantage.
- 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 by intentionally or knowingly helping or attempting to violate any provision of this policy.
- Doing academic work for another student.
- Making available previously used educational work for another individual with the intention of re-submitting the work for credit.

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 they have 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.

Rights and Legal Notices

Student Rights and Responsibilities

The following statement of students' rights and responsibilities is intended to reflect the College's philosophy, which is inherent to an individual not only as a student at Emily Griffith Technical College but also as a person living in this country. The Student Code of Conduct has been established for all students at Emily Griffith Technical College.

Students' Rights

A student shall have the right to participate in a free exchange of ideas, and there shall be no College rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.

1. Each student shall have the right to participate in all areas and activities of the College, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
2. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and College authorities alike.
3. Each student subject to disciplinary action arising from violations of College or Program Student Code of Conduct shall be assured a fundamentally fair process.
4. Each student has the right to speak in a public forum - legislative declaration - violations- court actions free speech zones: 2020 Colorado Revised Statutes, Title 23 - Postsecondary Education, Article 5. General Provisions, Section 23-5-144.

Students' Responsibilities

- A student has the responsibility to respect the rights and property of others, including other students, the faculty and College officials.
- A student has the responsibility to be fully acquainted with the published College student rules and to comply with them, as well as federal, state, and local laws.
- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire College community.
- A student has the responsibility to maintain a level of behavior that supports the learning environment of the institution and to recognize the College's obligation to provide an environment for learning.
- A student has the responsibility to follow all health and safety guidelines that are established by federal, state, city, county, Denver Public Schools, Emily Griffith Technical College and their program.
- Students are required to wear their Emily Griffith Technical College ID in a visible location while on campus and present them for identification when requested by a staff/faculty/security member.

I. Drug and Alcohol Abuse Prevention Policy

Emily Griffith Technical College is an area technical college governed by the Denver Public Schools (DPS) Board of Education and by regulations established by the Colorado Community College System.

DPS Board policies require the school to comply with the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226 in federal law). The school has adopted the following Drug and Alcohol Abuse Prevention Policy.

II. 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.

III. Legal Sanctions for Violation 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 up to $100 to life imprisonment and/or a fine up to $8,000,000. The exact penalty assessed depends upon the nature and severity of the individual.

IV. Penalties Which May Be Imposed by the School

Students and/or employees who violate the standard of conduct policy 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.

Emily Griffith Technical College campuses are smoke-free and tobacco-free environments. The use of smoking, vaping, and tobacco products - including, but not limited to cigarettes, cigars, pipes, smokeless tobacco/chewing tobacco, vaporizing/vapor-producing devices, and e-cigarettes - is prohibited on all College property and grounds; this includes, but is not limited to students. A violation of this policy may result in discipline or sanctions, while visitors may be asked to leave campus.

Campuses managed under this policy include:

Emily Griffith
Technical College
Main Campus
1860 Lincoln St.
Denver, CO 80203

Emily Griffith
Technical College
Branch Campus
1205 Osage St.
Denver, CO 80204

Emily Griffith Technical College
Multimedia and Video Production at the
Community Media Center
Building Unit 1
2101 Arapahoe St.
Denver, CO 80205

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.

FERPA - Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

1. The right to inspect and review their records within 45 days after the day Emily Griffith Technical College receives a request for access. A student should submit a written request to Student Records, that identifies the record(s) the student wishes to inspect. Student Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by Student Records, they shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education record(s) that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Requests to amend a record should be sent to Student Records and should clearly identify the part of the record the student wants changed and specify why it should be changed. We will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Emily Griffith Technical College discloses personally identifiable information (PII) from the student's education records except to the extent that FERPA authorizes disclosure without consent. FERPA does authorize disclosure without consent in certain situations. For example, disclosure without consent can be made to College officials with a legitimate educational interest in the record. A College official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, collection agent or processor for the mailing of 1098-T statements); a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. Emily Griffith has designated the Emily Griffith Foundation and Parchment as a College official. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the College. Upon request, the College discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll, or after enrollment. The College may share educational records with parents under the following circumstances: for a student who is dependent under IRS tax code; a student under 21 years old who has violated a law or the school's rules or policies governing alcohol or substance abuse; and when the information is needed to protect the health or safety of the student or other individuals in an emergency.

FERPA Annual Notice Addendum to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations have expanded the circumstances under which education records and personally identifiable information (PII) contained in such records- including Social Security Number, grades, or other private information- may be accessed without student consent. The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to education records and private information without consent to any third-party designated by a Federal or State Authority for the purpose of evaluating federal- or state- support education programs. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Also, Federal and State Authorities may allow access to student education records and PII without specific consent to researchers performing certain types of studies, in certain cases even when the College objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive PII, but the Authorities need not maintain direct control over such entities. In connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from education records, and they may track student participation in education and other programs by linking such PII to personal information that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g.) protects the confidentiality of student records other than directory information. No FERPA-protected material can be featured in any production. Students, Staff, and Faculty at Emily Griffith Technical College have an expectation of privacy while on campus. Live Streaming, or sharing recorded video is prohibited unless explicit consent has been obtained from all parties featured in the video. Explicit consent as defined under the General Data Protection.

Regulation of 2018 is: freely given, specific, informed, and unambiguous indication of the data subject's wishes by which their, by a statement or by a clear affirmative action, signifies agreement.

Directory Information

Upon request, Emily Griffith will disclose education records without consent to officials of another school in which the student seeks or intends to enroll. Emily Griffith may also disclose "directory" information without the student's prior consent. Directory information has been defined as:

- Student Name Address
- Telephone number
- Primary field of study
- Participation in officially recognized activities
- Dates of attendance
- Certificates and awards received
- Most recent previous education institution or agency attended
- Current enrollment status
- Program or division of enrollment
- Photos and videos taken or maintained by the College
- Certificate status (e.g., expected graduation date and/or conferral dates/terms)

A student's name, address, phone number, date and place of birth, level of education, most recently attended college, field of study, and degree(s) received may be released to military recruiters upon request in accordance with the Solomon Amendment. Legislation, effective January 1, 2021, added institutional email addresses—or, more specifically, "electronic mail addresses (which shall be the electronic mail addresses provided by the institution, if available)." All other information contained in student records is considered private and not open to the public without the student's written consent.

Students have the right to prevent directory information from being released. In order to maintain directory information as confidential, a student must sign a Request to Opt Out of Directory Information available at the Welcome Desk at the Main Campus by the first day of the semester. That student's directory information will be flagged as restricted until the student notifies Student Records in writing that the restriction should be lifted.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Emily Griffith Technical College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202.

Student Complaint and Grievance Process

What is a Complaint:
A complaint is defined as a difference or dispute between a student and college staff.

