

Aims Community College Procedures
Student Engagement, Inclusion, and Success
Student Code of Conduct

Purpose: Aims Community College (“College”) is committed to the highest standards of respect, academic excellence, integrity, and civil discourse. Students, faculty, staff, administration, and visitors have a right to a safe environment that is free of disruption. Students are responsible for cultivating an environment of civility and mutual respect and for conducting themselves in a manner consistent with the College's standards of student conduct, other College policies and regulations, standards of conduct set forth in course syllabi and program handbooks as well as all applicable federal, state or local laws, rules, regulations, ordinances or policies.

The Student Code of Conduct will be reviewed annually.

Jurisdiction: The Student Code of Conduct and other applicable College policies apply to conduct that occurs on campus, in distant/online or concurrent enrollment courses and events, at clinical internship/externship sites, and at events or activities associated with or sponsored by any organization affiliated with the College either formally or informally, or off-campus.

Misconduct: Student misconduct is any unacceptable or improper behavior listed in the Student Code of Conduct or published College policy or regulation. Student misconduct includes, but is not limited to the following categories:

1. Dishonesty

- a. **Cheating.** Copying or attempting to copy the academic work of another student or entity (including but not limited to quizzes, examinations, assessment tests, and assignments); claiming credit for another’s work contrary to instructor/department instructions; using or attempting to use unauthorized materials, information, notes, study aids, or other devices for an academic examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic examination or exercise.
- b. **Fabrication or Falsification.** Fabricating, forging, altering or falsifying any information, College document, assignment, record, or instrument of identification, including but not limited to parking permits, transcripts, College applications, student IDs, coursework, registration forms, or insurance forms. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information. The use of artificial intelligence to generate

any form of academic work for any class assignment, unless said use is expressly sanctioned in writing by the instructor, is forbidden.

- c. **Plagiarism.** Use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials prepared by another person; or use of an agency engaged in the selling of term papers or other academic materials.
- d. **Complicity in Academic Dishonesty.** Participating in any behavior that could be considered fraudulent, including receiving or attempting to receive payment, services, or academic credit under false pretenses.
- e. **Falsifying Grade Reports.** Changing, destroying, or attempting to change or destroy grades, scores, or markings on an examination or in an instructor's or the College's records.
- f. **Lying.** Knowingly furnishing false information to any College official, instructor, or department.
- g. **Other.** Additional standards of conduct relating to academic honesty specified in writing by an academic division or department and/or an individual instructor for a particular course.

2. Disruption or Obstruction of College Operations, Activities, or Functions

- a. Causing, leading, or inciting others to materially and substantially disrupt scheduled activities at any location on the College campuses.
- b. Causing a substantial disruption or obstruction of teaching, research, administration, or other College activities including its public service functions on or off campus or other authorized activities on campus.
Examples of disruptive behavior include but are not limited to:
 - i. Persistent arguing;
 - ii. Monopolizing conversation during class;
 - iii. Frustrating efforts of College employees to maintain control of the College environment;
 - iv. Violating College conduct provisions;
 - v. Verbally abusing and/or threatening another student or College official;
 - vi. Texting, emailing, talking on the phone, phones ringing during class;
 - vii. Leaving early and arriving late to class;
 - viii. Talking with others during lecture or discussions during class;
 - ix. Working on other class work during class;
 - x. Reading unrelated materials, listening to music during class, or viewing internet pages unrelated to instruction while in the classroom or virtual instruction environment;
 - xi. Rude and/or disrespectful behavior;
 - xii. Name-calling; or
 - xiii. Any other behavior deemed to be disruptive to the College or instructional area.
- c. Causing a material or substantial disruption of any activity or event sponsored by the College or an organization on campus, off campus, or in the virtual environment.

- d. Obstructing the ingress to or egress from any College building or facility.
- e. Obstructing the free flow of pedestrian or vehicular traffic on campus.
- f. Obstructing or failing to comply with the directions of a security official, firefighter, or College official in the performance of their duties on any of the College's campuses, or at any activity or event sponsored by the College, or at an organization of the College.
- g. Failing to comply with health guidelines as directed by the College, public health officials, or ordinance of a municipality or county or any Executive Order of the President of the United States or Governor of the State of Colorado.
- h. Using obscene language in the classroom or other campus learning environments, or directing obscene language to any College official.

