Policies and Guiding Principles

Colorado State University is a community dedicated to higher learning in which all members share in pursuit of knowledge, development of students, and protection of essential conditions conducive for the learning environment. These protections are presented in the form of university policies, applicable federal and state laws, and statements of fundamental rights and responsibilities which govern both the academic setting and the university community as a whole. Some of the policies and expectations in this chapter are relevant to students, faculty and staff; others are focused specifically on the student population.

Colorado State University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to observe national, state, and local laws, and University regulations; and to respect the rights, privileges, and property of other people. Principles of academic honesty, respect for diversity, and pursuit of lifestyles free of alcohol and drug abuse are examples of these standards. Students are not only members of the academic community; they are, additionally, members of the larger society and thus retain the rights, protection guarantees, and responsibilities which are held by all citizens.

GUIDING PRINCIPLES

Commitment to Diversity

As a comprehensive research land grant university, Colorado State University has a fundamental responsibility to offer equal educational opportunities to all individuals with the courage, desire, and dedication to pursue an education and fulfill their aspirations and dreams in a democratic and pluralistic society. The University strives to educate future leaders of Colorado and the nation who represent a diversity of perspectives and ethnic and cultural experiences.

Freedom of Expression and Inquiry

The faculty of Colorado State University considers freedom of discussion, inquiry, and expression to be in keeping with the history and traditions of our country and to be a cornerstone of education in a democracy. Colorado State University is committed to valuing and respecting diversity, including respect for diverse viewpoints. If any members of our campus community (students, faculty, or staff) feel that they have been treated unfairly because of their views, they should contact the Office of Conflict Resolution and Student Conduct Services in Aylesworth Hall NW, Room 325. The policy of Colorado State University is to encourage members of the University community to engage in discussion, to exchange ideas and opinions, and to speak, write, and publish freely in accordance with the guarantees and limitations of our state and national constitutions.

Faculty and students have not only a right, but also a responsibility, to examine critically the insights, understandings, values, issues, and concerns which have evolved in the various areas of human activity. Consequently, it is the policy that University-registered student organizations may extend invitations for guest lecturers, exhibitors, performers, and exhibitions of works of art with no restrictions of form or content other than those imposed by law. It is understood that inviting a speaker, performer, or exhibit does not imply concurrence of the University or of the sponsoring organization with the opinions, beliefs, or values expressed.

In exercising their rights, members of the University community should understand that the public may judge the institution by their actions. Hence, they should at all times strive to be honest and accurate, exercise appropriate restraint, and show appropriate respect for the opinions of others.

Freedom from Personal Abuse

The University acknowledges the right of all people to freedom from personal abuse. Abusive treatment of individuals on a personal or stereotyped basis prevents the attainment of the University objective to create and maintain an environment which supports, nurtures, and encourages people to excel in teaching, learning, and creativity. Therefore, the University deplores, condemns, and will act energetically to prevent all forms of personal abuse, including sexual harassment. For statements of University policy concerning discrimination, harassment, sexual harassment and other misconduct, see the Guiding Policies section within this chapter.
GUIDING POLICIES

Office of Equal Opportunity of Colorado State University
Office in 101 Student Services Building
(970) 491-5836
oeo.colostate.edu

Diana Prieto, Executive Director

Nondiscrimination Policy

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. The University complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Age Discrimination in Employment Act of 1967, as amended, Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the ADA Amendments Act of 2008, the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity of employment and admission shall be extended to all persons. The University shall promote equal opportunity and treatment in employment through a positive and continuing affirmative action program for ethnic minorities, women, persons with disabilities, and veterans.

Admission of students, employment, and availability and access to Colorado State programs and activities are made in accordance with these policies of nondiscrimination. Off-campus householders who desire to list student accommodations with the University must certify that they will comply with the University’s policy on nondiscrimination in student housing.

Any student or University employee who encounters acts of discrimination because of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression either on or off campus is urged to report such incident to the Office of Equal Opportunity of Colorado State University, located in 101 Student Services. Any person who wishes to discuss a possible discriminatory act without filing a complaint is welcome to do so.

