

STUDENTS RIGHTS AND RESPONSIBILITIES

Code of Conduct

Casper College is dedicated to providing an academic environment that supports learning and the development of responsible personal and social conduct. Students are expected to treat others with civility, dignity, and respect and abide by all federal, state and local laws, and college policies, rules and regulations both on and off campus. Casper College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Student Code of Conduct is a means to communicate the goals of the college and maintain a healthy campus environment.

In addition to policies listed in the Casper College Policy Manual, Student Handbook, and all school, department, or program requirements, the Student Code of Conduct outlines student rights, responsibilities, and prohibited behaviors. This is not an exhaustive list but a general guideline. Students residing in campus housing are subject to the conduct standards described in the Residence Hall Handbook, Terms and Conditions for Occupancy, and other campus housing materials. Students participating in campus activities and college sports are subject to conduct standards set by the campus team/activity and regulations set by conference, regional and national organizations responsible for the sanctioning of the sport or activity. Students are responsible for becoming familiar with all conduct policies, rules and regulations specified in official college publications.

The college may discipline students who violate standards. Students have a right to due process to ensure sanctions are appropriate for the code violations, educational, corrective, and serve as a deterrent. Only the president can expel a student for code violations. Removal from college housing for conduct that endangered or has the potential to endanger the life or safety of any person, including the student, or resulted or may result in property damage is a reasonable safety response and not a disciplinary sanction for the purposes of this code.

Student Rights

Students have certain rights as long as they abide by all college policies and federal, state and local laws. As a Casper College student, you have a reasonable expectation to the following rights.

1. Freedom to pursue your educational goals. The college will provide appropriate learning opportunities through its curricula.
2. Due process, unless specifically stated in a policy.
3. Freedom to express ideas and thoughts, inquire, and assemble provided your actions do not interfere with the rights of others or effective operation of the college. The college retains the right to be informed about the scheduling of events to ensure events are orderly and conducted appropriately for an academic community.
4. Freedom from discrimination based upon race, color, national origin, age, marital status, sex, sexual orientation, gender identity and expression, disability, religion, genetic information, veteran status, or any other characteristic protected under applicable federal, state or local law.

5. Privacy of personal information. Student educational records are only released when there is a legitimate need or permission is granted. Student educational records include, but are not limited to, a) academic transcripts and grade records, b) disciplinary proceedings transcripts, c) medical condition and treatment records, d) counseling and psychiatric treatment records, e) financial aid data, and f) attendance records.
6. Academic professionalism and standards including:
 - a. Accurate information on course requirements through a written syllabus.
 - b. Protection against arbitrary or capricious evaluation.
 - c. Experience free and open discussion, inquiry and expression in the classroom and student/faculty conferences that are respectful, rational and germane to the issue at hand.
 - d. Experience competent instruction and academic advising.
 - e. Freedom to disagree, in a scholarly manner, with the data or views presented and reserve judgment on matters of opinion.
 - f. Protection against a faculty's unprofessional disclosure of your views, beliefs and political associations that may surface as a result of the faculty's teaching or advising. However, faculty have the right to contact college or off-campus officials if a student discloses information that indicates the student or others are in danger or engaging in or intend to engage in illegal activity.
 - g. Protection from sexual misconduct.

Student Responsibilities

Students are expected to adhere to the Student Code of Conduct and are subject to disciplinary action up to expulsion for code violations. There are two types of conduct violations: academic and general.

Student Code of Conduct for Academic Code Violations

Academic code violations focus on academic dishonesty, which includes but is not limited to, cheating; plagiarism; buying, selling, or stealing exams; substituting for another person; collusion when collaboration is not approved; knowingly furnishing false information; and copyright violations. All of the following examples are considered plagiarism:

1. Turning in someone else's work as your own
2. Copying words or ideas from someone else without giving them credit
3. Failing to put a quotation in quotation marks
4. Giving incorrect information about the source of a quotation or not accurately presenting quoted material

5. Changing words but copying the sentence structure of a source without giving credit
6. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
7. Unacknowledged use of materials prepared by another person or agency engaged in the selling of papers or other academic materials or materials found on the internet

Disciplinary Procedures for Academic Code Violations

The vice president for academic affairs is responsible for addressing academic code violations. Academic code violations can be addressed through a direct resolution, conference, or administrative review. In the case of a student taking a distance education class that does not live in the area, all meetings will be via phone or digital media.