3. Misuse, Abuse, or Theft of Property

- a. Unauthorized occupation, use of, or entry into any College building or facility, including both indoor and outdoor facilities.
- b. Destroying, defacing, stealing, or making inaccessible library or other College-owned resource material or equipment.
- c. Borrowing, lending, or improperly possessing any College instrument of identification.
- d. The use of College computing resources for any purpose other than the purposes for which they are intended is an act of misconduct.
The following misuses of computers are considered misconduct:
 - i. Disrupting the intended use of computers or computer networks.
 - ii. Damaging or destroying computer equipment or computer-based information.
 - iii. Using a computer for unauthorized personal and business purposes.
 - iv. Violating copyright laws or license restrictions with respect to the copying or use of computer programs, data, material, or information.
 - v. Unauthorized use of another person's identification or password.
 - vi. Unlawful or unauthorized access to or use of computers, computer networks and computer data, programs, materials, or information.
 - vii. Attempting to create, alter, or delete records on computer files without authorization.
 - viii. Exhibiting obscene pictures, language, or literature on College computers, on video gaming stations, or in print.
 - ix. Attempting to influence College personnel to engage in any of the above listed acts.
 - x. Use of any computing facility, College network, or resources to send obscene or inappropriate messages.
- e. Unauthorized use of College property, facilities, equipment, or materials.
- f. Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any College facility or lock.

- g. Traffic violations on campus, including reckless endangerment, careless driving, speeding, or operating any vehicle while intoxicated.
- h. Taking or damaging the property of other students, College officials, or members of the College community.

4. Drugs, Alcohol, and Tobacco

- a. Students are prohibited from selling, representing they are selling, dispensing, or representing that they are dispensing, possessing, distributing, using, abusing, or being under the influence of alcohol, marijuana, or any other controlled substance (as defined in the Colorado Criminal Code), while on campus or at a College-sponsored event, whether or not on campus.
- b. The use or possession of marijuana, including medical marijuana, is prohibited on College premises. Notwithstanding Amendment 64 of the Colorado Constitution, which authorizes individuals over the age of twenty-one to recreationally use marijuana, the Drug-Free Schools and Communities Act prohibits marijuana use by students.
- c. The use of all tobacco products is prohibited in all buildings owned and operated by the College. This includes smoking/vaping cigarettes, electronic cigarettes, cigars, pipes, hookahs, or any other smoking product as well as dip, chew, snuff, snus, and any other smokeless tobacco product. Tobacco use is prohibited on walkways and within 15 feet of building entrances per College Procedure.
- d. The use of a prescription medication other than by the person to whom it is prescribed and in accordance with the prescription is prohibited.
- e. Misuse of legal substances including use of general products as intoxicants or “means to get high”; and inhaling or ingesting a substance (including but not limited to nitrous oxide, glue, paint, gasoline, solvent, etc.) other than in connection with its intended purpose is prohibited.

5. Discrimination or Harassment

The College prohibits discrimination and harassment in its treatment, access to, admissions to, or employment in the administration of its educational programs, admissions policies, scholarship and loan programs, athletics programs, employment, or in any other College programs or activities on the basis of an individual’s protected characteristics. (See College Policy 509)

- a. Discrimination is any conduct that treats a person or group unfavorably or differently because of that person’s (or group’s) age, race, color, religion, sex, gender identity, gender expression, sexual orientation, national origin, disability, genetic information, marital status, veteran status, or other legally protected status.
- b. Harassment is verbal or physical conduct that is unwelcome and so severe or pervasive to create a work or educational environment under both an objective (e.g., a reasonable person’s view) and subjective (e.g., from the viewpoint of the subject of the alleged conduct) standard that it has the purpose or effect of

unreasonably interfering with a person's (or group's) academic or work performance or creating an intimidating, hostile, or offensive educational or working environment, otherwise known as a "hostile environment".

Harassment may be a form of discrimination when it targets a person (or group of persons) on the basis of that person's (or group's) age, race, color, religion, sex, gender identity, gender expression, sexual orientation, national origin, disability, genetic information, marital status, veteran status, or other legally protected status.

6. Abusive Conduct

Engaging or attempting to engage in any written, verbal, graphic, electronic, or physical conduct directed toward an individual that a reasonable person would believe is likely to cause physical harm, intimidation of another, or substantial emotional distress and thereby adversely affects an individual's ability to benefit from the College's education program or activities. Examples of such prohibited conduct include but are not limited to:

- a. Bullying, which is defined as severe, aggressive behavior likely to intimidate or intentionally harm, control, or diminish another person physically or mentally and includes cyberbullying, which occurs when an individual is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person using the Internet, interactive and digital technology, or mobile phone.
- b. Stalking, which is defined as a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to fear for their safety or to suffer substantial emotional distress. Stalking may take many forms including where the individual directly/indirectly or through third parties by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- c. Retaliation, which occurs when an adverse action is taken against a person because of the person's participation or perceived participation in a complaint or investigation of a code of conduct violation. Retaliation includes acts to intimidate, threaten, or coerce or discriminate against an individual for the purpose of interfering with any right or privilege provided by any applicable policies or procedures.
- d. Carrying, bringing, using or possessing any dangerous weapon on campus or at any College sponsored activity or event subject to Colorado law. A dangerous weapon is defined as a firearm, whether loaded or unloaded, or a firearm facsimile; any pellet or BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; explosives or dangerous chemicals, a fixed blade knife or a spring loaded knife or pocket knife with a blade longer than three and one-half inches; or any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or bodily injury.

