

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

Purpose: Aims Community College is committed to the highest standards of respect for self and others, academic excellence, integrity, and civil discourse. Students, faculty, staff, administration, and guests have a right to a safe environment—free of disturbance. All are responsible for cultivating an environment of civility and mutual respect.

Students at Aims Community College are members of both the College community and the larger communities of which the College is a part and as such are entitled to all the rights and protections enjoyed by members of the larger community. At the same time, admission to Aims Community College carries special privileges and imposes responsibilities apart from those rights and duties enjoyed by non-students. As members of the larger community and members of the College community, Aims Community College students have the responsibility to conduct themselves in a lawful manner and in compliance with the College's standards of student conduct, other published College policies and regulations, and standards of conduct set forth in course syllabi and program handbooks.

The Student Code of Conduct will be reviewed annually.

A. Definitions:

1. **Campus.** All land, buildings, and facilities owned by, used, or controlled by Aims Community College including all streets, alleys, sidewalks, and public ways abutting any land of the College.
2. **College.** Aims Community College including satellite campuses and outreach locations.
3. **College Community.** Members of the College community are any student, employee, and/or guest of the College.
4. **Consent.** An affirmative, conscious, and voluntary agreement to engage in agreed-upon forms of sexual 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 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.
5. **Dangerous Weapon.** 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 with a blade that measures more than three inches in length 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.

6. **Drug or Controlled Substance.** Any controlled substance as defined in the Colorado Criminal Code.
7. **Instructional Area.** Any class, lab, faculty office, virtual instructional environment, or other area designated for instruction.
8. **Misconduct.** Any unacceptable or improper behavior listed in the Student Code of Conduct or published College policy or regulation.
9. **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.
10. **Student.** Any person taking courses on the campuses of Aims Community College. This includes persons who are applying for admission or have been admitted but not yet enrolled in courses, persons who enroll for a full-time or part-time course load, and persons who are 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 Procedures. Wherever the word "student" is used in this document, it may also mean more than one student, a student organization, or representatives of a student organization.
11. **Unlawful** Conduct in violation of any ordinance of a municipality or county or in violation of any law or regulation of the United States or the State of Colorado.

B. Jurisdiction of Student Code of Conduct

The Aims Student Code of Conduct will apply to conduct that occurs on Aims Community College premises, at College sponsored activities, in distant/online or concurrent enrollment courses and events, at clinical internship/externship sites, and to off campus conduct that affects the Aims community and/or the pursuit of its objectives. The Dean of Students or his/her designee will decide whether the Student Code of Conduct will be applied to conduct occurring off campus, on a case-by-case basis in his/her sole discretion.

C. Misconduct

Student misconduct includes, but is not limited to the following:

1. **Conduct Relating to Acts of Dishonesty**
 - a. **Cheating.** Copying or attempting to copy the academic work of another student (including but not limited to quizzes, examinations, assessment tests, and assignments); 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 or falsifying any information, College document, record, or instrument of identification. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.
- 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.** Helping or attempting to help another student to commit an act of academic dishonesty.
- 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.** Furnishing false information to any College official, faculty member, or office.
- g. **Other.** Additional standards of conduct relating to academic honesty specified in writing by an academic division or department and/or an individual faculty member for a particular course.

2. **Conduct Causing Disruption or Obstruction of College Operations, Activities, or Functions**

- a. Leading or inciting others to materially and substantially disrupt scheduled activities at any location on the College campuses.
- b. 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 staff to maintain control of the College environment;
 - iv. Violating College conduct provisions;
 - v. Verbally abusing and/or threatening anyone;
 - vi. Texting, email, 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 the newspaper and/or listening to music during class;
 - xi. Rude and/or disrespectful behavior;
 - xii. Name-calling;
 - xiii. Any other behavior deemed to be disruptive to the College or classroom.
- c. Material or substantial disruption of any activity or event sponsored by the College or an organization either on or off campus.
- d. Obstruction of ingress to or egress from any College building or facility.
- e. Obstruction of 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 his or her duties on the Aims

Community College campuses, or at any activity or event sponsored by the College, or at an organization of the College.

- g. Using obscene language in the classroom or directed to any College employee.
- h. Bringing children under the age of 18 to the campus except for single day/evening emergencies or very brief convenience visits is prohibited. Children may not enter shops, labs, or other hazardous areas (Refer to College Procedure 3-600A).

