



## **Student Code of Conduct**

This Student Code of Conduct has been approved by the College of Southern Idaho Board of Trustees. The statutory authority and the enumerated general powers and duties of the Board of Trustees of a junior (community) college district are established in Sections 33-2101, 33-2103 to 33-2115, Idaho Code.

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## Definitions

1. The term “College” and “institution” mean the College of Southern Idaho (CSI).
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, as well as those participating in all outreach programs, off-campus programs, and such other activities as may be sponsored by the College. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are persons who are living in College residence halls, whether or not enrolled at the College. This Student Code of Conduct applies at all locations of the College.
3. The term “faculty” means any person employed by the College to conduct classroom or teaching activities (including labs, clinicals, tutoring, etc.) or who is otherwise considered by the College to be a member of its faculty.
4. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Dean of Students.
6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, rented, leased, controlled or supervised by the College (including adjacent streets and sidewalks).
7. “College-sponsored activity” means any activity on or off-campus that is initiated, aided, authorized, or supervised by the College.

10. The term “Student Conduct Administrator” means a College official or agent authorized by the College to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. The Dean of Students is that person designated by the Vice President of Student Services to serve as the Student Conduct Administrator and be responsible for the administration of the Student Code of Conduct, except that another person may be authorized for the purpose of the College’s grievance process for sexual harassment complaints under Title IX.
11. The term “policy” means the written regulations of the College applicable to students published in print or electronically on the College website, including but not limited to, the Student Code of Conduct, CSI Civil Rights Policy, Drug-Free and Alcohol-Free Campus Policy, Smoke-Free Campus Policy, Residence Hall Handbook, Computer Use Policy, and Copyright and Intellectual Property Policy.
12. The term "complaint" means a signed written statement, alleging a violation of the Student Code of Conduct or other published College policy or rule applicable to students, submitted to the Student Conduct Administrator or the Vice President of Student Services. Information submitted by other means will be reviewed and may, at the College's discretion, be acted upon but will not be treated as a formal complaint.
13. The term “complainant” means any person who submits a charge alleging that a student violated the Student Code of Conduct or other published College policy or rule applicable to students. When a student believes that he/she has been a victim of another student’s misconduct, the student who believes he/she has been a victim will have the same rights under this Student Code of Conduct as are provided to the complainant, even if another member of the College community submitted the charge itself. However, only a person who is alleged to be the victim of misconduct that is considered sexual harassment under Title IX will be considered the Complainant for purposes of the College’s Title IX grievance process.
14. The term “accused student” or “Respondent” means any student accused of violating the Student Code of Conduct or other published College policy or rule applicable to students.
15. The term “offender” means any student found to have violated the Student Code of Conduct or other published College policy or rule applicable to students. 7

16. The term “Advisor” can include any faculty/staff employed by CSI, legal aid representative, family member or personal associate that was not present or directly involved in the incident, except that for purposes of allegations of sexual assault, domestic violence, dating violence, and stalking an advisor may be anyone of the Respondent’s choosing.
  
17. “Preponderance of Evidence” is the standard of evidence the College of Southern Idaho uses in college disciplinary proceedings. This standard of evidence asks decision-makers to consider whether it is more likely than not that a violation of policy occurred. This standard is lower than “beyond a reasonable doubt” which is typically seen in criminal systems.

## Introduction

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- D. The responsibility to recognize that their actions reflect upon the entire College community.
- E. The obligation to respect the rights and property of others, including other students, faculty, staff, administration, and the College. The obligation to refrain from conduct that violates or adversely affects the rights of other members of the College community and/or the institution.
- F. The responsibility to provide proper identification upon request from College officials.
- G. The responsibility to cooperate with College officials in the performance of their duties.
- H. The responsibility to ensure that the conduct of persons who come to visit them at the College complies with the rules and regulations of the College.

### **Applicability and Jurisdiction**

The Student Code of Conduct and the student conduct process apply to the conduct of individual students and student organizations. The Student Code of Conduct shall apply to conduct that occurs on College premises, at College-sponsored activities, and may also apply to off-campus conduct when the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any action that constitutes a criminal offense as defined by federal or state law;
- Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder;
- Any situation that is detrimental to the educational interests of the College.

The President of the College and/or designee(s) shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

Additionally:

The Student Code of Conduct applies to conduct from the time of application for admission through the actual awarding of a degree/certificate, transfer to another school, or withdrawal/discontinuing attendance, even though conduct may occur before classes begin or after classes end, during intra-semester breaks and between semesters, as well as during the academic year and during periods between terms of actual enrollment.

