**STUDENTS’ RESPONSIBILITIES**

CSU has twice been ranked among the nation’s Top Character Building Institutions (http://www.news.colostate.edu/release.aspx?id=1943) by the Templeton Foundation. Through curricular and co-curricular programs, students at CSU develop knowledge and skills to engage as respectful citizens in a diverse society, recognize the implications of their many choices, and become ethically responsible individuals. The policies that follow reflect CSU’s continuing commitment to uphold the highest standards of ethical responsibility and conduct.

**Classroom Behavior**

The classroom instructor is responsible for all classroom conduct, behavior, and discipline. CSU policy permits only enrolled students, persons authorized by the instructor, and administrative personnel to be admitted to instructional areas during scheduled periods. CSU policy and Colorado state law also prohibit all forms of disruptive or obstructive behavior in academic areas during periods of scheduled use or any actions which would disrupt scheduled academic activity. Use of classrooms and other areas of academic buildings during nonscheduled periods is permitted only in accordance with departmental, college, or CSU practices.

Any person or persons in unauthorized attendance or causing a disturbance during scheduled academic activity shall be identified by the instructor and asked to leave. Persons refusing such a request may be removed by the CSU police and are liable to legal prosecution and/or disciplinary action.

**Student Health Insurance Requirement**

Domestic students taking six or more resident instruction credits, and all INTO and international students enrolled in any credit level, are required to have health insurance. Eligible students will be automatically enrolled in the CSU Student Health Insurance Plan (http://health.colostate.edu/student-health-insurance) unless they waive coverage by showing proof of private health insurance.

**First Year Residence Hall Requirement**

Experience and research has demonstrated that students who live on campus adjust to college life faster, have higher GPAs, and are more likely to graduate than students who live off campus. For this reason, all newly admitted first-year students without previous college experience, who are single, under 21 years of age, and not living with their parents in the Fort Collins area, are required to live their first two consecutive semesters in a residence hall (http://reshallpolicies.colostate.edu/residence-hall-contract-guidelines). Credits taken concurrent with high school and/or credits attained through Advanced Placement (AP) do not apply toward living experience.

**Academic Integrity/Misconduct**

The foundation of a university is truth and knowledge, each of which relies in a fundamental manner upon academic integrity and is diminished significantly by academic misconduct. Academic integrity is conceptualized as doing and taking credit for one’s own work. A pervasive attitude promoting academic integrity enhances the sense of community and adds value to the educational process. All within the University are affected by the cooperative commitment to academic integrity.

Faculty/instructors shall work to enhance a culture of academic integrity at the University.

Each course faculty member/instructor shall clearly state in his or her course syllabus that the course will adhere to the Colorado State University General Catalog Academic Integrity Policy and Student Conduct Code. In addition, by the end of the second week of classes and/or in the syllabus, the faculty member/instructor shall address academic integrity as it applies to his or her course by providing guidelines about course elements for the students.

Each course faculty member/instructor shall provide the opportunity for students to sign an affirmative honor pledge on any course components of the faculty/instructor’s choosing. The honor pledge shall include one of the following statements and may be expanded according to faculty/instructor’s, department, or college practices and policies:

HONOR PLEDGE: I have not given, received, or used any unauthorized assistance.

HONOR PLEDGE: I will not give, receive, or use any unauthorized assistance.

A course faculty member/instructor may offer the student the opportunity to write out the pledge if deemed practicable. Students may be given the opportunity to include an honor pledge along with electronic submissions of their work. A student’s decision to forego signing the honor pledge shall not be used as evidence of academic misconduct and shall not negatively impact a student’s grade.

Academic misconduct (see examples below) undermines the educational experience at Colorado State University, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and faculty/instructors.

Faculty/Instructors are expected to use reasonably practical means of preventing and detecting academic misconduct. Any student found responsible for having engaged in academic misconduct will be subject to academic penalty and/or University disciplinary action.

Students are encouraged to positively impact the academic integrity culture of CSU by reporting incidents of academic misconduct.

Examples of academic misconduct include (but are not limited to):

1. Cheating – Cheating includes using unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the instructor in the course syllabus or class presentation.

2. Plagiarism – Plagiarism includes the copying of language, structure, images, ideas, or thoughts of another, and representing them as one’s own without proper acknowledgment, and is related only to work submitted for credit. Also included is the failure to cite sources
properly; sources must always be appropriately referenced, whether
the source is printed, electronic or spoken.
3. Unauthorized Possession or Disposition of Academic Materials
   Unauthorized possession or disposition of academic materials
   includes the unauthorized selling or purchasing of examinations, term
   papers, or other academic work; stealing another student’s work; and
   using information from or possessing exams that an instructor did
   not authorize for release to students.
4. Falsification – Falsification encompasses any untruth, either verbal
   or written, in one’s academic work.
5. Facilitation of any act of Academic Misconduct – Facilitation of any
   act of academic misconduct includes knowingly assisting another to
   commit an act of misconduct.

(Academic Integrity policies appear in the Graduate and Professional
Bulletin, the Faculty and Administrative Professional Manual, and the
Honor Code of the Professional Veterinary School and the School of
Public Health as applicable.)

Procedures for Dealing with Academic Misconduct
Faculty/instructors are expected to use reasonably practical means of
preventing and detecting academic misconduct. If a faculty member/
instructor has evidence that a student has engaged in an act of academic
misconduct in his or her course, prior to assigning any academic penalty,
the faculty member/instructor shall notify the student of the concern
and make an appointment with the student to discuss the concern.

