



## Colorado School of Mines' Student Code of Conduct

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### **ARTICLE I: PREAMBLE**

A community exists on the basis of shared values and principles. These values help form the *Student Code of Conduct*, which students are expected to uphold and abide by throughout their time as a member of the Mines community. By enrolling at Colorado School of Mines and entering into this community, students voluntarily agree to the expectations of academic performance and personal behavior required by the School through the *Student Code of Conduct*. Each student bears the responsibility for their personal behavior and is asked to further promote the values and principles of the School by holding other members of the Mines community accountable to the *Student Code of Conduct* as well.

When students fail to exemplify the values and principles of the School by engaging in violations of the rules listed in Article V below, campus conduct proceedings are used to assert and uphold this *Student Code of Conduct*. The student conduct process at Colorado School of Mines is not intended to punish students; rather, it exists to protect the interests of the community. Sanctions imposed are intended to educate students and to help them bring their behavior into accordance with community standards. All sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Students should be aware that the student conduct process is separate and quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all and include certain protections of due process. Due process, as defined within these procedures, assures notice of the allegations, information of the conduct procedures, and an opportunity to present information. Additionally, Mines utilizes a preponderance of evidence standard when determining a student's responsibility for a violation. The standard holds that a student will be found in violation of Mines policy if, based on the information presented, the conduct professional believes that it is more likely than not that a policy violation occurred.

### **ARTICLE II: JURISDICTION**

#### *A. Overview*

The *Student Code of Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all Mines-affiliated student organizations. Students are provided a copy of the *Student Code of Conduct* annually in the form of a link to the Colorado School of Mines website. Hard copies are available upon request from the Office of Student Life on the second floor of the Student Center. Students are responsible for reading, understanding, and abiding by the provisions of the *Student Code of Conduct*. The *Student Code of Conduct* may also be applied to members of the Mines community for the misconduct of their guests. Additionally, visitors and guests of Mines may seek resolution of violations of the *Student Code of Conduct* committed against them by members of the Mines community.



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The *Student Code of Conduct* and the student conduct process apply to behavior that occurs on Mines premises, at official Mines functions and activities, and to off-campus conduct that may adversely affect the Mines Community and/or the pursuit of its objectives, including:

- Any situation where it appears the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that impinges upon the rights, property or achievements of self or others or breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of Mines.

Each student shall be held responsible for his/her conduct from the acceptance of the offer of admission through the awarding of a degree. This includes conduct that occurs before classes begin or after classes end and during break periods between terms of enrollment. It further includes conduct discovered after a degree is awarded.

In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, Mines may invoke conduct procedures and should the former student be found responsible, Mines may revoke that student's degree. Students may also be held responsible for conduct that occurred prior to admission if it resulted in suspension from another college or university, felony conviction, sex offender registration, or other results that could adversely affect the Mines Community, and/or the pursuit of its objectives.

The *Student Code of Conduct* may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of a policy violation is posted online. Mines does not routinely search for this information but may take action if and when such information is brought to the attention of a Mines official.

There is no time limit on reporting violations of the *Student Code of Conduct*; however, the longer someone waits to report an offense, the harder it becomes for Mines officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit Mines' ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Associate Dean of Students and/or Mines Public Safety.

### *B. Concurrent Violation of the Law*

Alleged violations of federal, state and local laws may be investigated and addressed under the *Student Code of Conduct*. When an offense occurs, the School's conduct process will proceed regardless of any criminal complaint that may arise from the same incident. Students should be aware that the student conduct process is dissimilar from criminal and civil court proceedings regarding the standard of proof and due process. Students should also be aware that campus conduct proceedings are conducted independently from any criminal or civil court proceedings that are scheduled. Proceedings under this *Student Code of Conduct* may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Vice President for Student Life or designee. Determinations made or sanctions imposed under this *Student Code of Conduct* shall not be subject to change because criminal charges were dismissed, reduced, or resolved in favor of the criminal defendant.

When federal, state, or local authorities charge a student with a violation of law, Mines does not routinely request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being remediated under the *Student Code of Conduct*, Mines officials may advise off-campus authorities of the existence of the *Student Code of Conduct* and of how such matters are typically handled within the Mines community. Mines will attempt to cooperate with law enforcement and other agencies



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in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided the conditions do not conflict with campus rules or sanctions).