Any of the above discriminatory acts can also be the subject of complaints to the Department of Education, Office for Civil Rights, as well as to the Office of Federal Contract Compliance Programs, Equal Employment Opportunity Commission, and the Colorado Civil Rights Division; information on filing complaints with any of these agencies is available in the Office of Equal Opportunity or at oeo.colostate.edu.

Sexual Harassment Policy

Colorado State University does not tolerate sexual harassment among students, employees, or other members of its community. Sexual harassment is prohibited in the employment context by Title VII of the 1964 Civil Rights Act, as amended, and in the education context by Title IX of the Educational Amendments of 1972.

Sexual Harassment is defined as any unwelcome sexual advance, request for sexual favors, or other written, verbal, or physical conduct of a sexual nature. Such conduct constitutes sexual harassment when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Quid pro quo (this for that) harassment occurs when sexual favors or conduct of a sexual nature are explicitly or implicitly a condition of employment or academic standing. Quid pro quo normally arises in the context of an authority relationship. Hostile environment sexual harassment occurs when unwelcome sexual conduct unreasonably interferes with academic or work performance. It is conduct that creates an intimidating, hostile, or offensive learning or work environment. Tangible employment action harassment is when a significant change in employment status is as a result of harassing conduct by a person in authority. If harassment by a supervisor results in a tangible employment action, the employer is liable.

Generally, a single sexual joke, offensive epithet, or request for a date does not constitute sexual harassment; however, being subjected to such jokes, epithets, or requests repeatedly may constitute hostile environment sexual harassment. In determining whether the alleged sexual harassment conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

In cases of alleged sexual harassment, the protections of the First Amendment must be considered if issues of speech or artistic expression are involved. Free speech rights apply in the classroom and in all other education programs and activities of public institutions, and First
Amendment rights apply to the speech of students and teachers. Great care must be taken not to inhibit open discussion, academic debate, and expression of personal opinion, particularly in the classroom. Nonetheless, speech or conduct of a sexual or hostile nature that occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited sexual harassment if it meets the definition of sexual harassment and (1) is reasonably regarded as nonprofessional speech, or (2) lacks accepted pedagogical purpose or is not germane to the academic subject matter.

The University can respond to sexual harassment only if it is aware of its existence. Any member of the University community who believes that she or he has experienced sexual harassment or reprisal shall contact the Office of Equal Opportunity to request advice and information about possible ways to proceed, including use of the University's informal and formal complaint processes pursuant to the procedures. Similarly, any member of the University community who believes that she or he observed an incident of sexual harassment in the University learning and working environment or who receives report of alleged sexual harassment from an employee or student should seek assistance from the Office of Equal Opportunity. In all situations, confidentiality is maintained on a strict need-to-know basis; however, confidentiality can only be respected insofar as it does not interfere with the University's obligation to investigate allegations of misconduct that require the University to take corrective action.

Full details of the Colorado State Sexual Harassment Policy, including what is involved in bringing a complaint and the procedures for informal and formal resolution are available from the Office of Equal Opportunity or online at the Colorado State University web site on the A-Z list under “Sexual Harassment Policy” or directly at oeo.colostate.edu/sexual-harassment-policy.

Consensual Relationships Policy

The University is committed to the principle that its personnel shall carry out their duties in an objective and ethical fashion and in an atmosphere in which conflicts of interest are identified and managed. The University does not interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the University. However, consensual romantic or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party have the potential to interfere with these goals and policies. Therefore, consistent with its commitment to objectivity and ethical behavior, the University is required to intervene in such circumstances.

A romantic, intimate, or sexual relationship in which one individual is in a position to Exercise Authority over the other creates conflicts of interest and perceptions of undue advantage or disadvantage. When both parties have consented at the outset to a romantic, intimate, or sexual relationship, this consent does not remove grounds for a charge of conflict of interest, sexual harassment, or violation of applicable parts of Section D.9, Code of Ethical Behavior, based upon subsequent unwelcome conduct.