The student shall be given the opportunity to give his or her position on
the matter. After being given the opportunity, if the student admits to
engaging in academic misconduct, or if the faculty member/instructor
judges that the preponderance of evidence supports the allegation of
academic misconduct, the faculty member/instructor may then assign
an academic penalty. Examples of academic penalties include assigning
a reduced grade for the work, a failing grade in the course, removing
the Repeat/Delete option for that course, or other lesser penalty as the
faculty member/instructor deems appropriate. The faculty member/
instructor shall notify the student in writing of the infraction and the
academic penalty to be imposed. A copy of this notification shall be sent
to Student Resolution Center.

Faculty/instructors have a responsibility to report to Student Conduct
Services (https://resolutioncenter.colostate.edu/conduct-services) at the
Student Resolution Center (https://resolutioncenter.colostate.edu) all
cases of academic misconduct in which a penalty is imposed. Incidents
which the faculty member/instructor considers major infractions (such
as those resulting in the reduction of a course grade or failure of a
course) should be accompanied by a recommendation that a hearing be
conducted to determine whether additional university disciplinary action
should be taken.

If the student disputes the decision of the faculty member/instructor
regarding alleged academic misconduct, he or she may request a hearing
with Student Conduct Services (https://resolutioncenter.colostate.edu/
conduct-services). The request must be submitted or postmarked, if
mailed, no later than 30 calendar days after the first day of classes of the
next regular semester following the date the grade for the course was
recorded. If no appeal is filed within the time period, the decision of the
faculty member/instructor will be final.

If, after making reasonable efforts, the faculty member/instructor is
unable to contact the student or is unable to collect all relevant evidence
before final course grades are assigned, he or she shall either:

1. Assign an interim grade of Incomplete and notify the student in
   writing of the reason for this action; or
2. Refer the case to Student Conduct Services (https://
   resolutioncenter.colostate.edu/conduct-services) for a hearing before
deciding on a penalty.

A hearing will be conducted with Student Conduct Services (https://
resolutioncenter.colostate.edu/conduct-services) to determine whether
a preponderance of evidence exists in support of the allegations of
academic misconduct. If the Hearing results in a finding of insufficient
evidence to support the allegation or clears the student of the charges,
the faculty/instructor will determine a grade based on academic
performance and without reflection of the academic misconduct charge
and change any previously assigned grade accordingly. If the Hearing
results in finding of academic misconduct, the Hearing Officer and faculty
member/instructor will confer regarding appropriate sanctions. The
faculty member/instructor will make the final determination regarding
academic penalties, which may include, among other options, assigning
a reduced grade for the course, assigning a failing grade in the course,
removal of the Repeat/Delete option for that course, or other lesser
penalty as the course faculty/instructor deems appropriate. The Hearing
Officer will make the final determination regarding University disciplinary
sanctions.

In a case of a serious incident or repeat offense of academic misconduct
that is upheld through a hearing, the Hearing Officer and the faculty
member/instructor shall decide whether the student’s transcript will be
marked with a notation of “AM,” which will be explained on the student’s
transcript as a “finding of Academic Misconduct.” A notation of “AM”
will be made on the student’s transcript only if the Hearing Officer and the
faculty member/instructor agree that this penalty should be imposed.

Grades marked on the student’s transcript with the designation
“AM” will not be eligible for the Repeat/Delete Policy (http://
registrar.colostate.edu/academic-resources/repeat-delete).

Information about incidents of academic misconduct is kept on file in
the Student Resolution Center (https://resolutioncenter.colostate.edu)
office. No further action is initiated unless the incident constitutes a
major infraction, the student has a prior record of University infractions,
or there are subsequent reports of misconduct.

CSU Student Conduct Code

The Student Conduct Code (https://resolutioncenter.colostate.edu/
conduct-services) exists to notify students, faculty, and staff of the
specific expectations Colorado State University holds related to student
behavior and the rights and responsibilities that accompany being a
student and participating in student clubs or organizations.

CSU expects students to maintain standards of personal integrity in
harmony with its educational goals; to be responsible for their actions;
to observe national, state, local laws, and University regulations; and to
respect the rights, privileges, and property of other people.

The student conduct process is a learning experience which can yield
growth, behavioral changes, and personal understanding of one’s
responsibilities and privileges. This process balances the needs and
rights of students with the needs and expectations of the University
and larger community. It supports Colorado State University values and
community standards with a continuum of responses from disciplinary
sanction or restriction to education, counseling, and restorative justice.
Students are treated with care, fairness, tolerance, and respect. The needs of the complainant, the respondent, and the community-at-large are equally important.

The Student Conduct Code defines University intervention or disciplinary action related to the behavior of both individual students and University Recognized Student Organizations. Policies and procedures specific to student organizations are noted in each section.

The Student Conduct Code is available:

1. On the web at Student Resolution Center (https://resolutioncenter.colostate.edu/conduct-services)
2. In hard copy at:
   - Student Resolution Center, 501 West Lake St., Suite A
   - Vice President for Student Affairs, Administration Building, Room 201
   - Housing and Dining Services, Palmer Center
   - Residence hall front desks
   - Off-Campus Life, Lory Student Center, Room 274
   - Campus Activities, Lory Student Center, Room 130
   - Fraternity and Sorority Life, Lory Student Center, Room 142