CODE OF STUDENT CONDUCT

The College is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The student conduct program within the Division of Student Success Services is committed to supporting this environment and providing a program that provides an opportunity for the student to learn from the experience.

Students must conform to federal, state, and local laws, as well as College policies, procedures, rules and regulations. When an offense occurs over which the College has jurisdiction, the College conduct process will go forward notwithstanding any criminal complaint that may arise from the same incident.

In order to maintain an appropriate learning environment, the College expects students and prospective students to adhere to the highest standards of personal conduct and ethical behavior while involved in college activities on the property or under the jurisdiction of the College.

The College has the right and the responsibility to take necessary and appropriate action to protect the safety and well-being of the campus community. Any student or student organization found to have violated any element of this policy and procedure is subject to the disciplinary sanctions outlined in the procedure.

The responsibility for implementation and management of this policy rests with the Vice President for Student Success Services or his/her designee. Any actions taken by the College will become part of the student’s judicial record maintained in the Vice President’s Office.

See following pages for procedure.

Cross Reference: 5420B, 5420C, 5420E, 5430B, 5430C, 5430G
Adopted August 14, 1969
Revised November 21, 1985
Revised May 26, 1988
Revised April 11, 2002
Revised November 12, 2015
Students are subject to all federal, state, and local laws, as well as the College’s policies, procedures, rules and regulations. Students in violation of these regulations may be subject to disciplinary action up to and including suspension or dismissal, as well as possible prosecution under federal, state and local laws. The College has regulations concerning student academic honesty, conduct at College sponsored activities and other behaviors as described in this procedure.

A copy of the Student Code of Conduct policy and procedure will be made available to students through the College web site and student portal. Hard copies may be obtained from the office of the Vice President for Student Success Services. Students are responsible for reading and abiding by the provisions of the Code of Student Conduct.

The Code applies to behaviors that take place on the campus, at college-sponsored events and may also apply off-campus when the Vice President or his/her designee determine that the off-campus conduct affects a substantial College interest.

**College Sponsored Activities**

Students attending College sponsored activities, both on and off-campus, are under the jurisdiction of the College and are responsible for their conduct at these activities. A student’s guests must also abide by College regulations. Guests are the responsibility of the student or host who invites them. College sponsored activities, on or off-campus, include but are not limited to conferences, retreats, field trips, social gatherings, speech and debate, and athletic events.

**Violations of the following are subject to disciplinary action:**

**Dishonesty**

Includes, but is not limited to: furnishing false information to any college office, forgery, violation of copyright laws, plagiarism, and alteration or misuse of College documents. Refer to acts of academic dishonesty as outlined in Procedure 5420B.

**Inappropriate Conduct**

Students are expected to behave in a manner that supports the educational purposes of the institution. Behavior subject to disciplinary action includes, but is not limited to:

- Disorderly conduct that disrupts the operations of the College or infringes upon the rights of others in and outside the classroom or in other College activities and organizations will not be tolerated.
- Intentionally interfering with freedom of movement and the free flow of pedestrian or vehicular traffic on College premises.
- Failure to comply with direction from College officials or protective services acting in performance of their duties.
- Failure to identify oneself when asked by College officials or law enforcement to do so.
- Violation of clearly defined regulations in and outside the classroom.
- Actions which have an adverse impact on the College community, its members and/or the pursuit of its objectives, regardless of where such conduct may occur.

**Hazing**

Students may not haze other students. Hazing is defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation.

No club or activity on campus is allowed to enter into hazing activities as a part of joining the group. Students who fail to report incidents of hazing may also be subject to disciplinary action.

**Damage or Destruction of Property**

Students are expected to show respect for and safeguard College property. Students who deface or destroy College property are liable for the cost of repair or replacement of said property. Intentional and unauthorized taking of College property or the personal property of another, including goods, services and other valuables is subject to disciplinary action.

**Fire Safety**

Students are subject to disciplinary action for violation of local, state, federal, or campus fire policies including, but not limited to:

- Intentionally or recklessly causing a fire which damages College or personal property or which causes injury.
- Failure to evacuate a College-controlled building during a fire or other emergency alarm.
- Improper use of College fire safety equipment.
- Tampering with or improperly engaging a fire alarm or fire detection/ control equipment on College property.