The following definitions shall apply:

a. “Consensual Relationship” shall mean and refer to any relationship, either past or present, which is romantic, intimate, or sexual in nature and to which both parties consent or consented. This includes marriage.

b. “Student” shall mean and refer to any person applying to the University or currently enrolled, either full-time or part-time, in any course or academic program associated with Colorado State University.

c. “Employee” shall mean and refer to any person currently employed by Colorado State University, either full-time or part-time, in any location and in any capacity. “Employee” shall include, but is not limited to, administrators, faculty, administrative professionals, state classified staff, graduate assistants, student hourly employees, non-student hourly employees, non-paid staff, and student work-study employees.

d. “Exercise(s) Authority” shall mean and refer to evaluating, providing oversight, supervising, academic advising, mentoring, coaching, counseling, providing extracurricular oversight, and/or otherwise participating in or influencing votes or decisions that may reward or penalize a Student or subordinate Employee.

e. “Supervisor” shall mean the individual who performs the Employee’s annual evaluation.

A faculty member shall not enter into a new Consensual Relationship with a Student over whom the faculty member Exercises Authority.

An Employee shall report immediately to his or her Supervisor the following:

a. Past or preexisting Consensual Relationships with a Student for whom the Employee is in a position to Exercise Authority. Examples include, but are not limited to, a Student research assistant, a Student in a current class, a Student intern, or a Student advisee.

b. Past or present Consensual Relationships with a subordinate Employee over whom the supervising Employee Exercises Authority. An Employee who is
the subordinate Employee in a Consensual Relationship also is encouraged to report that relationship to the Supervisor of the individual with whom he or she is involved.

Within fifteen (15) working days of receiving a report of a Consensual Relationship, the Supervisor shall consult with his or her supervisor to develop a plan to manage or eliminate conflicts of interest and mitigate adverse effects on the involved parties and other third parties. This plan shall document in writing the actions that shall be taken, including one or more of the following actions:

a. Transferring supervisory, decision-making, evaluative, academic, and/or advisory responsibilities;
b. Providing an additional layer of oversight to the supervisory role;
c. Transferring one of the individuals to another position; and/or
d. Taking any other action reasonably necessary to manage or eliminate the actual or potential conflict of interest and/or mitigate adverse effects.

Every effort should be made to preserve confidentiality, sharing names and pertinent information only with individuals directly involved in these actions and only as necessary.

If an Employee has a Consensual Relationship with another Employee who is not a subordinate, then he or she shall refrain from participating in or influencing votes or decisions that may reward or penalize that Employee (such as votes or decisions regarding tenure and/or promotion). A violation of this policy may lead to disciplinary action, as permitted by University policy and law, up to and including termination of employment.

Retaliation against persons who report concerns about Consensual Relationships is prohibited and constitutes a violation of this Policy. Full details of the Colorado State Consensual Relationships Policy are available on the Office of Equal Opportunity’s website at: oeo.colostate.edu/consensual-relationships-policy.

As members of the University community, students can reasonably expect the following:

1. Students have the right to freedom from discrimination or harassment on the basis of race, ethnicity, gender, sexual orientation, religion, creed, political beliefs, national origin, age, or disability.

2. The University shall not interfere with the rights of students to join associations.

3. Students should have accurate information relating to maintenance of acceptable academic standing, graduation requirements, program student learning outcomes, and individual course objectives and requirements.

4. Student records will be maintained in keeping with the Family Education Rights and Privacy Act of 1974 and subsequent amendments and the guidelines for implementation.

5. In all instances of general discipline, academic discipline, and academic evaluation, the student has the right to fair and impartial treatment.

6. Colorado State University considers freedom of inquiry and discussion essential to a student’s educational development. Thus, the University recognizes the right of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of Federal or State constitutions. This broad principle is the cornerstone of education in a democracy.

7. Students have the right to be free from illegal searches and seizures.

8. Students have the right to freely exercise their full rights as citizens. In this light, the University affirms the right of students to exercise their freedoms without fear of University interference for such activity.

