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
- Student Health Insurance Requirement
- First Year Residence Hall Requirement
- Academic Integrity/Misconduct
- CSU Student Conduct Code

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. Examples include copying the work of another student on an exam, problem set, or quiz; taking an exam or completing homework for another student; possessing unauthorized notes, study sheets, answer codes, programmed calculators, or other materials during an exam; and falsifying exams or other graded paper results.
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. Examples include the failure to cite sources properly (sources must always be appropriately referenced, whether the source is printed, electronic or spoken); submission of purchased research papers or homework as one's own work; and paraphrasing and/or quoting material without properly documenting the source.

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. Examples include receiving unauthorized assistance or working as a group on a take-home exam, independent exam, or other academic work without authorization, or lying to avoid taking an exam or turning in other academic work. Furthermore, falsification of any University document is a violation of academic integrity. Examples include student identification numbers, transcripts, grade sheets, credentials, University status, or letters of recommendation. Forging a signature is another specific example of falsification.

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. Examples include knowingly discussing specifics of the content of a test or examination you have taken with another student who has not yet taken that test or examination or facilitating, by sharing one's own work, a student's efforts to cheat on an exam or other academic work.

(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, or other lesser penalty as the faculty member/instructor deems appropriate. The faculty member/instructor shall notify the student in writing of the reason for this action; or

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 Resolution Center for a hearing before deciding on a penalty.

A hearing will be conducted with Student Resolution Center 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.

Information about incidents of academic misconduct is kept on file in the Student Resolution Center 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.

Colorado State University 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