Complaint Process:
Students are expected to attempt to resolve complaints informally with the faculty or staff member, or administrator. This attempt must include discussion of the complaint with the involved party or parties. Please refer to the complaint form on the website to start the complaint reporting process. **If all reasonable informal efforts to resolve a complaint fail, the student may file a formal grievance. Filing a complaint or grievance will not result in retaliation, and all concerns will be addressed fairly and without bias.**

What is a Grievance:
Filing a grievance with Emily Griffith Technical College is a resource for current students to find resolution of unsatisfactory or unacceptable academic situations. The student/grievant believes there is sufficient evidence to support a claim that entitles the student/grievant to a formal resolution. Before submitting this form it is expected that the student has filled out the Complaint Form and addressed the issue with the faculty, staff member or administrator. The grievance must be based on problems of process or concerns of bias, retaliation, or other impropriety and not on differences in judgment or opinion concerning academic performance.

Grievance Process:
If a resolution is not reached via the complaint form, then a student may submit a Formal Grievance. If a student elects to file a Formal Grievance they may complete the form. To do this, they must contact a Student Success Coordinator (SSC) at student.success@emilygriffith.edu to notify them they wish to file a Formal Grievance. The SSC will arrange for a time to meet with the student.

To complete the next steps in the Formal Grievance process, the student must present the below information to their SSC. This may be done in-person or via email.

- Student information
- Identity of the party or parties who are involved or who made the decision
- A clear description of the grievance
- Specify the formal resolution they hope to see from submitting the form
- Completed Complaint Form

Once the grievance has been submitted, it will be reviewed by the Dean within 7 business days of the submission date. The Dean will reach out to schedule a meeting with the student to discuss the grievance and propose a resolution.

If after meeting with the Dean, the student finds the resolution unsatisfactory, they may appeal the decision in writing to the Student Oversight Committee within 7 business days of receiving the Dean's decision. To submit this appeal a student may email their formal written appeal to the Student Success Team at student.success@emilygriffith.edu or schedule a meeting to bring the statement to a Student Success Coordinator. The Student Success Coordinator will submit the appeal to the Vice President of Student Services for Committee review. The student has the right to appear before the Student Oversight Committee.

The Student Oversight Committee will begin deliberations as soon as possible and provide the student and Dean a written decision no later than 30 calendar days after the date that the dean's office received the written, dated request for appeal at this level. The Committee is the final authority in the matter and will report the disposition of the case to all involved parties within 30 calendar days.

If the student doesn't accept the Committee's decision, the student may file a complaint with the school's accrediting body.

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770-396-3790

Filing a complaint or grievance will not result in retaliation, and all concerns will be addressed fairly and without bias. For Complaint and Grievance forms, instructions for how to submit a formal grievance, and other information regarding the Student Complaint and Grievance Process, please visit:
https://www.emilygriffith.edu/policies-and-procedures/

Non-Discrimination

It is the responsibility of all Emily Griffith Technical College employees to ensure that barriers of prejudice, discrimination and ignorance do not impede learning.

We do not condone or tolerate discrimination or harassment based on the following protected classes: race; color; creed; gender; sex; sexual orientation; gender identity or expression; transgender status; religion; national origin; immigration or citizenship status; ancestry; age; pregnancy, family composition, parenting, or marital status; veteran status; disability; or genetic information of students.
We use two processes to address any such concerns: DPR (Discrimination Prevention & Response) and Title IX.

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 Veterans Readjustment Act of 1974, the Age Discrimination of Employment Act of 1967, as amended, the Americans with Disabilities Act of 1992, and all civil rights laws of the State of Colorado.

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 ongoing basis to students. For more information, contact Tisha Chapman, Title IX Officer at: tisha.chapman@emilygriffith.edu or 720-423-4859.

Equal opportunity for employment and admission will be extended to all persons and the college shall promote equal opportunity and treatment through a positive and continuing affirmative action program. Any person who encounters discrimination or sexual harassment should Tisha Chapman, Title IX Officer at: tisha.chapman@emilygriffith.edu or 720-423-4859.

Non-Discrimination Policy

Emily Griffith Technical College does not and shall not discriminate on the basis of race, color, sex, gender, sexual orientation, gender identity, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, marital status, pregnancy status, veteran status, disability, or genetic information, in any of its activities or operations.

Emily Griffith Technical College is committed to fostering, cultivating and preserving a culture of diversity, inclusion, and equity. The College will work to provide a safe learning and working environment where all members of the school community are treated with dignity, decency, and respect. We celebrate our diversity and will provide the necessary resources and support to eliminate barriers to success and foster a more equitable future for all our community members, students, and employees. We are committed to being anti-racist in our policies and in our actions. In this work, we will break the historical patterns of inequity, not by accident, but by design. These values are essential and enduring tenets of our organization.

The College will work to provide a safe learning and working environment where all members of the school community are treated with dignity, decency, and respect regardless of race, color, sex, gender, sexual orientation, gender identity, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, marital status, pregnancy status, veteran status, disability, or genetic information (collectively, "Protected Classes"). Accordingly, no otherwise qualified student, employee, applicant for employment, or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination or harassment under any District or College program or activity on the basis of Protected Class status.

Lack of English skills will not be a barrier to admission or participation. In order to eliminate barriers, we take appropriate measures to assess each student's ability to participate and benefit through placement assessment and navigation. Based on the assessment and navigation, students are then provided with campus services or a referral to community services to be better prepared for successful participation.

Nondiscrimination Coordinators:

Title IX Coordinator	Title IX Coordinator
Kristin Bailey, DPR Coordinator	Tisha Chapman, Vice President of Student Services
reportdiscrimination@dpsk12.org	tisha.chapman@emilygriffith.edu
720.423.2355	720.423.4859
1860 Lincoln St.	1860 Lincoln St.
Denver, CO 80203	Denver, CO 80203

For additional information on the Discrimination Prevention and Response (DPR) Process and how we respond to concerns of discrimination, harassment, or retaliation, please visit https://www.dpsk12.org/page/discrimination-prevention-and-response.

College Closures Due to Inclement Weather

The College follows the Inclement Weather Policy of Denver Public Schools in determining school cancellation or delayed start (whenever DPS cancels or delays school due to weather, Emily Griffith classes and activities on our campuses will also be canceled or delayed). Also, whenever DPS announces the cancellation of afternoon/evening activities, this will include the cancellation of afternoon/evening classes and activities on Emily Griffith campuses.

*There may be exceptions for Emily Griffith classes and activities that are off-site. Emily Griffith students meeting off-site (example: those participating in clinicals in a hospital, or apprentices) will follow the guidance of the site/employer where they are meeting and their Emily Griffith instructor. For clarification, students should contact their instructor or employer.