**STUDENT BILL OF RIGHTS**

The Colorado Student Bill of Rights, Colo. Rev. Stat. § 23-1-125, guarantees certain rights and expectations for various aspects of student academic life including advising, transferability of credits, and degree completion.

One such right is that a student may enter into an agreement with the university to formalize a plan to obtain a degree in four years (§ 23-1-125(1)(b), C.R.S.). Colorado State University supports this timeline for graduation by publishing advising guidelines under which
a student may expect to graduate in four years, and also publishes curriculum check sheets defining a common four-year course progression for each major. These check sheets and advising guidelines are available in each department office and in the Center for Advising and Student Achievement (CASA), Room 121, The Institute for Learning and Teaching (TILT). There are some majors that a student may not be able to complete in four years because of additional degree requirements recognized by the Colorado Department of Higher Education.

The Bill of Rights also includes:

§ 23-1-125. Commission directive - student bill of rights - degree requirements - implementation of core courses - competency test - prior learning

(1) Student bill of rights. The general assembly hereby finds that students enrolled in public institutions of higher education shall have the following rights:

(a) Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;

(b) A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;

(c) Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;

(d) Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;

(e) Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;

(f) Students have a right to know if courses from one or more public higher education institutions satisfy the students’ degree requirements;

(g) A student’s credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferrable [sic].

Students’ Rights Regarding Their Education Records

Students have certain rights concerning their “education records” under the Family Education Rights and Privacy Act (FERPA), as amended, 20 U.S. 1232g et. seq. These include:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives request for access. Students should submit to the Registrar’s Office, or in the case of graduate studies, to the Graduate School, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

All enrolled and former students may have access to their education records maintained within the University. Those individuals and agencies having access to a student’s records include “school officials,” defined below, with legitimate educational interests; parents claiming a student as a dependent on their federal income tax; scholarship and other financial aid organizations supporting the student; organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, or to improve instruction; organizations carrying out accrediting functions of programs offered by the University; appropriate person(s) in an emergency; and any party designated by judicial order or subpoena, provided that, except for subpoenas and orders issued for law enforcement purposes, the University first notifies the student of the order or subpoena. Any other individual or organization must have a student’s written consent to view or have access to the education record.

A student may receive one copy of each item of information contained in the education record at a cost of $0.25 (charge subject to change) per page.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they
Policies and Guiding Principles

want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information (defined below) contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Students can control the release of their private information by using FAMweb, a secure online portal that provides limited access to a student’s education records to families and trusted individuals designated by the student. In FAMweb, the student sets permissions to allow others to access certain categories of education records that are frequently requested for release. The following types of student information can be viewed in FAMweb:

- eBilling information
- Grades for the last completed term
- Unofficial transcript
- Class schedule for the semester in session
- Tax information

To learn more about FAMweb, please visit registrar.colostate.edu/famweb-faqs.

An exception to the requirement for prior authorization for release of records exists for public release of “directory information” which is published in university directories and may be released to third parties. FERPA allows a student to limit the release of directory information; see the Registrar’s website for procedures to apply restrictions on directory information.

Colorado State defines “directory information” as the following:

- Student name
- Current mailing address
- E-Mail address
- Telephone number
- Major field of study
- Classification level (freshman, sophomore, junior, senior, graduate)
- Dates of attendance
- Current or previous enrollment status (full-time, half-time, and/or less than half-time)
- Anticipated date/term of graduation and expected degree(s)
- Honors and degrees awarded
- Participation in officially recognized activities and sports
- Height and weight of athletic team members
- Video and photographic images of students with the exception of the official CSU identification photograph

Another exception allows disclosure of information about the student to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel in an educational role and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the governing board of the University; or a student serving on an official committee, or in a volunteer capacity, such as a peer mentor or member of a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Such officials have legitimate education interests when they need to review a student’s education records to fulfill their responsibilities to the University. As an example of a company with whom Colorado State University has contracted, the University works with the National Student Clearinghouse which provides a Current Enrollment Verification Certificate and/or degree verification to students and vendors indicating whether the students are enrolled for part-time or full-time status at CSU.

