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/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/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/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/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; the failure to cite sources properly; sources must always be appropriately referenced, whether the source is printed, electronic or spoken. Examples include a submission of purchased research papers or homework as one's own work; 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; 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/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/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/instructor judges that the preponderance of evidence supports the allegation of academic misconduct, the faculty/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/instructor deems appropriate. The faculty/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 Conflict Resolution and Student Conduct Services.

Faculty/instructors have a responsibility to report to Conflict Resolution and Student Conduct Services all cases of academic misconduct in which a penalty is imposed. Incidents which the faculty/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/instructor regarding alleged academic misconduct, he or she may request a hearing with Conflict Resolution and Student 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/instructor will be final.

If, after making reasonable efforts, the faculty/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 Conflict Resolution and Student Conduct Services for a hearing before deciding on a penalty.

A hearing will be conducted with Conflict Resolution and Student 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/instructor will confer regarding appropriate sanctions. The faculty/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/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/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 Conflict Resolution and Student Conduct Services 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 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 University 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 Conflict Resolution and Student Conduct Services (http://conflictresolution.colostate.edu)
2. In hard copy at:
   - Conflict Resolution and Student Conduct Services, Aylesworth Hall NW, Room 325
   - 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
   - ASCSU Office, Lory Student Center, Room 206
   - Student Legal Services, Lory Student Center, Room 284

The Conduct Code contains:

Preamble – which describes the University foundational principles and the rights and responsibilities of students.

I. Definitions – particularly related to student status, faculty status, university premises, academic misconduct, students accused of policy violations, students submitting complaints, and those related to Student Organizations.

II. Student Conduct Code Authority – describes the roles of university staff and students in administering the Conduct Code.

III. Proscribed Conduct – this section specifically outlines the rules and regulations which would subject a student or student organization to disciplinary action if committed. Additionally, jurisdiction related to academic units, violations of law, interim suspensions, student clubs and organizations, and fraternities and sororities is described.

IV. Student Conduct Code Procedures – specifically describes the procedures used in determining disciplinary charges, notification of charges and hearings, options for resolution of charges, the hearing procedure, decisions, sanctions, and appeals related to individual students.

V. All University Hearing Board Procedures – describing those related to Student Clubs and Organizations

VI. Record of Discipline – describes the keeping of internal disciplinary records and specific instances when disciplinary action becomes part of the student's official transcript.

VII. Victims – description of support available for victims, processes related to information and records related to victims, and reporting options available.

VIII. Interpretation and Revision of the Code

**Prohibited Conduct**

The list below describes the prohibited actions published in the Student Conduct Code. Students have an obligation to know and follow the regulations of the University. Violations will form the basis for University intervention or disciplinary action. The following actions are prohibited.

1. Academic misconduct including but not limited to: cheating, plagiarism, unauthorized possession or disposition of academic materials, falsification, or facilitation of acts of misconduct. Plagiarism includes the copying of language, structure, images, ideas, or thoughts of others and is related only to work submitted for credit. Disciplinary action will not be taken for academic work in draft form. Specific procedures for cases of academic misconduct are also described in the Academic Integrity Policy in this Catalog, the Graduate Student Bulletin, the Faculty Manual, or the Honor Code of the Professional Veterinary School as applicable.

2. Knowingly furnishing false information to any University official, instructor, office, organization, or on any University applications. Intentionally initiating or causing to be initiated any false report; any warning or threat of fire, explosion, or any other emergency.

3. Forgery, alteration, misuse, mutilation, or unauthorized removal of any University document, record, identification, educational material, or property.

4. Disruption or obstruction of teaching, classroom or other educational interactions, research, administration or disciplinary proceedings, residential communities, or participation in an activity that disrupts normal University activities, and/or threatens property or bodily harm or intentionally interferes with the right of access to University facilities or freedom of movement of any person on campus. Disruption or obstruction also includes any form of abuse, threat, intimidation, bullying, coercion, harassment
or attempt to influence any person who submits a report, cooperates with any investigation or acts as a witness in relation to an alleged violation of this Student Conduct Code or any federal or state law.