College closures and delays are shared with the community through local news media, and DPS and Emily Griffith websites and social media.

Security

The College employs security personnel to provide a safe and secure environment. Crime prevention information and information related to reporting incidents may be obtained from a security officer. DPS Dispatch can be reached anytime, seven days a week at 720-423-3911; the Main Campus Lobby Desk at 720-423-3344 and the Emily Griffith Security Office at 720-423-8993.

Students with Veteran Benefits

The College is approved for training of veterans and other eligible persons. The College provides a certified veterans' school official to assist students with veterans' benefits. To use these benefits, follow the steps to register for one of our programs and submit a Certificate of Eligibility, and all previous college/military transcripts to a Career Navigator for processing. For more information, email veterans.info@emilygriffith.edu.

Commuting

The Main Campus is located in downtown Denver with easy access to RTD bus routes and light rail. The Branch Campus on Osage Street is just south of the light rail stop for the Auraria Campus. Income-based pass discounts may be available. Learn more at rtd-denver.com or 303-299-6000.

Parking is limited around Emily Griffith Technical College's Main Campus. Paid parking options are available in metered spots on the street and in area parking lots. Nearby lots have rates ranging from $5-$16. You can use parking apps, like Best Parking or others, to find available parking near our campus. Because of the limited availability of public parking, we recommend using public transit if possible.

Student Information System

Emily Griffith utilizes the Jenzabar platform as our student information system. Faculty and students can view their information at my.emilygriffith.edu.

Learning Management System

Emily Griffith utilizes Moodle as our learning management system at moodle.emilygriffith.edu.

Gender Neutrality

Emily Griffith Technical College has a policy of nondiscrimination based on any factor. To this end, all-gender restroom facilities are available at the Main Campus and Branch Campus.

Sexual Harassment Policy

General Statement Policy

Sexual harassment is a form of sex discrimination, which violates federal and state law. It is our policy to maintain an environment that is free from sexual harassment. The College prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of Emily Griffith Technical College to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. Emily Griffith Technical College 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 College.

Sexual Harassment Defined

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.
4. 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.

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

Reporting Procedures

Any person who believes they have been the victim of sexual harassment by a student or an employee of the College, or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to Denver Public Schools Human Resources.

Denver Public Schools 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. If the complaint involves the Human Resources Representative, the complaint shall be filed directly with the Title IX Officer.

The College 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 College's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

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 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 incident(s).
- 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.

Action

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

Emily Griffith Technical College 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.

Upon receipt of a report that a violation has occurred, the College will take prompt, appropriate 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 College employee, appropriate actions may include, but are not limited to, warning, suspension or immediate termination. Any action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, state statutes and Emily Griffith Technical College policies. The College will take action as deemed necessary and appropriate to end harassment and prevent its recurrence.

Non-Reprisal

The College 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.

Non-Harassment

Emily Griffith Technical College 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 seriously detrimental effect on innocent parties.

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 the State Civil Rights Office, or Equal Employment Opportunity Commission (EEOC).

Sexual Harassment as Sexual Abuse

Under certain circumstances, sexual harassment may constitute sexual abuse under state statutes. In such situations, Emily Griffith Technical College shall comply with the reporting requirements of state law and the procedures under our policy on child abuse.

Discipline

Any action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, state statutes, and College policies. Emily Griffith Technical College will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end sexual harassment and prevent its recurrence.

Student Code of Conduct

Emily Griffith Technical College will provide an 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 students, will be considered inappropriate. 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. It is the student's responsibility to be familiar with the Student Code of Conduct and understand what constitutes a violation. Students found to be in violation of the Student Code of Conduct will be removed from class until the instructor and supervising administrator determine appropriate disciplinary action. Students have the right to grieve any disciplinary action resulting from a violation of the Code of Conduct. Please see the Grievance Procedure for this process.

The following violations may result in appropriate disciplinary action including, but not limited to, removal from school, return under contract, or immediate expulsion:

- 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 including disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activities. This includes, but is not limited to social media outlets, email, instant messaging, etc. or posting students or staff on social media accounts without their permission.
- Failing to comply with verbal/written instructions of College staff, instructors and/or individuals in authority.
- False accusations of staff, instructors or students
- Engaging in distribution, possession, use, or being under the influence of alcohol, marijuana, 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 school property or property of others.
- Being dishonest, cheating, plagiarizing, or knowingly furnishing false information.
- Forging, altering, or misusing school documents, records, identification materials, educational materials, and internet.
- Using obscenities or vulgarities.
- Gambling, wagering, or betting of any type, either on or about the premises.
- Participating in unauthorized entry/use of school facilities and/or use of school 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 including, but not limited to, tuition payments, terms of work-study or employment.
- Engaging in unacceptable uses of school-owned equipment and resource materials.

- Smoking tobacco or marijuana, or using e-cigarettes or vape pens, in any of the Emily Griffith Technical College buildings, shops, or on Emily Griffith Technical College property.
- Consuming food/drink in the classroom without instructorconsent.
- Parking of any two-wheel vehicle inside the facility.
- Bringing children to class or leaving children unattended/unsupervised on school property or grounds.
- Bringing animals/pets of any type in the building (Exception: service animals).
- Inviting friends/family to the campus and/or having them attend class with you.
- Using headphones, cell phones, or any similar electronic device during class.
- No recording, posting, sharing or distributing of lectures or conversations unless approved.
- 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 Federal, State or Local Laws as well as violating any 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.

Internet Use

The College's goal in providing the internet is to promote educational opportunities to students by facilitating resource sharing, innovation, and communication.

The use of the College'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.

- Illegal activities include, but are not limited to, any activities in violation of local, state, and/or federal laws.
- 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.
- Inappropriate use includes any activities conducted in violation of this policy or additional activities deemed inappropriate by system administrators.
- System administrators include employees of the school district whose job functions include oversight of the district's computer network.
- Dangerous information includes information that if acted upon could cause damage, present a danger, or cause a disruption to the district or the community-at-large.
- Compromising personal safety includes revealing personal contact information relating to themselves or other persons.

The College provides filtering to restrict access to obscene, pornographic, or other material that is harmful to minors. The College does not guarantee that such material will never be encountered; however, students seeking out this material deliberately could experience termination of access, refusal of future access, as well as disciplinary action. The following activities are expressly prohibited:

- Using the College's network for any or in support of illegal, obscene activities, and/or inappropriate use.
- Using the College's network for any inappropriate, non-college-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 College'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 College's network is also prohibited. Users have no proprietary ownership in materials placed on the College's network, unless such material is otherwise covered by copyright.
- Providing access to the College's network to unauthorized users.
- Sharing account passwords, leaving passwords available in obvious locations, or leaving "signed on" computers unattended.
- Compromising personal safety.
- Allowing minors to access inappropriate content on the internet.
- Disclosure, use, and dissemination of personal information regarding minors.

