

Student Code of Conduct Procedure	Procedure Number	3.15P
	Effective Date	May 10, 2011

1.0 PURPOSE

The purpose of the Student Code of Conduct procedure is to outline behavioral expectations at Laramie County Community College (LCCC) and explain the protocol in the event of a violation of this procedure. Each student at LCCC assumes an obligation as a responsible member of the educational community to demonstrate conduct compatible with Student Code of Conduct.

- A. Aiding, Solicitation, and Attempt – A student is in violation of this policy if he or she:
 - 1) Intentionally aids or abets another in the commission of any offense(s) mentioned in this Code.
 - 2) Requests, hires, encourages, or otherwise solicits another person to commit any offense mentioned in this Code, either intending that the other person commit the offense or with the knowledge that the other person intends to commit the offense.
 - 3) Attempts to commit any offense mentioned in this Code.

2.0 REVISION HISTORY

Adopted on: 6/1/04
 Revised on: 5/10/11

3.0 PERSONS AFFECTED

Students and staff are affected by this procedure.

4.0 DEFINITIONS

- A. *Assault* – Any attempt to intentionally inflict physical injury on another by someone with the apparent present ability to carry out the threat, as defined in WYO. STAT. ANN. § 6-2-501(a) (2009).
- B. *Battery* – Any touch on another in a rude, insolent or angry manner which intentionally, knowingly or recklessly causes bodily injury, as defined in WYO. STAT. ANN. § 6-2-501(b) (2009).
- C. *Campus* – All land, buildings, facilities and property in the possession of, owned, used or controlled by LCCC or the LCCC Foundation.
- D. *Cheating* – The act of using or attempting to use, in examinations or other academic work, material, information, computer programs or study aids, which are not permitted by the instructor. Cheating includes, but is not limited to: using books, notes, or calculators or copying from or conversing with others during an examination (unless such external aids are permitted by the instructor); having someone else do research, write papers, create computer programs, or take examinations; doing research, writing papers, creating computer programs, passing examination answers to, or taking examinations for someone else; submitting large portions of the same work as part of the academic work for more than one course (unless such submission is requested by the student and permitted by the instructor); the acquisition, without permission, of tests or other academic material belonging to a member of the LCCC faculty or staff.

- E. *Dating Violence* – Means violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.
- F. *Domestic Violence* – Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic violence law of the State of Wyoming, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic violence or family violence of the State of Wyoming.
- G. *Harassment* – Defined as verbal or physical conduct designed to threaten, intimidate or coerce. Also, verbal taunting (including racial and ethnic slurs) which, in the student's opinion, impairs his or her ability to perform as a student at LCCC. Examples of harassment include but are not limited to:
- 1) Verbal Conduct is defined as comments which are unflattering regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, or disability; this also includes epithets, slurs and negative stereotyping.
 - 2) Non-verbal Conduct is defined as distribution, display or of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of national origin, race color, religion, age, gender, sexual orientation, pregnancy, disability, marital or other protected status.
 - 3) *Harassment* also encompasses other forms of hostile, intimidating, threatening, humiliating or violent behavior which are not necessarily illegal discrimination but, are nonetheless, prohibited by this procedure.
- H. *Hazing* – Any activity that includes, but is not limited to, an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property.
- I. *LCCC Official* – Any person employed by the College performing administrative or professional responsibilities.
- J. *Plagiarism* – The act of appropriating or sharing (without instructor approval) written, computer programmed, artistic, or musical compositions, or portions thereof; or the ideas, language, or symbols of another and representing it as the product of one's own mind. In all academic areas, it is imperative that work be original or that explicit acknowledgment be given for the use of other persons' ideas or language.
- K. *Sexual Assault* – Any sexual penetration, sexual intrusion or sexual contact without a person's consent as defined in WYO. STAT. ANN. §§ 6-2-302 -304 (2009), including, but not limited to:
- 1) Unwanted touching of a sexual nature.
 - 2) Unwanted touching which produces sexual arousal, gratification or abuse.
 - 3) Any actions of sexual nature engaged in while a subject is physically helpless, mentally incapacitated, submitting due to physical harm or abuse or threat of harm or abuse, or while the subject has verbally refused consent to engage in these actions.

- L. *Sexual Harassing Behavior* – Means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
- 1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education or of obtaining educational benefits or opportunities
 - 2) Such conduct is pervasive, has the purpose or effect of substantially interfering with an individual's employment, education, educational benefits or opportunities, creating an intimidating, hostile or offensive employment or education environment. Sexual harassment as defined herein is generally conduct or communication by someone in authority but also includes any sexual harassment as defined when perpetrated on any student or employee by any other student or employee.
- M. *Student* – Any person enrolled in credit, non-credit continuing education or community service courses offered by LCCC, either full time or part time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with LCCC are considered “students” for the purposes of this code.

This provision is intended to include within the definition of students, those persons enrolled in the spring and fall semesters who engage in misconduct during the summer and students who are first time enrollees who engage in misconduct prior to the time of enrollment. Additionally, all persons who are attending classes on a LCCC campus although they may be enrolled students in other higher education institutions are considered students under this provision. Student groups and organizations may be held collectively responsible for violations of this Code.