The Student Code of Conduct shall apply even if the student withdraws from the College while a disciplinary matter is pending.

The Student Code of Conduct applies to misconduct that occurs prior to, but is not reported until after the offending student graduated, transferred or stopped attending.

The Student Code of Conduct applies to guests of College community members, whose hosts may be held accountable for the misconduct of their guests.

- Visitors to and guests of the College of Southern Idaho are also protected by the Student Code of Conduct and may initiate grievances for violations of the Student Code of Conduct committed by members of the College community against them.

Those who are aware of misconduct are encouraged to report it as quickly as possible to the Dean of Students and can be done so using the Incident Reporting Form found here <https://cm.maxient.com/reportingform.php?CollegeofSouthernID>.

### **Violations**

While it is not possible to define each instance of misconduct, the following examples are intended to convey offenses which might result in student conduct action - any student found to have committed the following misconduct may be subject to disciplinary sanctions outlined in the Student Code of Conduct:

1. **Academic Integrity** - CSI students, faculty, staff, and administration are expected to be honest in all aspects of their college education and employment. All student work is evaluated with the assumption that the work presented is the individual's own. All work submitted is to be a representation of an individual's own ideas, concepts, and understanding.
  - a. Academic Dishonesty - is any form of behavior which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.
    - i. Cheating - using or attempting to use unauthorized materials, information, or study aids in any academic exercise including all forms of work submitted for credit or hours.

- ii. Fabrication - unauthorized falsification or invention of any information or citation in an academic exercise.
- iii. Plagiarism - the adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgment.
- iv. Unauthorized Collaboration - sharing information or working together in an academic exercise when the course faculty member does not approve of such actions.
- v. Facilitating Academic Dishonesty - helping or attempting to help another to violate a provision of the academic dishonesty and misconduct policy listed above.
- vi. Interference with Others' Learning – abuse, theft, or vandalism of shared or communal learning resources, including digital resources.

*(This list is not meant to be exhaustive of all acts of academic dishonesty, but is a guide to help faculty members and students understand what constitutes academic dishonesty.)*

Note:

*Academic Integrity It is very important that students become familiar with academic integrity policies and procedures. Academic dishonesty/misconduct incidents and violations of other academic policies and procedures are handled through the Office of Instruction. For more information visit:*

*<https://quondam.csi.edu/studentHandbook/academicIntegrity.asp>*

2. **Parking and Traffic Regulations** - The maximum speed on campus is 20 MPH. Stop signs at main entrances to the campus upon exit must be obeyed. Each vehicle is required to come to a complete stop. In no case will exiting vehicles straddle two lanes. **Pedestrians always have the right-of-way.** For more information please contact the Security Office at 208-732-6605 or e-mail security@csi.edu.

*CSI Parking and Traffic Regulations- Parking and traffic incidents and violations are generally handled through Campus Security.*

3. **Obstruction/Disruption** – Unduly disruption, interference with, or obstruction of the mission and/or orderly processes, procedures, or functions of the College. Behavior that is disorderly, unduly disruptive, disturbs the peace, impedes any College official in the lawful performance of his/her duties, or impedes a student in the lawful pursuit of his/her educational activities. Use of restraint, abduction, coercion, physical or verbal abuse, harassment, or intimidation, or when force and violence are present or threatened. Willfully denying the lawful freedom of movement of students, College officials, employees, and visitors on College premises. Participating in a demonstration, riot or activity that unduly disrupts the normal operations of the College and/or infringes on the rights of other students.

grabbing, inappropriate behavior, or making explicit or implied threats or promises in return for submission to physical acts.

3. *Visual Forms of Harassment* -- Includes, but is not limited to derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, emails, notes, bulletins, drawings or pictures. This applies to both posted material and material maintained in or on College equipment or personal property in the workplace.