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:

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

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

Social Media Guidelines

The College recognizes the importance of social media as a communication and educational tool and promotes the use of social media to support an engaged and transformative learning community. Social media are forms of electronic communications, such as websites for social networking and microblogging, through which users create or participate in online communities to share information, ideas, personal messages, videos and other content. Examples include, but are not limited to LinkedIn, X, Facebook, Instagram, YouTube, Reddit and Snapchat. Social media accounts hosted/sponsored by the College should have no expectation of privacy.

The following content is prohibited and will be subject to removal or reporting:

- Derogatory language or demeaning statements about or threats to any third-party.
- Lewd, indecent, or incriminating images or information depicting hazing, violence, bullying, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior or inappropriate language as determined by the College.
- Content that violates local, state or federal law.
- Online gambling.
- Content that harasses any third-party or personal attacks of any kind.
- Selling goods or services for personal financial profit.
- Comments or posts that are unrelated to the College.
- Spam.
- Infringement on copyrights or trademarks.
- Offensive comments that target or disparage any ethnic, racial, religious, or other group of people.

Removal of content is likely if posts:

- Contain explicit or derogatory language, name-calling, remarks of prejudice or bias
- Are of a threatening nature
- Contain pornographic images
- Represent a threat to do harm to another or property or imply future harm
- Are deemed spam by administrators

In addition to hiding/deleting/reporting content that violates our social media policy, the College reserves the right to block users who continue to post negative or offensive content or content that otherwise violates our policies.

Personal Social Media Use

Additionally, when using personal social media, students and employees are expected to comply with Emily Griffith Technical College policies and procedures. Students and employees should be aware that they may incur personal liability for content posted or maintained by them on social media.

Students who post content on social media that violates the Emily Griffith Technical College social media policy, may be subject to disciplinary action, up to and including removal from the College, at the discretion of their Dean.

Any content, views, opinions and/or responses to posts expressed or submitted by sponsors, students, staff, or social media users, other than the content provided directly by agents authorized by Emily Griffith Technical College, are solely the views, opinions and responsibility of the person submitting them and do not necessarily reflect the opinions of Emily Griffith. The College is not responsible for content that third parties publish, post, upload, distribute, disseminate or otherwise transmit via the social media accounts created by Emily Griffith.

Non-Solicitation

The policy governing the distribution of published materials and solicitation at Emily Griffith Technical College was established to avoid disruption of business operations or disturbance of faculty, staff, visitors, and students. All activities must serve the students, faculty, and staff. Established standards ensure the general appearance and condition of the College's facilities and environment are maintained.

The following non-solicitation policy applies to Emily Griffith Technical College students, employees and volunteers, as well as vendors and others.

Bulletin Boards for Posted Materials

Printed posters, signs, notices and other materials disseminated on campus must be posted in a manner that doesn't detract from the physical appearance of the campuses or result in damage to building surfaces. Tape or thumbtacks on walls are prohibited. Designated bulletin boards are the primary means for displaying material on campus. Bulletin boards in student lounge areas are intended for relevant materials.

The College 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 the College.

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

- Posted materials are usually limited to a maximum size of 8.5 x 11 inches
- Posting of materials in locations other than designated bulletin boards is not permissible, with the exception of student groups.
- 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. Individuals who fail to remove their outdated items may be denied future use of bulletin boards. The College has the right to remove outdated material.

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.

The College prohibits any advertising, marketing, or merchandising without approval.
Only registered student organizations and College departments may solicit on campus. All salespersons 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 Emily Griffith Technical College, or by any electronic means, except as provided herein. Door-to-door solicitation in college academic or administrative buildings is strictly prohibited.

Emily Griffith Technical College 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 the College. 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 Communications Department, which will coordinate with the appropriate Emily Griffith Technical College department.

Arrangements should be made through and inquiries should be directed to Communications and Engagement at communications@emilygriffith.edu.

Non-Emily Griffith Technical College Individuals or Organzations

1. Non-employees or non-students may not engage in solicitation or commercial solicitation (including distributing any kind of written or printed materials) on the Emily Griffith Technical College campuses, including Emily Griffith Campus, or Denver Public Schools property at any time. Exceptions to the non-solicitation policy must be approved by Communications. For information on approval, email communications@emilygriffith.edu.
2. Communications will not approve commercial solicitations by vendors that promote items or services that are contrary to the policies, mission or core values of Emily Griffith Technical College.
3. Door-to-door solicitation or commercial solicitations are not authorized.
4. The non-solicitation policy does not prohibit normal business contact by authorized vendor representatives engaging in business with Emily Griffith Technical College in compliance with other Emily Griffith Technical College and Denver Public Schools policies, provided such contacts are made with the consent of Emily Griffith Technical College and/or district officials.
5. Vendors approved for vending privileges to the Emily Griffith Technical College community are to be determined by the College.

Parenting Students

Students are not allowed to breastfeed in the classroom or any other community space within the College. A Privacy Use room is available for student use on the 6th floor of the Main Campus. Please contact your Student Success Coordinator prior to attending courses if you need accommodations.

Children on Campus

Children are not permitted in classes, labs, offices, or other learning environments. To protect the safety of young visitors and to avoid disruptive behavior, children accompanying employees, students, or visitors of the College must be under the constant supervision of a responsible adult while on College property or on the site of any approved off-campus class or other College event. Children should not be left 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 a College class. Persons receiving College 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 College employee observing the child should attempt to obtain the child's name and then report the situation immediately to DPS Climate and Safety. A Climate and Safety officer 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, DPS Climate and Safety may refer the situation to the Department of Social Services or other appropriate agency.

Service, Therapy, and Instructional Animals on Campus
Definitions
1. Service animal – an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. (Service animals are specifically defined under the Americans with Disabilities Act (ADA) and its Amendments.)
2. Therapy animal – also known as a companion or emotional support animal and is not the same as a service animal.
3. Instructional animal – any animal used as part of the instructional process and as approved by the school administrator.