5.0 PROCEDURES

A. Aiding, Solicitation, and Attempt

A student is in violation of this procedure if he or she:

- 1) Intentionally aids or abets another in the commission of any offense(s) mentioned in this Code.
- 2) Requests, hires, encourages, or otherwise solicits another person to commit any offense mentioned in this Code, either intending that the other person commit the offense or with the knowledge that the other person intends to commit the offense.
- 3) Attempts to commit any offense mentioned in this Code.

B. Academic Code of Conduct

- 1) Each student is expected to display appropriate conduct in classroom situations. LCCC may take appropriate action for any violation of the Academic Code of Conduct which includes, but is not limited to, plagiarism and/or cheating (as defined above); and the unauthorized acquisition or disposition, or other trafficking in exams, papers, or other class materials for which the student bears responsibility for originality.
- 2) LCCC will respond to issues of alleged academic misconduct as specified in Procedure 3.16P Student Discipline Adjudication.

C. General Code of Conduct and Grounds for Discipline

As a member of the LCCC community, all students are expected to display appropriate behavior. LCCC may take disciplinary action for the following behaviors which are considered violations of

the General Code of Conduct if they occur on campus, at LCCC-sponsored activities or in LCCC vehicles.

- 1) Obstruction, disruption, or interference with teaching, administration, LCCC-sponsored activities, or disciplinary proceedings.
- 2) Obstruction or interference with the freedom of movement of students, the Board of Trustees, employees, or guests of LCCC.
- 3) Assault, battery, sexual assault or sexual harassment.
- 4) Unauthorized possession, duplication or use of keys to any LCCC facilities or vehicles.
- 5) Theft or other abuse of computer equipment, software or time, including, but not limited to:
 - a. Unauthorized entry into a file to use, read or change the contents for any purpose
 - b. Unauthorized transfer or copying of programs or files
 - c. Unauthorized use of another individual's identification or password
 - d. Use of computing facilities to interfere with the work of another student, faculty member or LCCC official
 - e. Use of computing facilities to send or receive obscene or abusive content
 - f. Use of computing facilities to interfere with normal operations of LCCC computing system or the normal operations of LCCC
- 6) Unauthorized entry into or use of LCCC facilities or services.
- 7) Failure to comply with directions of LCCC officials acting with apparent authority in the performance of their duties.
- 8) Initiation or circulation of any false report, warning, or threat of fire, bombs, or explosives.
- 9) Alteration, misuse, or damage of fire safety equipment.
- 10) Unauthorized use, possession, or storage of any guns, other weapons, explosives or dangerous chemicals.
- 11) Smoking or use of other tobacco products in unauthorized locations.
- 12) The manufacture, possession, use, sale, or distribution of narcotics, illegal drugs, drug paraphernalia, or prescription drugs for which the person does not have a prescription, including being under the influence.
- 13) The manufacture, possession, use, sale, or distribution of alcoholic beverages including public intoxication (Alcohol may be used for instructional purposes with the approval of the instructor and the appropriate division dean).
- 14) Attempted or actual theft of property or of services, including computer time, belonging to the LCCC, or its employees or students.
- 15) Destroying or damaging LCCC property or the property of others.
- 16) Any practice by a group or an individual that detains, embarrasses, or degrades a member of the LCCC community, endangers his or her health, jeopardizes his or her safety, or interferes with class attendance or the pursuit of education.
- 17) Forgery, alteration or misuse of LCCC documents, records, or instruments of identification.
- 18) Gambling in any form as defined and prohibited by local, state, or federal law.
- 19) Tampering with the election of any recognized student organization.
- 20) Bringing animals into LCCC facilities except those animals serving the disabled or those used for educational purposes.
- 21) Violations of any other published LCCC policies or regulations regarding student conduct including, but not limited to those published in the student handbook, residence life handbook, LCCC catalog, and class schedule.
- 22) Any other conduct not included above, which adversely affects either the function of LCCC or the educational pursuits of the members of the LCCC community.
- 23) Failure to comply with sanction(s) imposed under student discipline hearing procedures.
- 24) Any conduct which violates any local, state, or federal law.

- 25) Hazing or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization.
- 26) Stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.
- D. In the event that a student is accused of violating this procedure he/she will be afforded certain procedures through the protocol found in Procedure 3.16P Student Discipline Adjudication.
- E. LCCC has jurisdiction over misconduct on LCCC or LCCC Foundation property, in LCCC vehicles and/or at LCCC sponsored activities; but may also address off campus behavior if LCCC determines that the behavior or the continued presence of the student presents a possible threat to the safety of members of the LCCC community or impairs, obstructs interferes with or adversely affects the mission, processes or functions of LCCC as an educational institution.
- F. A student committing a criminal offense off-campus that is also a violation of the General Code of Conduct may be subject to disciplinary action.
- G. This procedure shall be published in the LCCC *Student Handbook* and will be made available to students at the beginning of each semester. The *Student Handbook* will also be made available to all LCCC community members on-line through the LCCC website. Through these efforts, each student will be deemed to have received notice of the conduct LCCC expects from members of the student body.
- H. Any question of interpretation regarding the Student Code of Conduct Procedure shall be referred to the Vice President of Student Services, or designee, for final determination.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Diane Drebin, Vice President Student Services	3/22/11
Approval by President's Cabinet		5/10/11
Approval by President (Signature)		5/10/11