Direct Resolution. Faculty who suspect academic dishonesty may address the violation directly. They work with the respective department head or program manager to gather evidence and provide documentation of the violation. The department head or program manager will verify with the office of the vice president for student services if the student has had previous academic code violations. If there have been previous violations, the matter immediately moves to a conference.

The faculty member provides the student with a written description of the code violation and notification of the date, time and location of a meeting to discuss the violation. The faculty member meets with the student, provides evidence, and may issue sanctions upon the student. If the student accepts the decision, the faculty member provides a written statement about the meeting and any sanction issued against the student to the dean, who forwards it to the office of academic affairs. If the student is not responsive to corrective action or the employee thinks the matter would be better addressed by a conference, the faculty member may refer the violation to his or her dean.

If the student fails to attend the meeting, the faculty member may review the documentation and make a decision regarding the violation. The faculty member issues any sanctions upon the student and provides a written statement about the violation and any sanctions issued to the office of academic affairs and to the student.

Students may appeal a code violation decision by requesting a conference. The student must submit a written request for a conference to the vice president for academic affairs within five business days of receipt of the decision.

Conference. The dean of the respective school meets with the student to discuss the violation and evidence from the faculty member and the student. If the dean finds the student has likely violated code, the dean will issue a written sanction to the student after reviewing any sanctions issued by the faculty.

If the student fails to attend the meeting, the dean may make a decision based on available evidence. The dean issues any sanctions and provides a written statement about the code violation and sanctions issued to the office of academic affairs and to the student.

Students may appeal the dean's decision by requesting an administrative review. Disagreement with the college's policies, procedures, regulations, or sanctions issued is not grounds for an administrative review. The student must submit a written request for an administrative review to the vice president for academic affairs within 10 business days of receipt of the decision.

Administrative Review. Students who wish to appeal a conference decision must submit a written request for an administrative review to the vice president for academic affairs within 10 business days of the conference decision. The vice president will review the case and issue a written decision to the student. The decision is final, except for suspensions or expulsions, which may be appealed through the student grievance process.

Academic Sanctions

Sanctions are penalties issued to students for student code of conduct violations. The sanctions issued depend on the nature and severity of the violation; student's disciplinary history, developmental needs, accountability, responsibility, and cooperation; interests of the college community and those affected by the violation; and other aggravating or mitigating factors. Students will receive more severe sanctions for repeat violations or if they are on probation. Students may not withdraw from a class to avoid repercussions of a sanction. A grade will be recorded for the class. The vice president for academic affairs may recommend expulsions to the president, who is the only person who can expel students from the college. Sanctions may include, but are not limited to the following:

1. Grade reduction for the assignment or exam
2. Failing grade for the assignment or exam
3. No credit for the assignment or exam
4. Grade reduction for the course
5. Failing grade for the course
6. Suspension from the program, fieldwork, clinicals, or academic endeavors. Must be approved by the dean.
7. Termination from the program. Must be approved by the dean.
8. Suspension from the college. Prohibited from enrolling in classes, attending or participating in college events, and/or being on campus for a defined period. Must be approved by the vice president for academic affairs and notification provided to the vice president for student services. Students may petition for readmission. Conditions for readmission may apply.
9. **Expulsion.** Permanent termination of student status with no opportunity to petition for readmission or the right to enroll. Only the college president can expel a student.