- ii. Drug Free and Alcohol Free Campus Policy

- b. Smoking is prohibited in all CSI-owned or leased vehicles.
- c. The sale of tobacco products on campus is prohibited.
- d. The free distribution of tobacco products on campus is prohibited.
- e. Campus organizations are prohibited from accepting money or gifts from tobacco companies.
- f. Tobacco advertisements are prohibited in college-sponsored publications.

iv. Firearms, Explosives, and Weapons Policy

1. The possession, wearing, carrying, transporting or use of a dangerous weapon is strictly prohibited on college owned or controlled premises, including vehicles parked upon these premises.
  - a. **Dangerous weapon:** An object, device, instrument, material or substance that is used for or is readily capable of causing death or serious bodily injury. This term does not include a pocket knife with a blade of less than 2½ inches in length. Firearms are included in this category as are incendiary devices and explosives.
  - b. **Firearm:** A dangerous weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - c. **Concealed firearm:** A firearm which is carried upon one's person so as not to be readily discernible by ordinary observation.
  - d. **Upon one's person:** The physical carrying of a firearm in clothing or handbag as well as having the weapon in close proximity, readily available for prompt use.
  - e. **Open carry:** Carrying a firearm upon your person or in your vehicle when it is clearly visible.
2. Possession of explosives, and/or fireworks is strictly prohibited on College premises and at College sponsored activities and events.







10. **Unauthorized Access/Entry/Use** - Misuse of access privileges to College premises or unauthorized entry to or use of College premises, including trespass. Unauthorized possession, duplication or use of means of access (keys, cards,

## Sanctions

Sanctions are designed to promote the College's educational mission. Sanctions may also serve to promote safety or to deter students from behavior which harms or threatens people or property. One or more of the following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. **Educational Conversation** – A verbal educational conversation conducted by a College official resulting from a student's misconduct, typically over misconduct deemed to be minor in affect and impact on the student community.
  
2. **Warning/Written Reprimand** - A notice in writing to the student that the student is violating or has violated institutional policy. The letter informs the student that continued misconduct will result in f7 TdeTbs3 (7t)6 (e)-3 [c2)-3 (n)6 (d)-3 (u)-3 (t )3 (a)-3 (ctio)

- c. Residence hall suspension: separation of the student from all residence hall for a definite period of time, after which the student is eligible to apply to the Dean of Students for readmission. Suspension includes all residence hall and visitation privileges (College owned housing property including residence hall and apartments and includes suspension of visitation privileges.) Conditions for readmission may be specified. Students suspended from housing are not eligible for a housing fee refund.
  - d. Residence hall and/or apartments expulsion: permanent separation of the student from the residence hall and/or apartments. Expulsion includes the residence hall and apartments including expulsion of and visitation privileges. Students expelled from housing are not eligible for a housing fee refund.
  - e. Barred from office: prohibition against holding office or leadership role in a student or College organization or activity; barred from representing the College in on- or off-campus events.
6. **Fines** - Previously established and published fines may be imposed. In addition, the College may put a hold on the student's account, refuse to issue transcripts and/or grant degrees/certificates until such fine is paid.
7. **Restitution** – Reasonable compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement. In addition, the College may put a hold on the student's account, refuse to issue transcripts and/or grant degrees/certificates until restitution is complete.
8. **Transcript Notation** – The College may place notification on transcripts of violations of the Code of Conduct that result in violations of Title IX and/or lead to sanctions of suspension and/or expulsion.
9. **Revocation of Admission and/or Degree** - Admission to the College or specific College program, and/or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining admission or the degree, or for other serious violations committed by a student prior to graduation.
10. **College Suspension** - Separation of the student from the College and all privileges for a definite period of time. The offender may not be on College premises or involved in College-sponsored activities except for matters directly related to the suspension. In cases where suspension prevents coursework, the

student will be dropped or withdrawn from the course. There will be no refund of tuition or fees. Suspension requires administrative review and approval by the President and/or designee(s) and may be altered, deferred or withheld.

#### **11. College Expulsion -**

Students, in writing and signed by the individual making the complaint, preferable within ten (10) business days but no longer than six months of the incident(s) alleged in the complaint. The Dean of Students may waive the six-month limitation when a late submission is reasonable.

The Student Conduct Administrator may dismiss the complaint at any stage if he/she reasonably believes that the complaint is baseless or otherwise unsupported by the available evidence, or that the underlying grievance or problem is better resolved in a different manner.

Reports or complaints alleging sexual harassment should follow the reporting procedures under the Title IX policy. Dismissal of such complaints will follow the Title IX process and procedures.

### **Resolution Process**

Investigation and resolution of allegations of sexual harassment will follow the grievance procedures under the Title IX policy. Allegations of conduct alleging a violation(s) solely of 612 792 reW(p)-3 (roce)-4 (d)6 (u)-3 (res.)-2 ( )JJETQqdlb 792 9rtle P (r r)

student has the option of mutually resolving, agreeing to an alternative dispute resolution, or choosing a hearing.