Animals Allowed
Animals allowed for students and staff (as specifically defined under the ADA)
- Trained service animals acting in the capacity of a therapy animal
- Therapy animals
- Instructional animals

Conditions for Acceptance of Service, Therapy and Instructional

Animals initially, and on an annual basis thereafter, the school administrator shall certify:

- That the function of the animal is for service, therapy, or instruction.
- That the type of animal (dog, cat, ferret, etc.) meets these guidelines.
- That the animals will be handled in compliance with these guidelines.
- That the required certifications have been obtained and are on file (veterinarian health records).
- That the required owner/handler Certificate of Insurance is obtained and is on file.
- That College staff have consulted with Nursing Services (school nurse) regarding any students with significant health conditions that may be triggered by animals within the classroom setting or facility and that same has been considered before accepting animals.
- The school administrator's approval and any related certifications (such as veterinarian health records) shall be maintained for a period of one year following the initial and/or each subsequent annual approval of any qualifying animal Handling Requirements & Health Records. Students may contact Disability Support Services.

Instructional Animals Handling Requirements

- The Colorado Department of Health and Environment (CDPHE), Rules and Regulations Governing Schools, section 3-402 states: Animals used for instructional purposes shall be maintained in a sanitary condition and in a manner to prevent health hazards or nuisance conditions. Their enclosures or pens shall be provided with easily cleanable surfaces and maintained in good repair.
- Small animals may not be removed from cages and "passed around" the room. Students may not hold, handle or touch animals.
- Cleaning of cages must be performed when students are out of the room.
- Animals large enough not to be kept in a cage are subject to all veterinarian health, insurance and general guidelines below. Animals that are caged are not required to have veterinarian health records or certificates of insurance.

Veterinarian Health Records

- Dogs must be current on canine distemper, canine hepatitis, leptospirosis, parainfluenza, bordetella, and rabies. Must provide a negative fecal exam or proof of successful treatment for internal parasites in the past year.
- Cats must be current on Feline panleukopenia (feline distemper), rhinotracheitis, calicivirus, chlamydia, feline leukemia and rabies. Must provide a negative fecal exam or proof of successful treatment for internal parasites in the past year.
- Ferrets must be current on canine distemper, and rabies. Must provide a negative fecal exam or proof of successful treatment for internal parasites in the past year.
- Rabbits must be current on myxomatosis and viral hemorrhagic disease. Must provide a negative fecal exam or proof of successful treatment for internal parasites in the past year.
- For any other animals, please contact DPS Risk Management
- Insurance Requirements for all Animals Outside of a Cage

Animal owner/handler must provide a certificate of liability insurance, including personal injury and property damage coverage, with a minimum limit of $500,000. The Certificate Holder shall be named as District No. 1, Denver Public Schools.

General Guidelines

- Animals outside of a cage must have a restraint in use at all times with a maximum length of four feet; animals are never authorized to roam freely.
- Animals should be free of external parasites such as fleas, ticks and mites and free of obvious skin lesions.
- Female dogs and cats should be determined not to be in estrus (heat) during visits.
- Owner/handler must remain with the animal at all times while on District property.
- Animals are never authorized to be in the cafeteria, around food service items, nurse/health offices, or any clean or sterile storage (except for service animals).
- Students should be instructed on proper hygiene and handwashing protocols. Owner/handler is responsible for cleaning up after the animal.
- Animals must be monitored to ensure that they do not demonstrate any aggression towards humans, or other animals, or otherwise create a nuisance situation. An animal's aggressive, unprovoked or threatening behavior, and/or creation of a nuisance situation may necessitate its immediate removal from College property.

The following animals are not approved for inclusion into a school environment (classroom):

- Wild animals
- Poisonous animals
- Wolf-dog hybrids
- Stray animals
- Baby chicks and ducks

Failure to Comply with Guidelines

In the event these guidelines are not adhered to, please be advised that the College may not be covered for liability arising out of service, therapy, or instructional animals while on Emily Griffith Technical College property. The animal owner/ handler may be financially responsible for any such liability, including injuries and/or property damages caused by the animal or owner/handler.

Security/Student Identification Cards

DPS Climate and Safety (Security) at Emily Griffith Technical College may be reached at 720-423-3344. Maps on how to exit the building in emergencies are located near the doors of classrooms, offices, student spaces, and common areas to ensure a safe learning environment for all. In case of a lockdown, each door has a push button lock.

Students receive an Emily Griffith Technical College photo identification card once they have paid for their courses. IDs are REQUIRED to have access to Emily Griffith Technical College's campuses and attend school activities, clinicals and internships. Students must wear their ID in a visible location while on campus and present them for identification when requested by a staff/faculty/security member.

All visitors must obtain a temporary ID from DPS Climate and Safety before visiting the College. Access to the College before or after officially posted College hours is not permitted.

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, Emily Griffith Technical College staff will call 911. If an Emily Griffith Technical College student who sustains an injury on College property or at any facility where College business is being transacted so wishes, they can file a report within 24 hours of the occurrence (or the next business day, whichever comes first).

Accident or Injury Sustained on College Property

At the time of the injury or accident, contact DPS Climate and Safety dispatch at 720-423-3911 immediately to file an incident report.

Injured students not in need of immediate medical attention should be directed to the Dean's office for the program in which they are participating to complete an incident report.

- The completed report must be returned to the Dean's office for the program in which the student is participating. The instructor will also accept these after normal business hours and deliver them to the Dean for the program in which the student is participating.
- Students should notify the instructor within 24 hours, and instructors must notify the Dean for the program in which the student is participating within 24 hours of student notification. 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 their instructor. The other copy is for the student's records.
- After the initial medical appointment, to the extent possible, future appointments should be scheduled not to conflict with the student's school schedule.
- The DPS Workers' Compensation Claims Administrator is PMA. For follow-up information on the claim, injured students may call 720-962-0222, ext. 3220.

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

Procedure for Filing a Notice of Claim Against School District No. 1 Dba Denver Public Schools

Note: This is for any party who may want to make a claim for property damage and/or bodily injury resulting from an accident or incident involving Denver Public Schools.

- Write and file a Notice of Claim (letter) that complies with the provisions of the Colorado Governmental Immunity Act notice requirements found in C.R.S. §24-10-109.
- File your Notice of Claim with PMA Companies: 888-476-2669 or firstreport@pmagroup.com

With copies to:

DPS Risk Management Services
780 Grant St.
Denver, CO 80203
riskmanagement@dpsk12.org

All further communications will come from PMA Companies. If you have any questions you may call PMA Companies l at 1-888-476-2669. Please note that Risk Management Department employees cannot assist you in filing your claim; nor can they provide legal advice.

Upon receipt of a report, the Dean for the program in which the student is participating will forward a copy of the report form to the office of the Vice President of Education who will provide notice to other appropriate parties as needed.

The Vice President of Education will serve as the contact person for questions and other concerns about a reported injury and will report their findings to the Vice President of Student Services, noting any identified safety hazards, which may have contributed to the reported injury.

The Vice President of Education 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 they deem necessary.

The Vice President of Education will forward all submitted Student Accident Report forms to DPS Risk Management.