The person who issued the sanctions may modify or lift them if the student has complied with the conditions of the sanctions for a period, and if the issuer, after hearing from the faculty member, determines it would be beneficial to lift the sanctions. The faculty member may advocate for the continuation of any sanctions. Students who fail to comply may have their student accounts placed on hold, preventing them from enrolling in classes.

Student Code of Conduct

General Violations

General code violations focus on behavior. Students should not:

1. Disrupt or obstruct teaching, research, administration, disciplinary proceedings, or other college activities. Faculty have primary responsibility for managing the class environment. They are authorized to define, communicate, and enforce appropriate standards of behavior in class and other learning environments. In most cases, the initial response to disruptive classroom behavior is to ask the offender to refrain from the behavior or meet with the faculty during nonclass time to discuss the issue. Faculty may dismiss students from a class session if they fail to act accordingly or their behavior is disrupting learning.
2. Knowingly provide false information to a college official, including employees with the authority to issue instructions on behalf of the college. This includes the college president, vice presidents, associate vice presidents, deans, directors, department heads, security officers, and custodial staff.
3. Forge, alter, or misuse a document, record, or ID from Casper College, another institution of higher education, or a national, federal, state, or local entity with intent to defraud, or possession of such a document.
4. Tamper with the election of a recognized student organization.
5. Fail to comply with directions or behave disrespectfully towards college employees.
6. Behave in a disorderly manner; engage in disruptive activity that causes major interruption of normal business; or occupy or use an unauthorized common area, office, or private dwelling. Examples include unreasonable noise; public intoxication; loitering with intent to intimidate another; obstructing traffic or an entrance or exit of a room, building or area; using obscene or abusive language or gestures; verbal abuse amounting to more than mere disagreement; displaying a weapon; and peeping into occupied rooms.
7. Abuse, threaten, haze, harass, or coerce in a physical, psychological or verbal manner any college community member or visitor.
8. Commit sexual misconduct including assault or sexual harassment, domestic violence, dating violence, and stalking.
9. Participate in or incite a riot or unauthorized assembly.
10. Litter, steal, deface, destroy, seize, or damage college property or facilities.
11. Misuse or abuse college resources, including college computers, software and networks.
12. Refuse to leave college property or facilities when directed to do so by a college official.
13. Possess or use college keys, fobs or access codes without authorization.
14. Use, sell or possess alcohol on college property.
15. Gamble or hold a raffle or lottery on college property without prior approval.
16. Use, sell, possess, or distribute an illegal substance or sell or distribute a controlled substance in an illegal manner.
17. Possess a weapon on college property or at a college event outside of approved exceptions or exemptions per the policy manual.
18. Bring animals into college facilities except those animals serving the disabled or used for educational purposes.
19. Physically detain or restrain another person or remove a person from an area where he or she is authorized to be.
20. Discriminate toward an individual or group on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity and expression, disability, religion, genetic information, veteran status, or any other characteristic protected under applicable federal, state, or local law.
21. Willfully encourage others to commit an illegal act or violate student code.
22. Violate federal, state and local laws.
23. Violate published college policies, rules or regulations.
24. Violate college emergency and fire rules and regulations.
25. Abuse or demonstrate contempt of the college judicial system.

College Jurisdiction

The college has jurisdiction over conduct that occurs on college property or at college athletic events or other officially sponsored activity and may include off-campus conduct that endangers the health or safety or adversely affects the college community or the pursuit of its mission.

Interpretation and Revision

Refer questions of interpretation of the code to the associate vice president for student services, whose interpretation is final.

Complaint

Anyone may report a student or a student group or organization of a suspected code violation to the associate vice president for student services or the director of security.

Contempt or Abuse of the Judicial System

Students will be notified of complaints of merit filed against them. If a student refuses to cooperate with an investigation, the associate vice president for student services or the director of security will impose sanctions based upon the available evidence. Sanctions will stand if the student fails to appear at an appellate proceeding. Sanctions may be issued for attempting to intimidate, bribe, or influence witnesses, college personnel, or persons relevant to the proceedings; disrupting a proceeding; filing a complaint in bad faith; giving false evidence or testimony; or attempting to use the judicial system in a malicious way.

