

Student Conduct

The Office of Student Conduct's goal is educating students on personal behavior, ethical reasoning, and community responsibility. We treat each case individually and each student with respect. We have commitment to the safety and a strive to create conducive learning environment on our campus. We utilize restorative and educational lenses in dealing with conflict, students in distress, and violations of the Code of Behavioral Expectations & Responsibilities.

Contact the Office of Student Conduct

Phone: 303-352-3205

Located on the 2nd floor of the Tivoli

Director of Student Conduct & Support:

Andrea Goldblum

Student Conduct Educators & Care Case Managers:

Stephan Jean-Louis

Kimberly Myers

**Report concerns at
ccd.edu/incidentreport
or ccd.edu/CARE**

For emergencies call ACPD

Auraria Campus Police Department -

303-556-5000 or 911 from a landline

ACPD Text-A-Tip Line 720-593-8477

Lowry Security Office - 303-419-5557

Academic Integrity

It is important to file any and all academic misconduct, regardless of intent. Typically first mis-citation cases will result as documentation-only and no Office of Student Conduct (OSC) processes.

If Faculty discover Plagiarism/Cheating:

1. Notify the student & address the behavior
2. File an Academic Misconduct Report
3. Implement appropriate Faculty Outcome(s)
4. OSC will determine if further action is required
5. Student has the right to appeal grade and/or conduct outcome(s)

Potential Faculty Outcomes:

- Grade for specific assignment/test
 - Required rewrite for specific assignment/test.
 - Additional assignment/learning opportunity
- **Consult with your Chair on departmental procedures before implementing

For more information visit:

www.ccd.edu/academicintegrity

If OSC receives the report first:

1. OSC will notify Faculty
2. OSC will investigate
3. Once the OSC makes a determination of responsibility, then the instructor can implement Faculty Outcome(s) based on the investigation.
4. Student has the right to appeal grade and/or conduct outcome(s)

Potential OSC Outcomes:

By participating in our process, students will learn ethical reasoning & community responsibility, in addition to the following formal sanctions:

- Documentation with notification to student
- Institutional Sanctions: warning, probation, or suspension
- Educational Sanctions: reflection paper, reading assignments, and/or workshops

The Code

The Code of Behavioral Expectations & Responsibilities provides guidelines for behavior while students participate in all that CCD has to offer. These parameters seek to ensure the safest and most conducive learning environment for the entire community.

Key policies to know are:

- Disruptive Behavior
- Academic Misconduct
- Bullying & Non-Physical Abuse
- Drugs & Alcohol: Use, possession or under the influence of (including marijuana)

For more information on the Code visit:
www.ccd.edu/studentcode

Tips for having tough conversations

1. Talk in private or less public space
2. Remain calm; students often mirror you
3. Listen carefully & ask questions
4. Use concrete observations & questions
 - "I notice that..."
 - "How do you think that impacted others?"
5. Refer to policies & resources as appropriate
6. Make a plan/set expectations for the future

If necessary, pause the conversation until both of you are ready to continue.

Handling Disruption

Disruption	What to do:	If it happens again
Annoying Behavior: -Cell phones -Arriving late or leaving early -Repeated requests for help with the same thing -Smoking/Vaping	-Remain calm -Take them aside after class -Explain observed behavior -Ask if everything is okay -Remind them of class policy & expectations	-Tell them you are going to fill out an Incident Report, and -Fill out an Incident Report
Disruptive Behavior: -Inappropriate language -Failure to follow directions -Confrontational words or actions -Repeated interruptions -Exaggerated responses	-Be firm but professional -Ask them to stay on topic or limit responses -Tell them if they have a question you will discuss it with them after class -Follow up w/ an email reminder	-You can ask them to leave class for that one session, and -Fill out an Incident Report and, -Follow up with the student (email or in person) notifying them that you filed a report
Harmful Behavior: -Comments about harm -Aggression -Harassment -Abuse or violence	-Be firm but professional -Address the behavior & remind them of policy/expectations -If necessary ask them to leave class and/or contact ACPD, and -Fill out an Incident Report	-Maintain boundaries, and -Contact the Office of Student Conduct to strategize on working with this student