Accident or Injury Sustained at Clinical or Internship Site

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

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

Forms

The forms listed below may be required at various times during a student's educational experience at Emily Griffith Technical College.

Forms located on website (https://www.emilygriffith.edu/policies-and-procedures/):
- Authorization for Release of Records (FERPA)
- Grade Appeal
- Independent Minor
- Satisfactory Academic Progress Appeal
- Student Accident Report
- Student Grievance
- Student Change of Information Request
- Transcript and Certificate Request (options for paper or digital PDF requests)
- Tuition and Fee Refund Appeal

Other forms:
- Course Substitution - See Testing Coordinator
- Credit by Examination/Prior Learning Assessment - See Testing Coordinator
- Incomplete Grade Contract - See Instructor
- Program Transfer - See Student Success Coordinator
- Program Exit and Course Withdrawal - See Student Success Coordinator
- Student Grievance - See Student Success Coordinator
- Transfer Credit Evaluation - See Career Navigator
- Verification of Enrollment - See Student Records

Senate Bill 62

CONCERNING THE RIGHT TO FREE SPEECH ON CAMPUSES OF PUBLIC INSTITUTIONS OF HIGHER EDUCATION. Be it enacted by the

General Assembly of the State of Colorado: SECTION 1. In Colorado Revised Statutes, add 23-5-144 as follows: 23-5-144. Students' right to speak in a public forum - legislative declaration - definitions - violations - court actions - free speech zones. (1) (a) THE FIRST AMENDMENT OF THE UNITED STATES CONSTITUTION AND ARTICLE II, SECTION 10 OF THE COLORADO CONSTITUTION EACH PROTECT THE RIGHT TO

FREE SPEECH, INCLUDING THE SPEECH OF STUDENTS ENROLLED AT PUBLIC INSTITUTIONS OF HIGHER EDUCATION. THE GENERAL ASSEMBLY DECLARES THAT IT IS A MATTER OF STATEWIDE INTEREST TO PROTECT THE RIGHTS OF STUDENTS TO EXERCISE

THEIR FREEDOM OF SPEECH ON THE CAMPUSES OF PUBLIC INSTITUTIONS OF HIGHER EDUCATION, WHILE RECOGNIZING THE RIGHT OF THOSE INSTITUTIONS OF HIGHER EDUCATION TO ENACT REASONABLE TIME, PLACE, AND MANNER RESTRICTIONS THAT PRESERVE THEIR ABILITY TO FULFILL THEIR EDUCATIONAL MISSIONS. AT THE SAME TIME, THE GENERAL ASSEMBLY DECLARES THAT STUDENT EXPRESSION ON THE CAMPUSES OF INSTITUTIONS OF HIGHER EDUCATION IS A VITAL COMPONENT OF THE EDUCATIONAL ENVIRONMENT AT THESE INSTITUTIONS OF HIGHER EDUCATION AND THAT PROMOTING THE FREE AND UNFETTERED EXCHANGE OF IDEAS IN THIS MARKETPLACE OF IDEAS IS ONE WAY IN WHICH THESE INSTITUTIONS OF HIGHER EDUCATION FULFILL THEIR EDUCATIONAL MISSIONS. (b) THEREFORE, IT IS THE INTENT OF THE GENERAL ASSEMBLY THAT THE PROVISIONS OF SUBSECTIONS (2) TO (6) OF THIS SECTION BE CONFINED TO AND APPLY ONLY TO STUDENT EXPRESSION IN A STUDENT FORUM AT AN INSTITUTION OF HIGHER EDUCATION, AS DEFINED HEREIN. (2) AS USED IN THIS SECTION, UNLESS THE CONTEXT OTHERWISE REQUIRES: (a) "EXPRESSION" MEANS ANY LAWFUL VERBAL OR WRITTEN MEANS BY WHICH INDIVIDUALS MAY COMMUNICATE IDEAS TO ONE ANOTHER, INCLUDING ALL FORMS OF PEACEFUL ASSEMBLY, PROTESTS, SPEAKING VERBALLY, HOLDING SIGNS, CIRCULATING PETITIONS, AND DISTRIBUTING WRITTEN MATERIALS. "EXPRESSION" INCLUDES VOTER REGISTRATION ACTIVITIES BUT DOES NOT INCLUDE SPEECH THAT IS PRIMARILY FOR A COMMERCIAL PURPOSE, INCLUDING THE PROMOTION, SALE, OR DISTRIBUTION OF ANY PRODUCT OR SERVICE. (b) "INSTITUTION OF HIGHER EDUCATION" MEANS A PUBLIC POSTSECONDARY INSTITUTION. (c) "STUDENT" MEANS A PERSON WHO IS ENROLLED FOR EDUCATIONAL PURPOSES AT AN INSTITUTION OF HIGHER EDUCATION. (d) "STUDENT FORUM" MEANS, AS APPLIED TO STUDENTS, ANY GENERALLY ACCESSIBLE, OPEN, OUTDOOR AREA ON THE CAMPUS OF AN INSTITUTION OF HIGHER EDUCATION, AS WELL AS ANY NONACADEMIC AND PUBLICLY OPEN PORTION OF A FACILITY THAT THE INSTITUTION OF HIGHER EDUCATION HAS TRADITIONALLY MADE AVAILABLE TO STUDENTS FOR EXPRESSIVE PURPOSES.

(3) (a) AN INSTITUTION OF HIGHER EDUCATION SHALL NOT LIMIT OR RESTRICT A STUDENT'S EXPRESSION IN A STUDENT FORUM, INCLUDING SUBJECTING A STUDENT TO DISCIPLINARY ACTION RESULTING FROM HIS OR HER EXPRESSION, BECAUSE OF THE CONTENT OR VIEWPOINT OF THE EXPRESSION OR BECAUSE OF THE REACTION OR OPPOSITION BY LISTENERS OR OBSERVERS TO SUCH EXPRESSION. (b) NOTHING IN THIS SECTION GRANTS STUDENTS, FACULTY, OR STAFF OF THE COLLEGE OR UNIVERSITY THE RIGHT TO MATERIALLY DISRUPT PREVIOUSLY SCHEDULED OR RESERVED

