

**ARAPAHOE COMMUNITY COLLEGE
COLLEGE PROCEDURE**

STUDENT CODE OF CONDUCT: RESPONSIBILITIES AND RIGHTS

AP 4-30a

Approved: January 1993; October 13, 1997; January 6, 2006; November 2014
References: Colorado Community College System Board Policy (BP) 3-125a, 3-125f, 4-30, 4-31, 4-50 and 4-120
Colorado Community College System President’s Procedures (SP) 4-30, 4-31, 4-31a, 4-32 and 4-120a
Arapahoe Community College Procedures 1-40, 14-17 and 16-10
Effective: January 1993; July 1, 1998; March 20, 2001; January 2004; January 2006
Revised: May 1998; Retitled: September 14, 2000; Retitled: August 25, 2001; September 2003; Retitled: October 13, 2003; November 2005; April 12, 2010; October 10, 2012; November 2014

INTRODUCTION

Through its procedures, Arapahoe Community College (ACC) ensures the rights of all its students to pursue their educational objectives. The ACC community includes students who are enrolled in ACC courses for credit or non-credit, including Community Education courses. The ACC community also includes faculty, staff, administrators, and guests. A student is subject to two sources of authority: College authority and civil-criminal authority. ACC also expects students who are enrolled in specialized programs to follow the standards specified in their respective program handbooks (e.g., Nursing, Police Academy, Emergency Medical Technician, etc.).

Address questions to the Dean of Student Services or Associate Dean of Judicial Affairs and Support Services.

PART I

STUDENT RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT

I. Student Responsibilities

- A. Students are responsible for acting with honesty and integrity in academic affairs.
- B. Students are responsible for conducting themselves appropriately in the classroom or other academic environment (including but not limited to traditional “in-seat”, online and hybrid classes) so as not to interfere with the instruction and learning of others.
- C. Students are responsible for maintaining the standards of academic performance established by their instructors.
- D. Students are expected to abide by the College rules and regulations during all College-sponsored events and activities on and off the college campus.

CCCS Common Student Code of Conduct Statement

Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

1. Academic Misconduct:

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to **both** academic consequences as determined by the instructor and to

disciplinary action as outlined in the Arapahoe Community College Disciplinary Procedures. See Academic Misconduct Statement in Part 2 of the document for definitions.

2. Disruptive Behavior:

Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.

3. Deceitful Acts:

Engaging in deceitful acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.

4. Conduct that is Detrimental to College or to Safety:

Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Chief Student Services Officer or designee. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.

5. Physical/Non-physical Abuse:

- Physical abuse or conduct that threatens or endangers another person's health or safety.
- Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
- Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.

6. Harassment and/or Discrimination:

Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.

7. Sexual Misconduct

Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. (See SP 4-120a for more information:

<http://www.ccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf>

8. Weapons:

Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

9. Narcotics/Alcohol:

Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.

Note: *Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.*

10. Dress Code:

Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.

11. Leaving Children Unattended:

Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.

12. Violation of Laws, Directives, and Signage:

- Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
- Violations of college traffic and parking rules, regulations, or signage.
- Damage to or falsely using fire alarms and/or fire extinguishers.
- Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
- Violations of college policies, protocols, procedures or signage.

13. Illegal Gambling:

Participation in illegal gambling activities *on* college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

14. Unauthorized Entry and/or Unauthorized Possession:

Entry into, or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

15. Unacceptable Use of College Equipment, Network or System:

Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.

16. Unauthorized Pets/Animals:

Possession of any unauthorized pet or animal, excluding trained service animals while on college-owned or college-controlled property.

17. Tampering with Student Organization, Election, or Vote:

Tampering with the process of any college recognized student organization, election or vote.

18. Group or Organization Conduct:

Students who are members of a college recognized student organization or group and commit a violation of SCOC may be accountable both as an individual and as a member of the student organization.

19. Abuse of the Student Disciplinary and/or Grievance Procedure:

Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:

- Disruption or interference with the orderly conduct of the student disciplinary / grievance procedure.

- Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
- Attempting to discourage an individual's proper participation in, or use of, the student disciplinary/grievance procedure.
- Attempting to influence the impartiality of a participant and/or the student disciplinary/grievance procedure.
- Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary/grievance procedure.
- Failure to comply with directives and/or sanctions imposed under student disciplinary/grievance procedure.
- Influencing or attempting to influence another person to commit an abuse of the student disciplinary/grievance procedure.
- Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary/grievance procedure.

Please note: In most circumstances, the college will treat attempts to commit code of conduct violations as if those attempts had been completed. Violations of the above may result in, but are not limited to, fines, restitution, community service, and/or disciplinary procedures.

II. Student Rights

A. Access

- 1.** The College operates under an Equal Opportunity Plan, which ensures equal opportunity for all students, faculty and staff. The College prohibits and will not tolerate discrimination or harassment that violates federal, state law, or Board Policy 3-120 or Board Policy 4-120. The College does not discriminate on the basis of gender, sex, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation in the admission or access to, or treatment or employment in its educational programs or activities. The College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and its Amendment Act (ADAAA) of 2008, Pregnancy Discrimination Act of 1978, Vietnam Era Veterans Readjustment Assistance Act of 1974; Executive Order 11246, and sections 24-34-301, C.R.S. *et seq.*
- 2.** Reasonable accommodation will be provided upon request for persons with disabilities. Students who need accommodation to participate in College classes, activities, programs, or services should contact the Office of Disability Services or sponsoring department for assistance (please allow additional time for the coordination of complex services). Students will be expected to participate in an interactive process to establish reasonable accommodations.
- 3.** Students have the right to assemble peaceably, providing such assembly does not disrupt the operation of the institution or infringe on the rights of other members of the College community. This right is subject only to reasonable time, manner, and place restrictions, as established by the Dean of Student Services or designee.
- 4.** Students have the right to dress according to personal taste, except (a) at graduation ceremonies for which participation requires the wearing of a cap and gown as specified by the Graduation Committee, (b) as required by individual departments, and (c) as might interfere with the educational process or with health and safety requirements.

B. Classroom and Academic Affairs

1. Students have the right to express themselves concerning ideas and information presented in a course, provided such expression is orderly and does not infringe upon the rights of others or impede course progress.
2. Students have the right to be evaluated on the basis of their academic performance as provided on the course syllabus, not on their opinions or conduct in matters unrelated to academic standards. They have the right to be protected through established procedures against prejudiced or discriminatory academic evaluation.
3. Students have the right through established College procedures to assess courses, services, facilities and equipment; to make suggestions for their improvement; and to evaluate instructors and the instruction that is received.

C. Right to Shared Governance

1. Students have the right to establish a democratic student government.
2. Students have the right to representation as required for student fee changes and budget allocations whether or not an elected student government is in place.

D. Student Affairs

1. Students have the right to organize and to join clubs or associations (in accordance with the official Club Guide) for educational, political, social, religious, or cultural purposes without restraint by either the College administration or the Student Government. Affiliation with an off-campus organization must be identified in the campus organization's constitution and literature. Meeting rooms and other campus facilities will be made available to student organizations on a non-discriminatory, priority basis in accordance with College scheduling procedures. Posted or distributed materials must adhere to College Procedure AP 14-17: Posting and distribution of materials on campus, requires approval of all publicly posted materials by the Marketing Department and Student Affairs Office.

E. Student Media Rights and Responsibilities

1. The student media will be free of censorship and advance copy approval.
2. Editors and managers will be free to develop their own editorial and news coverage policies. Editorials in all student publications will state the opinions expressed are not necessarily those of the institution or its student body.

F. Disclosure of Student Records

1. The privacy and confidentiality of all student records will be preserved and access guaranteed in accordance with The Family Educational Rights and Privacy Act. The College will not permit the release of student records, other than public information, without the written consent of the student. ACC may also provide information without the student's consent, under the following circumstances: judicial orders; emergencies, where the information contained in the student file is needed to protect the health, safety or welfare of the individual or other persons; and in compliance with the Solomon Amendment.
2. No record will be made in relation to race, religion, political or social views, or disability status except upon express written consent of the student or in accordance with existing state or federal statutes. Records that document students' disabilities will be kept confidential and will be housed in the Office of Disability Services. Relevant records will be shared with other College authorities only if it is deemed necessary to further a student's academic accommodation for a disability. Information will be shared with off-campus entities only according to College procedure or through written consent of the student.
3. Name and enrollment status are considered public information and may be disclosed to those who

inquire.

