



Inclusive Services

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Office of Inclusive Services Participation Policy

The Office of Inclusive Services (OIS) provides services over four years that will support the student to:

- Earn their Comprehensive Higher Education Certificate
- Gain skills and knowledge in a self-directed academic and career area
- Develop communication and social skills
- Learn to create and manage a purposeful and fulfilling self-directed life

In order to do this, we have developed the following guidelines that support success in these areas.

OIS student attendance policy:

- OIS students are expected to attend all class sessions, including the first and last scheduled classes and any final exams. Missing more than two classes per semester may result in the student dropping the class, requesting an incomplete, or receiving a lower grade in the class.
- OIS services will not be made up for missed class sessions.
- Individual faculty have attendance policies that OIS students are also expected to follow.
- OIS students are expected to attend all work shifts and must work with the Employment Coordinator to request any shifts off or report an illness
- OIS students are expected to attend two social activities per month for commuter students and one activity per week for residential students.
- OIS students are expected to adhere to the UCCS Student Code of Conduct.
(see: <https://dos.uccs.edu/sites/g/files/kjihxj1566/files/inline-files/Code%20of%20Conduct%202020-2021.pdf>)

Academic Participation

- OIS students are expected to engage in all outside class meetings and complete all course requirements with the support of the OIS
- OIS students must attend all Time on Campus sessions that are scheduled to provide time to complete coursework

Career Activities

- OIS students are required to participate in internships and employment opportunities on and/or off campus that will support the development of career skills



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Social Engagement

- OIS students are required to engage in social activities at UCCS
- OIS students are expected to learn how to plan and carry out social activities of their choice

Independent Living

- OIS students living in on-campus apartments must participate in apartment support provided by peer mentors for the first two years they live on campus or until they have shown mastery of independent living skills.
- Commuter and residential students must participate in two semesters of all OIS offered seminars during their four years in college (Drivers Education seminar is optional).

Technology Requirements

- OIS students are required to have their own smartphone and have it with them at all times
- OIS students are required to have their own laptop computer (not a tablet or Chromebook) that supports the most recent version of Office 365 (the OIS prefers Mac computers but can support PCs as well)