ACTIVITIES IN A PORTION OR SECTION OF THE STUDENT FORUM AT THAT SCHEDULED TIME. (c) NOTHING IN THIS SECTION SHALL BE INTERPRETED AS PREVENTING AN INSTITUTION OF HIGHER EDUCATION FROM PROHIBITING, LIMITING, OR RESTRICTING EXPRESSION THAT IS NOT PROTECTED UNDER THE FIRST AMENDMENT AND ARTICLE II, SECTION 10 OF THE COLORADO CONSTITUTION. (4) AN INSTITUTION OF HIGHER EDUCATION SHALL NOT DESIGNATE ANY AREA ON CAMPUS AS A FREE SPEECH ZONE OR OTHERWISE CREATE POLICIES IMPLYING THAT ITS STUDENTS' EXPRESSIVE ACTIVITIES ARE RESTRICTED TO PARTICULAR AREAS OF CAMPUS.AN INSTITUTION OF HIGHER EDUCATION SHALL NOT, EXCEPT FOR THE PURPOSE OF ENACTING TIME, PLACE, AND MANNER RESTRICTIONS PERMITTED PURSUANT TO SUBSECTION (5) OF THIS SECTION, RESTRICT THE RIGHT OF STUDENTS TO ENGAGE IN EXPRESSION IN A STUDENT FORUM. (5) AN INSTITUTION OF HIGHER EDUCATION SHALL NOT IMPOSE RESTRICTIONS ON THE TIME, PLACE, AND MANNER OF STUDENT EXPRESSION IN A STUDENT FORUM UNLESS THE RESTRICTIONS: (a) ARE REASONABLE; (b) ARE JUSTIFIED WITHOUT REFERENCE TO THE CONTENT OF THE SPEECH; (c) ARE NARROWLY TAILORED TO SERVE A SIGNIFICANT GOVERNMENTAL INTEREST; AND (d) LEAVE OPEN AMPLE ALTERNATIVE CHANNELS FOR COMMUNICATION OF THE INFORMATION OR MESSAGE. (6) ANY STUDENT WHO HAS BEEN DENIED ACCESS TO A STUDENT FORUM FOR EXPRESSIVE PURPOSES PROTECTED BY THIS SECTION MAY BRING AN ACTION IN A COURT OF COMPETENT JURISDICTION TO ENJOIN ANY VIOLATION OF THIS SECTION OR TO RECOVER REASONABLE COURT COSTS AND ATTORNEY FEES. (7) IN AN ACTION BROUGHT PURSUANT TO SUBSECTION (6) OF THIS SECTION, IF THE COURT FINDS THAT A VIOLATION OCCURRED, THE COURT SHALL AWARD THE AGGRIEVED PARTY INJUNCTIVE RELIEF FOR THE VIOLATION AND SHALL AWARD REASONABLE COURT COSTS AND ATTORNEY FEES. (8) A STUDENT SHALL BRING AN ACTION PURSUANT TO THIS SECTION WITHIN ONE CALENDAR YEAR AFTER THE DATE THAT THE VIOLATION OCCURRED.

SECTION 2. Act subject to petition - effective date. This act takes effect at 12:01 a.m. on the day following the expiration of the ninety- day period after final adjournment of the general assembly (August 9, 2017, if adjournment sine die is on May 10, 2017); except that, if a

referendum petition is filed pursuant to section 1 (3) of article V of the state constitution against this act or an item, section, or part of this act within such period, then the act, item, section, or part will not take effect unless approved by the people at the general election to be held in November 2018 and, in such case, will take effect on the date of the official declaration of the vote thereon by the governor.

SENATE BILL 17-062 BY SENATOR(S) Neville T., Baumgardner, Cooke, Crowder, Grantham, Holbert, Jahn, Lundberg, Marble, Priola, Scott, Sonnenberg, Tate, Gardner, Hill, Kefalas, Lambert, Martinez Humenik, Smallwood; also REPRESENTATIVE(S) Humphrey and Bridges, Catlin, Everett, Leonard, Lundeen, Neville P., Saine, Van Winkle, Williams D., Wilson, Arndt, Becker J., Beckman, Buck, Buckner, Carver, Coleman, Covarrubias, Danielson, Esgar, Exum, Garnett, Ginal, Hamner, Hansen, Herod, Hooton, Kennedy, Kraft-Tharp, Landgraf, Lawrence, Lebsock, Lee, Lewis, Liston, Lontine, McKean, McLachlan, Melton, Michaelson Jenet, Mitsch Bush, Navarro, Nordberg, Pettersen, Rankin, Ransom, Rosenthal, Singer, Weissman, Willett, Winter, Wist, Young, Duran. CONCERNING THE RIGHT TO FREE SPEECH ON CAMPUSES OF PUBLIC INSTITUTIONS OF HIGHER EDUCATION. Be it enacted by the General Assembly of the State of Colorado: SECTION 1. In Colorado Revised Statutes, add 23-5-144 as follows: 23-5-144. Students' right to speak in a public forum - legislative declaration - definitions - violations - court actions - free speech zones. (1) (a) THE FIRST AMENDMENT OF THE UNITED STATES CONSTITUTION AND Capital letters indicate. New material added to existing statutes; dashes through words indicate deletions from existing statutes and such material not part of act. ARTICLE II, SECTION 10 OF THE COLORADO CONSTITUTION EACH PROTECT THE RIGHT TO FREE SPEECH, INCLUDING THE SPEECH OF STUDENTS ENROLLED AT PUBLIC INSTITUTIONS OF HIGHER EDUCATION. THE GENERAL ASSEMBLY DECLARES THAT IT IS A MATTER OF STATEWIDE INTEREST TO PROTECT THE RIGHTS OF STUDENTS TO EXERCISE THEIR FREEDOM OF SPEECH ON THE CAMPUSES OF PUBLIC INSTITUTIONS OF HIGHER EDUCATION, WHILE RECOGNIZING THE RIGHT OF THOSE INSTITUTIONS OF HIGHER EDUCATION TO ENACT REASONABLE TIME, PLACE, AND MANNER RESTRICTIONS THAT PRESERVE THEIR ABILITY TO FULFILL THEIR EDUCATIONAL MISSIONS. AT THE SAME TIME, THE GENERAL ASSEMBLY DECLARES THAT STUDENT EXPRESSION ON THE CAMPUSES OF INSTITUTIONS OF HIGHER EDUCATION IS A VITAL COMPONENT OF THE EDUCATIONAL ENVIRONMENT AT THESE INSTITUTIONS OF HIGHER EDUCATION AND THAT PROMOTING THE FREE AND UNFETTERED EXCHANGE OF IDEAS IN THIS MARKETPLACE OF IDEAS IS ONE WAY IN WHICH THESE INSTITUTIONS OF HIGHER EDUCATION FULFILL THEIR EDUCATIONAL MISSIONS. (b) THEREFORE, IT IS THE INTENT OF THE GENERAL ASSEMBLY THAT THE PROVISIONS OF SUBSECTIONS (2) TO (6) OF THIS SECTION BE CONFINED TO AND APPLY ONLY TO STUDENT EXPRESSION IN A STUDENT FORUM AT AN INSTITUTION OF HIGHER EDUCATION, AS DEFINED HEREIN. (2) AS USED IN THIS SECTION, UNLESS THE CONTEXT OTHERWISE REQUIRES: (a) "EXPRESSION" MEANS ANY LAWFUL VERBAL OR WRITTEN MEANS BY WHICH INDIVIDUALS MAY COMMUNICATE IDEAS TO ONE ANOTHER, INCLUDING ALL FORMS OF PEACEFUL ASSEMBLY, PROTESTS, SPEAKING VERBALLY, HOLDING SIGNS, CIRCULATING PETITIONS, AND DISTRIBUTING WRITTEN MATERIALS. "EXPRESSION" INCLUDES VOTER REGISTRATION ACTIVITIES BUT DOES NOT INCLUDE SPEECH THAT IS PRIMARILY FOR A COMMERCIAL PURPOSE, INCLUDING THE PROMOTION, SALE, OR DISTRIBUTION OF ANY PRODUCT OR SERVICE. (b) "INSTITUTION OF HIGHER EDUCATION" MEANS A PUBLIC POSTSECONDARY INSTITUTION. (c) "STUDENT" MEANS A PERSON