4. College major, division, dates of enrollment, credit hours, degrees received, and honors received may appear in College directories and publications or be disclosed by staff.
5. Because of their official function, certain individuals have access to student records. Students should refer to the section in the ACC Catalog titled, "Records" for detailed information.

PART II

ACADEMIC MISCONDUCT STATEMENT

Arapahoe Community College is committed to academic honesty and scholarly integrity. The College can best function and accomplish its mission in an atmosphere of the highest ethical standards. All members of the College community are expected and encouraged to contribute to such an environment by observing all accepted principles of academic honesty. Academic misconduct violations include but are not limited to:

A. Plagiarism - includes, but is not limited to:

1. The use, by summary, paraphrase or direct quotation, of the published or unpublished work of another person without full, clear, and accurate citations. Common knowledge does not need to be cited. However, common knowledge may differ among academic disciplines. When in doubt, cite the source.
2. Submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, web-based materials, or other material as one's own work when such work has been prepared by another person or copied from another person (including electronic media sources).
3. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials (including electronic media).
4. Handing in the same paper in more than one class is generally considered self-plagiarism. Students must first discuss and receive written permission from the instructor to use the same paper in more than one course.
5. Faculty will use various methods, including plagiarism detection software, to determine academic dishonesty.

B. Cheating – includes, but is not limited to:

1. Use of any unauthorized assistance in taking quizzes, tests, or examinations.
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
3. Acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
4. Collaborating on projects, assignments, exams, etc. where such collaboration is expressly forbidden by the instructor or where the syllabus states the default must be the student's own work.

C. Fabrication – includes, but is not limited to:

1. The falsification or invention of any information or citation in any academic exercise.
2. Using "invented" information in any laboratory experiment or other academic exercise of research without permission of the instructor.
3. Misrepresenting the actual source from which information is cited (such as citing a quote from a book review as though it came from the original work).

D. Grade tampering – includes, but is not limited to: forging or otherwise altering grades, transcripts, course withdrawal forms, or other academic documents.

E. Misuse of computers and other technology – includes, but is not limited to:

1. Illegally or without prior permission accessing a computer hard drive or software.
2. Preprogramming a calculator, computer, cellphone, etc. to contain answers or other unauthorized information for examinations.
3. Stealing or destroying the academic work of another through electronic means.

F. Facilitating academic misconduct – includes but is not limited to:

1. Knowingly helping or attempting to help another commit any act of academic dishonesty.
2. Substituting for another person in an examination.
3. Allowing another to copy one's work in an examination or other academic exercise.

G. Violation of course rules as contained in program regulations or guidelines and established by departments, regulatory boards, or licensing bodies.

Those found in violation may be subject to disciplinary sanctions under the Arapahoe Community College Disciplinary Procedures as well as academic penalties imposed by the class instructor, up to and including failure of the course. **Please note:** no distinction will be made between intentional and unintentional academic misconduct.

PART III

COLLEGE DESIGNATION

Arapahoe Community College Judicial Affairs processes follow the Colorado Community College System Board Policies (BP 4-30; BP 4-31; BP 4-120) and System President's Procedures (SP 4-30; SP 4-31; SP 4-120a) in conjunction with the Arapahoe Community College Procedures (AP 4-30a; AP 4-31; AP 4-31a).

The "Chief Student Services Officer" referred to in these procedures is the Dean of Student Services or designee. Arapahoe Community College's designee is the Associate Dean of Judicial Affairs and Support Services.

Student Affairs Hearing Board: a standing committee at ACC that works with the CSSO and Title IX Coordinator in enforcing student-related policies and procedures. Specifically, the CSSO or Title IX Coordinator may assign board members to serve as investigators for non-civil rights or civil rights grievances or hearing board members for appeal requests. The Student Affairs Hearing Board is comprised of faculty, staff and administrators specifically trained in grievance investigation, appeal review, hearings and student due process rights. The Board will be convened on an "as needed" basis each semester.