Disciplinary Procedures for General Code Violations

The associate vice president for student services is responsible for addressing general code violations. Violations of the law that occur off campus are the responsibility of civil authorities except when such actions affect the safety or security of the campus community or the pursuit of the college's mission. Disciplinary actions may occur prior to, simultaneously, or following legal proceedings. The college will cooperate with law enforcement and other authorities to enforce the law and adhere to the conditions imposed by the courts for the rehabilitation of student violators.

General code violations can be addressed through a direct resolution, conference, or administrative review. Refer sexual misconduct violations to the Title IX coordinator, which are addressed in the sexual misconduct policy. In situations that involve students taking distance education classes who do not live in the area, all meetings will be via phone or digital media.

Direct Resolution. Employees who suspect a code violation may address the violation directly. They will work with the associate vice president for student services to gather evidence and provide documentation of the code violation. The associate vice president will verify if the student has had previous code violations. If there have been previous code violations, the matter immediately moves to a conference.

The employee provides the student with a written description of the code violation and notification of the date, time and location of a meeting to discuss the violation. The employee meets with the student, provides evidence, and may issue sanctions upon the student. If the student accepts the decision, the employee provides a written statement about the meeting and any sanction issued against the student to the office of the vice president for student services. If the student is not responsive to corrective action or the employee thinks the matter would be better addressed by a conference, they may refer the violation to the associate vice president for student services.

If the student fails to attend the meeting, the employee may review the documentation and make a decision regarding the violation. The employee issues any sanctions upon the student and provides a written statement about the violation and any sanctions issued to the office of the vice president for student services and to the student.

Students may appeal a code violation decision by requesting an administrative review. The student must submit a written request for a conference to the vice president for student services within five business days of the decision.

Conference. The associate vice president for student services meets with the student to discuss the violation and evidence from the employee and the student. If the associate vice president finds that the student has likely violated code, the associate vice president will issue a written sanction to the student after reviewing any sanctions issued by the employee.

If the student fails to attend the meeting, the associate vice president may make a decision based on available evidence. The associate vice president issues any sanctions and provides a written statement about the code violation and sanctions issued to the office of the vice president for student services and to the student.

Students may appeal the associate vice president's decision by requesting an administrative review. Disagreement with the college's policies, procedures, or regulations or sanctions issued is not grounds for an administrative review. The student must submit a written request for an administrative review to the vice president for student services within 10 business days of the decision.

Administrative Review. Students who wish to appeal a conference decision must submit a written request for an administrative review to the vice president for student services within 10 business days from the conference decision. The vice president will review the case and issue a written decision to the student. The decision is final except for suspensions or expulsions, which may be appealed through the student grievance process.

General Sanctions

Sanctions are penalties issued to a student for student code of conduct violations. The sanctions issued depend on the nature and severity of the violation; student's disciplinary history and developmental needs; accountability, responsibility and cooperation taken by the student; interests of the college community and those affected by the violation; and other aggravating or mitigating factors. Students will receive more severe sanctions for repeat violations of the same code or if the student is on probation. Sanctions are provided to the student in writing. The vice president for student services may recommend expulsions to the president, who is the only person that can expel students from the college. Victims of sexual misconduct or a violent crime will receive written notification of any decisions made regarding the violation and sanctions issued.

The person who issued the sanctions may modify or lift them if the student has complied with the conditions of the sanctions for a period, and if the issuer, after hearing from the student, witnesses, victims, and anyone who may wish to advocate for the continuation of a sanction, determines it would be beneficial to lift the sanctions. Students who fail to comply may have their student accounts placed on hold, preventing them from enrolling in classes.

Sanctions may include, but are not limited to the following:

1. **Warning.** An oral or written notice that a violation has occurred and should not be repeated.