Furthermore, the University discloses students’ education records without consent, upon request, to officials of other schools in which a student seeks to or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

Personally Identifiable (Private) Information

Personally identifiable, or private, information includes age, date and place and birth. It also includes grades, Social Security Number, CSUID number, class schedule, residency, and class rank. None of these items may be
released without the student’s permission, except as otherwise allowed by FERPA.

Deceased Student Information Disclosure

Due to the sensitivity and privacy issues involved in student deaths, a Confidential Information alert will be placed on the deceased student’s accounts and records to block public access to all personal and academic information once verification of the death is confirmed.

Right to Discuss Concerns with Department Heads/Chairs

Academic department heads are expected to incorporate student input into decisions affecting academic instruction, advising, and student learning assessment. This input usually takes form through departmental advisory committees and student evaluation of faculty members. Individual students, however, may make appointments with their department heads to discuss specific problems, plans, or suggestions.

Right to File a Grade Appeal

Instructors are responsible for stating clearly the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with these objectives. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Instructors are responsible for determining and assigning final course grades. Graded examinations, papers, and other materials used as a basis for evaluating a student’s achievement will be available to the student for inspection and discussion.

Students may appeal instructors’ grading decisions. The burden of proof, however, rests with the student. See complete detail of the grade appeal process in the About Grades section of the Advising and Registration chapter.

Freedom of Expression and Right to Peaceful Assembly

The University acknowledges the right of students and others to engage in free speech and to assemble in groups for peaceful purposes. At such gatherings, the University expects the rights and privileges of all persons to be respected and that there will be no endangerments to health or safety. Such gatherings must in no way disrupt the normal conduct of University affairs or endanger University property.

The University may, consistent with the Constitution, establish reasonable regulations regarding the time, place, and manner in which persons exercise their free speech rights to the extent necessary to prevent disruption of the normal conduct of University affairs or endangerment of health and safety of persons or damage to property. Accordingly, persons planning such assemblies on the University campus must coordinate their activities and plans in advance through the Lory Student Center Event Planning Office. This coordination is requested so as to prevent disruption of normal University educational activities and avoid endangering the health or safety of persons or damage to property. The sponsoring individual or group must assume responsibility for compliance with all state and municipal laws and University policies.

Any act by demonstrators or groups which interferes with the rights of others, disrupts the normal functioning of the University, damages property, or endangers health or safety is grounds for suspension or dismissal from the University and/or removal from University property. In addition, such actions may also be the basis for criminal charges by law enforcement authorities. Demonstrations are prohibited in any special-use facility, classrooms, or in any place or manner that interferes with educational and other normal functions and operations of the institution. Demonstrators refusing to vacate premises upon request are subject to immediate temporary suspension and arrest under applicable municipal and state laws.

Commercial speech may be regulated by the University to a greater extent than noncommercial speech and expressive activities. Commercial speech is any form of expression or activity that is primarily intended to advertise, market, sell, or promote goods and services on behalf of any person or entity that is not a CSU department or affiliated organization. (Soliciting for charitable contributions or donations is included in the definition of commercial speech). The University is under no obligation to make any campus areas or facilities available for commercial activities. When permitted, commercial speech should promote an educational, rather than commercial atmosphere on campus, prevent commercial exploitation of students, and preserve the tranquility of the campus. In order to promote these objectives, the Campus Activities Director acts as, or may designate, a coordinator for commercial events held on campus, including (but not limited to) events at the Lory Student Center Plaza. The coordinator is responsible for working with student organizations, other sponsors, and vendors to assure that events are in accordance with University regulations.
To learn more about the University’s policy on the right to peaceful assembly and the procedures for reserving space, visit the Lory Student Center website, sc.colostate.edu/lsc-policies.aspx#assembly.