**Tobacco Use**

Use of tobacco, including electronic or vapor cigarettes, is prohibited in all College facilities and is permitted only in designated areas.

**Physical or Verbal Abuse of Others (Harassment)**

Purposeful action by any student that interferes with the ability of another student to participate freely in the educational process, or interferes with the ability of a College employee to freely conduct the duties of his or her position, or interferes with any student or employee in their participation in any other College-related activity will not be tolerated and will result in disciplinary action. Physical abuse includes assault, battery, fighting, reckless conduct and hazing. Verbal abuse includes threats, intimidation, harassment, coercion, or other conduct that creates a hostile or offensive environment.
Harassment and Sexual Assault
See Procedures 5420E and 5430G

Weapons
Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade longer than 4 inches, including the storage of such items in a vehicle parked on college property is prohibited. Firearms may be temporarily stored with Protective Services in certain situations.

Illegal Gambling
Gambling on-campus is prohibited in compliance with the laws of the State of Wyoming.

Use of Alcohol and drugs on-campus
Use, possession or distribution of alcoholic beverages, illegal drugs, other controlled substances, or paraphernalia is prohibited. Abuse, misuse, sale or distribution of prescription or over-the-counter medications is also prohibited. (See Procedures 5420 B & C)

Misuse of College computing resources
Theft or abuse of computer account privileges, equipment, software, network resources or time is prohibited. Misuse of campus telephones or telecommunications systems is also prohibited.

The Conduct Appeal Process
The due process rights of the students involved will be protected.

Step 1. Preliminary inquiry and/or educational conference.

The College conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. This review takes various forms based upon the nature of the incident (for example academic issues involve the instructor in question, the division chair and the Vice President for Student Learning, if needed). The preliminary inquiry may lead to:

- A determination that there is insufficient evidence to pursue the investigation. The situation will be documented and on file in the Vice President for Student Success Services Office or designated reporting system;
- An informal or administrative solution that is acceptable to all parties;
- A more comprehensive investigation;
- Referral to a formal process such as the academic or non-academic appeal process (Procedures 5430 B & C).

When a student’s conduct is severe enough, the Vice President of Student Success Services will require the student’s immediate removal from the College. The student retains his/her rights to proceed through the conduct process from off campus.
Step 2. Thorough Investigation.
Possible resolution and/or action against a student could possibly occur at this stage.

Step 3. Formal Hearing.
Primarily utilized in contested allegations.

Step 4. Review and Finalize Sanction(s)

Step 5. Notification of Outcomes
The outcome of a campus action is part of the education record of the responding student and is protected from release under FERPA. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, the College will inform the alleged victim/party bringing the complaint in writing of the final results of the hearing. The information released will be limited to that required by law.

**Conduct Sanctions**
One or more of the following sanctions may be imposed upon any student(s) for violations of the Code. Including but not limited to:

1. Warning: an official written notice that the student has violated the College policies and that more severe conduct action will result should the student be involved in other violations while the student is enrolled.
2. Restitution: Compensation for damage caused to College or any person’s property.
3. Fines
4. Community/College Service
5. Loss of Privileges
6. Confiscation of Prohibited Property
7. Behavior requirements: Includes, but not limited to, seeking academic advice, personal counseling, or substance abuse screening. Students may also be required to write a letter of apology.
8. Educational Program: Attend, present, or participate in a program related to the violation.
9. Restriction of Visitation Privileges: (primarily to on-campus housing)
10. Involvement/Eligibility Restrictions
11. Housing Probation/Suspension
12. Academic Probation/Suspension
13. General College Probation/Suspension
15. Other Sanctions: other sanctions may be created as deemed appropriate to the offense.

All sanctions are approved by the Vice President for Student Success Services.
Students who do not complete required sanctions may be subject to immediate dismissal from the College.

**Parental Notification**

The College reserves the right to notify the parents/guardians of students regarding any conduct situation, particularly excessive alcohol and drug violations, concerns about harm to self or others, and violence on-campus.

Cross Reference: 5420B, 5420C, 5420E, 5430B, 5430C, 5430G

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