2. **Probation.** A designated period during which the occurrence of another code violation may result in suspension.
3. **Housing Probation.** A designated period during which the occurrence of another code violation may result in suspension or removal from residential housing.
4. **Restriction of Privileges.** Denial of specified privileges, such as attendance at events or activities, for a designated period.
5. **Restitution.** Repayment to the college or individuals for any loss or damages resulting from a code violation.
6. **Community Service.** Unpaid work performed at a preapproved organization to benefit the college or community. Community service may be assigned on or off campus.
7. **Education.** Attendance of a class or seminar related to the code violated. For example, alcohol or drug assessment, domestic violence awareness, anger management, or interpersonal skill development. The student is responsible for any costs.
8. **Fine.** A monetary penalty.
9. **Suspension from the college.** Prohibited from enrolling in classes, attending or participating in college events, and/or being on campus for a defined period. Suspensions must be approved by the vice president for student services and notification provided to the vice president for academic affairs. Students may petition for readmission. Conditions for readmission may apply.
10. **Housing Suspension.** Prohibited from living in residential housing for a defined period, after which the student may petition for readmission. Conditions for readmission may apply.
11. **Housing Removal.** A permanent ban from residential housing to ensure the safety of individuals, the community, or the removed student, or to protect institutional or private property from damage. The associate vice president for student services must approve housing removals. This sanction is not considered a disciplinary sanction and is not subject to review or appeal.
12. **Expulsion.** Permanent termination of student status with no opportunity to petition for readmission or the right to enroll. Only the college president can expel a student.
13. **Deactivation.** Termination as a college recognized organization.

Interim Sanctions

In cases of severe misconduct, a student may be removed immediately from the college, or part of the college. Removed students retain their appellate rights. The vice president for student services will be notified immediately of the removal of a student. The vice president will review the evidence that led to the student's removal, and, if there are grounds for an appeal, notify the student of hearing dates, times, locations, and the conditions under which the student will be allowed to return to campus for the hearing.

Student Grievances

Students who believe the college or its employees have treated them unfairly or inequitably may seek resolution through the student grievance policy. The full policy and procedures are available in the Casper College Policy Manual. The vice president for student services is available to review the policy with students. Students may not grieve college policies, procedures, regulations, or sanctions issued for code of conduct violations.

Grievances may be addressed through an informal resolution, formal resolution, or grievance hearing. Sexual misconduct violations are referred to the Title IX coordinator and addressed in the sexual misconduct policy. In situations that involve students taking distance education classes who do not live in the area, all meetings will be via phone or digital media.

Informal Resolution

Students are encouraged to first attempt to resolve a grievance prior to initiating a formal grievance. Issues, concerns and conflicts can be addressed more quickly by directly working with the person(s) involved. For academic matters, students should first contact their faculty. If a satisfactory resolution is not found, students may seek resolution by following the chain of command and contact, in order, the department head or program director, dean, and vice president for academic affairs. Students uncertain as to whom to contact or how to begin resolution may seek advice from their academic advisor, Student Success Center personnel, or the vice president for student services.

Formal Resolution

Students who wish to have a formal resolution must submit a completed Student Grievance Filing Form to the associate vice president for student services no later than 20 business days after becoming aware of the event(s) that led to the grievance. The associate vice president for student services will turn the complaint over to the vice president for academic affairs if it involves an academic matter. The appropriate vice president will review the Student Grievance Filing Form and may dismiss the complaint or, if the matter has merit, meet with the involved parties to seek resolution. If the parties reach a resolution, the vice president will issue a written agreement. If not, the vice president will issue a letter stating that no agreement was reached and the student may request a grievance hearing.

Grievance Hearing

Students who wish to have a grievance hearing, must submit a request for a hearing to the associate vice president for student services within five business days of the notice of failure to reach a formal resolution. A five-person panel will hear testimony, question witnesses, and review evidence for eligible cases. The panel's decision is final. A grievance filling form can be found at caspercollege.edu/sites/default/files/documents/students/cc-student-grievance-form.pdf.