5. Engaging in behavior or activities that obstruct the right of free speech or expression of any person on campus. (For more information, refer to the CSU policy on Freedom of Expression and Inquiry, which addresses student rights and responsibilities related to political expression, and contact Conflict Resolution and Student Conduct Services if you believe you have been treated differently because of your political, or other, perspectives.)

6. Abusive conduct, including physical abuse, verbal or written abuse, threats, intimidation, stalking, coercion, and/or other conduct which threatens or endangers the physical or psychological health, safety, or welfare of one's self, another individual or a group of individuals.

7. Harassment, meaning verbal, written or physical harassment on the basis of gender, race, sexual orientation, age, religion, or physical disability, including but not limited to any violation of federal or state laws, or University policy, prohibiting harassment. (Refer to the CSU Sexual Harassment policy and contact the Office of Equal Opportunity for more information on these issues.)

8. Sexual misconduct including but not limited to: obscene, lewd, or indecent behavior; deliberate observation of others for sexual purposes without their consent; taking, sharing or posting of photo-graphs/images of a sexual nature without consent; possession or distribution of illegal pornography; viewing or posting pornography in public venues; unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct that is severe or pervasive; physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to rape, sexual assault, sexual battery and sexual coercion; or any similar act in violation of state or federal law or the Student Sexual Harassment and Violence Policy.

9. Rioting, aiding, abetting, encouraging, participating in or inciting a riot. Failing to disperse at the direct request of police or University officials.

10. Failure to comply with the verbal or written directions of any University officials or law enforcement officers acting in the performance of their duties and in the scope of their employment, or resisting police officers while acting in the performance of their duties, including failure to identify oneself to these persons when requested to do so.

11. Attempted or actual theft of, damage to, use of, or possession of others' or University property or identity or unauthorized use of such; unauthorized entry, use, or occupation of other persons' or University facilities, property, or vehicles; or unauthorized possession, duplication, or use of University keys or access devices.

12. Illegal use or possession on University property of firearms or simulated weapons; other weapons such as blades larger than pocket knives; ammunition or explosives; dangerous chemicals; substances, or materials; or bombs, or incendiary devices prohibited by law. Use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others. Weapons for sporting purposes shall be stored with the University Police, if such service is available.

13. Violations of any rules, contracts, or agreements governing residence in or use of University owned or controlled property, and athletic or other authorized special events. Violation of any University policy, rule, or regulation, which is published in hard copy or available electronically on the University website.

14. Unauthorized soliciting or selling in violation of the University solicitation policy.

15. Evidence of a violation or conviction of any federal or state law or local ordinance, when supported through the conduct process.

16. Use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by law or University policy. Alcoholic beverages may not be used, possessed by, or distributed to any person under twenty one (21) years of age.

17. Use, possession, manufacturing, or distribution of illegal drugs, (under federal or state law) including but not limited to marijuana, narcotics, methamphetamine, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, or other controlled substances are prohibited. Use or possession of prescription drugs other than for the person prescribed, or for use other than the prescribed purpose or amount are prohibited. Possession or use of drug paraphernalia including but not limited to equipment, products, and materials used to cultivate, manufacture, distribute, or use illegal drugs are prohibited.

18. Abuse of computer facilities or technological resources including but not limited to: unauthorized entry to, or use of computers, access codes, telephones, and identifications belonging to the University or other members of the University community; unauthorized entry to a file to use, read, transfer, or change the contents, or for any other purpose; interfering or disrupting the work of any University member; sending abusive or obscene messages or images; disrupting the normal operation of the University computing systems; violating copyright laws; or any other violation of the University computer use policy.

19. Abuse of the student conduct system including: failure to obey the notice to appear for a meeting or hearing; falsification, distortion, or misrepresentation of information; disruption or interference with the orderly conduct of a hearing; failure to comply with any requirements involving no contact with Complainants or witnesses or limitations related to access to specific facilities; harassment or intimidation of any person involved in a conduct proceeding; failure to comply with disciplinary sanctions or requirements.

20. Assisting, conspiring, or inciting others to commit any act of misconduct set forth in 1 through 19 above.