- e. Participating in, making claims of, or claiming responsibility for terrorist activity (such as threats of bombs, biological weapons, et.al.), whether in fact or as a hoax.
- f. Making a false accusation of criminal activity against a College official to law enforcement or to the College.

7. Sexual Misconduct

- a. Any sexual misconduct which includes the following:
 - i. **Non-Consensual Sexual Contact.** Any intentional sexual touching however slight with any object by a person upon another person that is without consent and/or by force.
 - ii. **Non-Consensual Sexual Intercourse.** Any sexual intercourse however slight with any object by a person upon another person that is without consent and/or by force.
 - iii. **Sexual Assault.** Any sexual contact or penetration (anal, oral or vaginal) with any body part or object of another person without their active consent or when a person is incapable of giving active consent.
 - iv. **Sexual Exploitation.** Violating the sexual privacy of another or taking unjust or sexual advantage of another without consent and when such behavior does not otherwise constitute sexual assault.
 - v. **Sexual Harassment.** Unwelcome conduct on the basis of sex, gender identity, or sexual orientation determined by a reasonable person to be so severe, pervasive, or objectively offensive that it effectively denies a person equal access to the College's education program or activity. For more information please review the College's Title IX Sexual Misconduct Policy and Procedure.
 - vi. **Domestic Violence.** Violence which includes any act or threatened act of violence upon a person with whom the student is involved or has been involved in an intimate relationship, a former spouse of the student, an individual who is cohabitating or previously cohabitated with the student or an individual similarly situated to a spouse of the other party (also known as common law marriage).
 - vii. **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to the violence. The existence of such a relationship shall be determined based on the parties' statements and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

8. Abuse of the Disciplinary Process

- a. Failing to obey the summons of a College official.
- b. Falsifying, distorting, or misrepresenting information to a College official before or during the disciplinary process.

- c. Disrupting or interfering with the orderly conduct of a disciplinary proceeding.
- d. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
- e. Attempting to influence the impartiality of a member of a disciplinary proceeding.
- f. Harassing (verbal or physical) and/or intimidating a member of a disciplinary proceeding.
- g. Failing to comply with the sanction(s) imposed under the disciplinary process.
- h. Influencing or attempting to influence another person to commit an abuse of the disciplinary process.

9. Social Media

Students who self-identify or who are identified as students of the College on social media sites must understand that any content made public is expected to follow reasonable behavior and comply with federal, state and local laws, rules, regulations, ordinances or policies, the student program handbooks, the Student Code of Conduct, and other College policies. Any such violation will result in additional disciplinary action, up to and potentially including expulsion from the College. Students are responsible for the content they post on social media sites.

10. Other Unlawful Acts of Misconduct

Any act that occurs on any of the College campuses or at any activity or event sponsored by the College that is in violation of any other College policy, program handbook, standard, or regulation prescribing a standard of student conduct or any federal, state, or local law, rules, regulations, ordinances or policies.

Definitions:

1. **Campus.** All land, buildings, and facilities owned, used or controlled by the College including all streets, alleys, sidewalks, and public ways abutting any property owned, used or controlled by the College.
2. **College.** Aims Community College including satellite campuses, outreach locations, and online programs.
3. **College Community.** All students, employees, and/or visitors of the College.
4. **College Official.** Any faculty, administrators or staff employed by the College.
5. **Consent.** Affirmative, conscious, and voluntary permission to engage in agreed-upon forms of sexual activity or contact. A person cannot give consent if said person is under the age of consent for sexual contact, developmentally or intellectually disabled, or mentally incapacitated, or physically helpless. Lack of protest or resistance cannot be interpreted as consent. Silence cannot be interpreted as consent. Consent must be ongoing throughout any sexual activity or contact and can be revoked at any time. The existence of a dating relationship, domestic partnership, or marriage between the persons involved or the existence of past sexual relations between the persons involved, is never by itself an indicator of consent.

6. **Dean of Students.** The individual responsible for the administration and facilitation of the student conduct process.
7. **Instructional Area.** Any class, lab, instructor office, virtual or remote instructional environment, or other area designated for instruction.
8. **Organization.** Any student group recognized by the College pursuant to any relevant policy of the College. The term organization will also include any student organization established by or other organization whose presence on campus is approved by an academic or administrative unit of the College.
9. **Student.** Any person who is applying for admission or has been admitted but not yet enrolled in courses, who is enrolled for a full-time or part-time course load, or who is pursuing undergraduate, professional, developmental, or personal enrichment programs of study. A person who is not officially enrolled for a particular term but who has a continuing relationship with the College, such as completion of academic work from a prior term, or an individual who was a student, as defined herein, at the time of an alleged misconduct will be considered a student for the purpose of this Student Code of Conduct and Disciplinary Procedure. Wherever the word "student" is used in this procedure, it may also mean more than one student, a student organization, or representatives of a student organization.

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Responsible Administrator: Vice President for Student Engagement, Inclusion, and Success

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