**Right to Seek Membership in Student Organizations**

Colorado State officially recognizes a great variety of student organizations. Policies established by the Board of Governors prohibit any recognized student organization from excluding students from membership on the basis of race, color, religion, national origin, gender, sexual orientation, age, veteran status, or disability.

All recognized student organizations must assure the University that their membership policies and procedures are in compliance with this University policy. Local chapters of regional, national, or international organizations must assure the University that membership policies of the parent organization do not require the local chapter to exclude any student from membership on the basis of race, color, religion, national origin, gender, sexual orientation, age, veteran status, or disability.

**Victims’ Rights**

The University is committed to providing appropriate support and referrals to persons who have been the victims of crimes or violations of University policy. Persons who have been victimized by a Colorado State University student may choose to report the incident to the Colorado State University Police or Conflict Resolution and Student Conduct Services to initiate criminal and/or disciplinary action. Victims also have the opportunity to receive personal support from appropriate University resources.

**RESOURCES**

Students who have questions, concerns or need assistance with application of rights listed above may contact the pertinent resource including: Conflict Resolution and Student Conduct Services, Office of the Vice President for Student Affairs, Office of Equal Opportunity, Provost/Senior Vice President’s Office, or academic department office. If you are unclear as to which office to approach, contact Conflict Resolution and Student Conduct Services to begin with.

**STUDENTS’ RESPONSIBILITIES**

Colorado State University has twice been ranked among the nation’s Top Character Building Institutions by the Templeton Foundation news.colostate.edu/Release/1943. Through curricular and co-curricular programs, students at Colorado State University 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.

**Academic Integrity**

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 (see the Colorado State University General Catalog for the Academic Integrity Policy).

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 the University 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 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. (Academic Integrity policies appear in the Students’ Responsibilities section of the General Catalog, the Graduate and Professional Bulletin, the Faculty and Administrative Professional Manual, or the Honor Code of the Professional Veterinary School and the School of Public Health as applicable.) 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.

**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 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 described in the Advising and Registration – About Grades section of this catalog.

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.

**Classroom Behavior**

The classroom instructor is responsible for all classroom conduct, behavior, and discipline. University policy permits only enrolled students, persons authorized by the instructor, and administrative personnel to be admitted to instructional areas during scheduled periods. University 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 University 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 University police and are liable to legal prosecution and/or disciplinary action.

**Colorado State University 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.

A college education is a voluntary association with a community of scholars to explore new ideas, examine ourselves, make new friends, and develop ideals. A university environment is a place where faculty and students can freely exchange ideas and concepts in an atmosphere of civil debate and dialogue on contemporary issues.

Colorado State University considers this freedom of expression and inquiry essential to a student’s educational development. All University members may engage in discussion; exchange thought and opinion; and speak, write, or print freely on any subject in accordance with Federal or State constitutions. This broad principle is the cornerstone of education in a democracy. Colorado State University values and respects diversity including political, philosophical and cultural viewpoints.

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 new Student Conduct Code is available:

1. On the web at conflictresolution.colostate.edu
2. In hard copy at
   - Conflict Resolution and Student Conduct Services, 325 Aylesworth Hall NW
   - Vice President for Student Affairs, 201 Administration Building
   - Housing and Dining Services, Palmer Center
   - Residence hall front desks
   - Off-Campus Life, 142 Lory Student Center
   - Student Organizations, Lory Student Center Lower Level

   • Greek Life Office, Lory Student Center Main Level
   • ASCSU Office, Lory Student Center Main Level
   • Student Legal Services, Lory Student Center Main Level

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 the General 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 photographs/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 other persons’ 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 by, 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.

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**Colorado State University reserves the right at any time, without notice, to change, modify, or cancel any course, program, procedure, policy, financial requirement, or disciplinary arrangement set forth in this catalog whenever, in its sole discretion, it determines such action to be appropriate. Furthermore, Colorado State will not be responsible for any failure to present or complete any course or program or to perform any other activity, function, or obligation mentioned in this catalog. Since changes may occur at any time, students must check the relevant website (as noted throughout various chapters in this catalog).**

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