2. **Mutual Resolution** - The accused student has the option of accepting responsibility for the alleged violation and accepting the sanction.
3. **Alternative Dispute Resolution (ADR)** - If all persons personally and directly affected by the conflict agree to resolve the complaint through the alternative dispute resolution (ADR) process, and if the Student Conduct Administrator and/or designee(s) determines that ADR is an appropriate form of resolution in this particular case, then the Student Conduct Officer will make arrangements for the ADR to occur. ADR is a voluntary process which may or may not result in an agreement. When an agreement is reached by the parties, the case is resolved and parties are encouraged to use the Student Conduct Officer as a resource for future questions. If the mediator reports that ADR process has failed, the accused student has the choice of accepting responsibility or proceeding to a hearing.
4. **Hearing** – After an initial meeting, the accused student may choose to have a hearing with the Student Conduct Administrator and/or designee(s). In cases which involve more than one accused student, the Student Conduct Administrator and/or designee(s) has the option of choosing whether they have the same or separate hearings at the unanimous request of all students involved.

Each party may be accompanied at the hearing by one advisor at their own expense; however, the advisor may not participate directly in the proceedings, but may only advise the party. For example, the advisor may not question witnesses or make presentations. Any advisors from outside the College community must be pre-approved by the Student Conduct Administrator.

At a hearing, the Student Conduct Administrator and/or designee(s) will be in charge of preparing and submitting information gathered during the investigation. The hearing shall be conducted in private however hearings may be recorded for further review. Admission to the hearing of any other person besides the Student Conduct Administrator and/or designee(s) and/or witnesses, complainant, the accused student, and their advisors shall be at the discretion of the Student Conduct Administrator and/or designee(s). To ensure the privacy of the parties and to maximize the

educational potential of the process, both the claimant and the accused student must agree to the admission of any other people (except witnesses, hearing administrators or advisors) to the hearing. Upon request, both parties may have access to all written or other information that will be considered prior to the hearing. Upon request, both parties may have access to the names of witnesses providing information prior to the hearing.

During the hearing, the Student Conduct Administrator and/or designee(s), accused student, complainant, may ask questions of the complaining and the accused student, and of any witnesses. Silence by the accused will not be used as evidence of responsibility for a charge. During the hearing the accused student may request a recess to consult with his or her advisor. Witnesses may be present in the hearing room only when they are presenting information. The accused student and the complainant may call any witness whose information is of value to the case, but the Student Conduct Administrator and/or designee(s) may exclude a witness if the witness is duplicative. The accused student, the complainant, witnesses, and the Student Conduct Administrator and/or designee(s) may also present written reports.

If an accused student who was notified does not appear for the hearing, the information in support of the charges can be presented and considered even if the accused student is not present.

The hearing is followed by deliberations. The accused student is presumed not responsible unless the information presented shows that more likely than not a violation of the Student Code of Conduct has occurred. The claimant, the accused student(s), their advisors, and witnesses are not allowed to participate in deliberations. At the conclusion of deliberations the Student Conduct Administrator and/or designee(s) will issue a written decision containing findings of fact, conclusions as to responsibility, and rationales for all sanctions recommended. The Student Conduct Administrator may accept or modify the recommendation(s). All program and/or College suspension or expulsion decisions require review and approval by the College President and/or designee(s).







## **F. Student Access to Records**

Records and documents that will be considered during a Student Code of Conduct hearing (or any other time) may be made available in advance to all parties but may be redacted to protect the privacy rights of individuals not directly involved in the resolution process or to protect confidential information that will not be used in the resolution process.

## **G. Parental Notification**

The College reserves the right to notify parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations.

The College may also notify parents/guardians of non-dependent students who are under age 21 and are charged with

by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with College policies).

College disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings in the College's discretion. A student undergoing civil or criminal action for the same behavior which forms the basis of a complaint under this Student Code of Conduct may request a reasonable delay of the Code of Conduct process until external proceedings are resolved, except that the College will meet its obligations to proceed with investigating and resolving complaints of sexual harassment within its reasonably prompt timeframe under the Title IX policy with only limited, temporary delays for good cause. In determining whether a request is reasonable, the Dean of Students will evaluate the unique circumstances of the case, including the length of the delay and the impact of delay on the complainant and community, in addition to protecting the integrity of the resolution process. The final decision on granting a request for a delay rests with the Vice President for Student Services. In granting a delay, the Dean of Students may implement conditions on continued enr







## **Acknowledgements**