WHO IS ENROLLED FOR EDUCATIONAL PURPOSES AT AN INSTITUTION OF HIGHER EDUCATION. PAGE 2-SENATE BILL 17-062 (d) "STUDENT FORUM" MEANS, AS APPLIED TO STUDENTS, ANY GENERALLY ACCESSIBLE, OPEN, OUTDOOR AREA ON THE CAMPUS OF AN INSTITUTION OF HIGHER EDUCATION, AS WELL AS ANY NONACADEMIC AND PUBLICLY OPEN PORTION OF A FACILITY THAT THE INSTITUTION OF HIGHER EDUCATION HAS TRADITIONALLY MADE AVAILABLE TO STUDENTS FOR EXPRESSIVE PURPOSES. (3) (a) AN INSTITUTION OF HIGHER EDUCATION SHALL NOT LIMIT OR RESTRICT A STUDENT'S EXPRESSION IN A STUDENT FORUM, INCLUDING SUBJECTING A STUDENT TO DISCIPLINARY ACTION RESULTING FROM HIS OR HER EXPRESSION, BECAUSE OF THE CONTENT OR VIEWPOINT OF THE EXPRESSION OR BECAUSE OF THE REACTION OR OPPOSITION BY LISTENERS OR OBSERVERS TO SUCH EXPRESSION. (b) NOTHING IN THIS SECTION GRANTS STUDENTS, FACULTY, OR STAFF

OF THE COLLEGE OR UNIVERSITY THE RIGHT TO MATERIALLY DISRUPT PREVIOUSLY SCHEDULED OR RESERVED ACTIVITIES IN A PORTION OR SECTION OF THE STUDENT FORUM AT THAT SCHEDULED TIME. NOTHING IN THIS SECTION SHALL BE INTERPRETED AS PREVENTING AN INSTITUTION OF HIGHER EDUCATION FROM PROHIBITING, LIMITING, OR RESTRICTING EXPRESSION THAT IS NOT PROTECTED UNDER THE FIRST AMENDMENT AND ARTICLE II, SECTION 10 OF THE COLORADO CONSTITUTION. (4) AN INSTITUTION OF HIGHER EDUCATION SHALL NOT DESIGNATE ANY AREA ON CAMPUS AS A FREE SPEECH ZONE OR OTHERWISE CREATE POLICIES IMPLYING THAT ITS STUDENTS' EXPRESSIVE ACTIVITIES ARE RESTRICTED TO PARTICULAR AREAS OF CAMPUS. AN INSTITUTION OF HIGHER EDUCATION SHALL NOT, EXCEPT FOR THE PURPOSE OF

ENACTING TIME, PLACE, AND MANNER RESTRICTIONS PERMITTED PURSUANT TO SUBSECTION (5) OF THIS SECTION, RESTRICT THE RIGHT OF STUDENTS TO ENGAGE IN EXPRESSION IN A STUDENT FORUM. (5) AN INSTITUTION OF HIGHER EDUCATION SHALL NOT IMPOSE RESTRICTIONS ON THE TIME, PLACE, AND MANNER OF STUDENT EXPRESSION IN A STUDENT FORUM UNLESS THE RESTRICTIONS: (a) ARE REASONABLE; PAGE 3-SENATE BILL 17-062 (b) ARE JUSTIFIED WITHOUT REFERENCE TO THE CONTENT OF THE SPEECH; (c) ARE NARROWLY TAILORED TO SERVE A SIGNIFICANT GOVERNMENTAL INTEREST; AND (d) LEAVE OPEN AMPLE ALTERNATIVE CHANNELS FOR COMMUNICATION OF THE INFORMATION OR MESSAGE. (6) ANY STUDENT WHO HAS BEEN DENIED ACCESS TO A STUDENT FORUM FOR EXPRESSIVE PURPOSES PROTECTED BY THIS SECTION MAY BRING AN ACTION IN A COURT OF COMPETENT JURISDICTION TO ENJOIN ANY VIOLATION OF THIS SECTION OR TO RECOVER REASONABLE COURT COSTS AND ATTORNEY FEES. (7) IN AN ACTION BROUGHT PURSUANT TO SUBSECTION (6) OF THIS SECTION, IF THE COURT FINDS THAT A VIOLATION OCCURRED, THE COURT SHALL AWARD THE AGGRIEVED PARTY INJUNCTIVE RELIEF FOR THE VIOLATION AND SHALL AWARD REASONABLE COURT COSTS AND ATTORNEY FEES. (8) A STUDENT SHALL BRING AN ACTION PURSUANT TO THIS SECTION WITHIN ONE CALENDAR YEAR AFTER THE DATE THAT THE VIOLATION OCCURRED.

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referendum petition is filed pursuant to section 1 (3) of article V of the state constitution against this act or an item, section, or part of this act within such period, then the act, item, section, or part will not take effect unless PAGE 4-SENATE BILL 17-062 Kevin J. Grantham PRESIDENT OF THE SENATE Crisanta Duran SPEAKER OF THE HOUSE OF REPRESENTATIVES John Hickenlooper Governor of THE STATE OF COLORADO approved by the people at the general election to be held in November 2018 and, in such case, will take effect on the date of the official declaration.

Voter Registration Information

Emily Griffith Technical College supports the National Voter Registration Act by providing students access to voter registration information. The State of Colorado - Voter Registration Application Form is available at Elections.Colorado.gov or at the local County Clerk and Recorder's office. Students with disabilities can access the Voter Registration Application in the Accessibility Center at your local County Clerk and Recorder's office.