3. **Conduct Related to College Property or Property of Members of the College Community**

- 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. Forging, altering, or otherwise falsifying any College document, record, or any instrument of identification, including but not limited to parking permits, transcripts, College applications, student IDs, registration forms, or insurance forms.
- d. Borrowing, lending, or improperly possessing any College instrument of identification.
- e. 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 or literature on College computers 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.
- f. Unauthorized use of College property, facilities, equipment, or materials.
- g. Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any College facility or lock.
- h. Traffic violations on campus, including reckless endangerment, careless driving, speeding, or operating any vehicle while intoxicated.
- i. Taking or damaging the property of other students, College employees, or members of the College community.

4. **Conduct Involving the Use of a Controlled Substance, Alcohol, or 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 while on campus or at a College-sponsored event, whether or not on campus.
- b. The use of all tobacco products is prohibited in all buildings owned and operated by the College. This includes smoking/vaping using 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 3-725A.
- c. The use or possession of marijuana including medical marijuana used or possessed under Colorado Constitution Article 18, Section 14 is strictly prohibited on all College property. In addition, the state constitutional amendment authorizing individuals over the age of 21 to recreationally use marijuana (“Amendment 64”) does not change this prohibition or authorize a student to use marijuana. Federal law, including the Drug Free Schools Act, prohibits the presence or use of drugs, including marijuana. Thus marijuana use or possession, even if in compliance with Amendment 64, is prohibited on campus.
- 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. **Conduct Causing or Threatening Harm or Injury to Other Persons**

- a. Engaging or attempting to engage in any act for the purpose of injuring, threatening to injure, or unreasonably alarming a member of the College including but not limited to physical abuse, verbal abuse, threats, intimidation, harassment, or coercion.
- b. Engaging in or attempting to engage in any act for the purpose of unreasonably interfering with the work, education, or the environment or activities surrounding the work or education of any member of the campus community.
- c. Using obscene language to verbally abuse any member of the campus community.
- d. Any disparaging comment, epithet, slur, insult, derogatory opinion, or other expressive behavior concerning age, race, color, religion, sex, gender identity and/or gender expression, sexual orientation, national origin, political affiliation, disability, veteran status, or any other personal characteristic of an individual or group in such a manner as to exhibit a pattern of abuse, to create a hostile environment, or to provoke a violent reaction or a perception of threat directed toward any member of the College community.
- e. Conduct which is disorderly, lewd or indecent.
- f. Stalking, defined as a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to fear for her/his 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.
- g. Bullying, defined as severe, aggressive behavior likely to intimidate or intentionally harm, control, or diminish another person physically or mentally.
 - h. Cyberbullying 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.
 - i. Carrying, bringing, using or possessing any dangerous weapon (as defined in this procedure under A5) on campus or at any College sponsored activity subject to Colorado State Law.
 - j. 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.

6. 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 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.
 - iv. **Sexual Harassment.** Unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the College's educational programs and/or activities and may be based on power differential (including but not limited to quid pro quo), the creation of a hostile environment, and/or retaliation. Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors, touching of a sexual nature, making sexual comments, jokes, gestures, writing graffiti, displaying or distributing sexually explicit drawings, pictures, or written materials, calling others sexually charged names, spreading sexual rumors, rating others on sexual activity or performance, or circulating, showing, or creating emails or websites of a sexual nature.
 - a. **Quid Pro Quo.** Sexual harassment by a person having power or authority over another when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating, evaluating, or providing a benefit to an individual's educational performance.
 - b. **Hostile Environment.** Created when sexual harassment is severe, persistent, or pervasive and objectively offensive such that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the Colleges' education programs.
- b. Intimate partner violence which includes the following:

- i. **Domestic Violence.** Domestic violence is violence or a threatened act of violence committed by a person who is or has been involved in an intimate relationship with the person subjected to the violence.
- ii. **Dating Violence.** Dating violence is 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.

7. Service Animals

Service animals, as defined in College Procedure 5-1400B, may be asked to leave the Aims Community College campus if the animal is out of control and the animal's handler does not take effective action to control it; or the animal is not housebroken.

8. Conduct Causing an Abuse of the Disciplinary Process

- a. Failure to obey the summons of a College official.
- b. Falsification, distortion, or misrepresentation of information to a College official before or during the disciplinary process.
- c. Disruption or interference 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. Harassment (verbal or physical) and/or intimidation of a member of a disciplinary proceeding.
- g. Failure 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 Aims Community College students on social media sites must understand that any content made public is expected to follow reasonable behavior and comply with Colorado Revised Statutes, federal laws, student program handbooks, the Student Code of Conduct, and other Aims Community College policies. Any such violation will result in additional disciplinary action, up to and potentially including expulsion from the College.

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 ordinance of a municipality or county or any law or regulation of the United States or the State of Colorado.

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