### ARTICLE III: DEFINITIONS

1. The term “Mines” refers to Colorado School of Mines.
2. The term “student” includes all persons taking courses at Mines, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. This includes 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 Mines, or who have been notified of their acceptance for admission.
3. The term “Mines official” includes any person employed by Mines, performing assigned administrative or professional responsibilities.
4. The term “faculty member” refers to any person hired by Mines to conduct classroom or teaching activities or who is otherwise considered by Mines to be a member of its faculty.
5. The term “member of Mines community” includes any person who is a student, faculty member, administrator, staff member or any other person employed by Mines or volunteers for Mines. The Dean of Students shall determine a person’s status in each situation.
6. The term “Mines premises” includes all land, buildings, facilities, and other property owned, used, or controlled by Mines (including adjacent streets and sidewalks).
7. The term “Due Process” refers to students being provided with notice of allegations, notice of student judicial processes, and an opportunity to present information before an objective decision-maker prior to any conduct decision being made.
8. The term “student organization” refers to any number of persons who have complied with Mines’ requirements and are officially recognized by the School.
9. The term “Conduct Professional” refers to a Mines official or faculty member authorized to determine if a student has violated the *Student Code of Conduct* and impose sanctions upon any student found responsible for violating the *Student Code of Conduct*.
10. The term “Student Conduct Appeals Board” refers to persons authorized to consider an appeal of a conduct decision related to the *Student Code of Conduct* or an appeal of a sanction imposed.
11. The term “policy” refers to the written regulations of Mines as found in, but not limited to, the *Student Code of Conduct*, Student Handbook, Residence Life Handbook, the Mines policy web page, the Mines computer use policy, and the Graduate and Undergraduate Bulletins.
12. The term “Complainant” refers to any person who submits a charge alleging a student violated the *Student Code of Conduct*.
13. The term “Accused Student” or “Respondent” refers to any student accused of violating the *Student Code of Conduct*.



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14. The terms “Official Function” and “Mines Activity” refer to any meeting, event, program, conference, or other function hosted, sponsored, marketed, or paid for by a Mines student, employee, department, or organization in an effort to conduct Mines business or affect a substantial Mines interest.
15. The term “campus housing” refers to all residence halls and apartments located on the Mines campus. For this document, campus housing does not include the fraternity and sorority chapter houses.

### **ARTICLE IV: STUDENT CODE AUTHORITY**

The Vice President for Student Life, acting on behalf of the President of the Colorado School of Mines, will designate appropriate individuals or entities to serve as Conduct Professionals and administer the Colorado School of Mines student disciplinary process. The responsibilities of these Conduct Professionals are defined as follows:

1. The Associate Dean of Students is hereby designated by the Vice President for Student Life as the representative of the Colorado School of Mines in all student disciplinary matters, unless otherwise indicated below. As the senior discipline officer, s/he shall develop policies for the administration of the student conduct system and procedural rules for administrative conduct meetings. The Associate Dean of Students is responsible for monitoring student compliance with all disciplinary conditions and sanctions imposed through the discipline process and shall maintain all official student disciplinary records. The Associate Dean of Students will submit periodic reports regarding student conduct to the Vice President for Student Life and other Mines officials. The Associate Dean of Students shall serve as the Appeal Review Administrator for all Academic Misconduct Appeals.
2. The Director of Auxiliary Services is hereby designated by the Vice President for Student Life to assist the Dean of Students as the representative of the Colorado School of Mines to address student disciplinary matters involving students that live in campus housing or for infractions which take place in campus housing. The Director of Auxiliary Services may also work on other student discipline matters, as referred by the Associate Dean of Students.
3. The Director of Residence Life is hereby designated by the Director of Auxiliary Services to assist with student disciplinary matters involving students that live in campus housing or for infractions taking place in campus housing. The Director of Residence Life may also work on other student disciplinary matters cases, as referred by the Associate Dean of Students or Director of Auxiliary Services.
4. All Residence Life Coordinators are hereby designated by the Director of Residence Life to assist with student disciplinary matters involving students that live in campus housing or for infractions taking place in campus housing. Residence Life Coordinators may also work on other student disciplinary matters, as referred by the Associate Dean of Students.
5. The Director of Student Activities, Associate Director of Student Activities, and the Assistant Director of Student Activities are hereby designated by the Associate Dean of Students to assist with student disciplinary matters involving student organizations and for organization infractions taking place in fraternity and sorority chapter houses. These individuals may also work on other student disciplinary matters, as referred by the Associate Dean of Students.
6. The President of the Colorado School of Mines designates all faculty members with the responsibility of providing an academic environment free of academic misconduct. Should a faculty member become aware of such behavior, the faculty member has the authority and responsibility to follow the procedures outlined in the School’s Academic Integrity policy to resolve the issue.

Decisions made by any of the Conduct Professionals shall be final, pending the appeal processes outlined below in Article VII.

The Vice President for Student Life, acting on behalf of the President of the Colorado School of Mines, will also confirm appropriate individuals or entities to serve on the Student Conduct Appeals Board to assist with the administration of the Colorado School of Mines student disciplinary process. Information on the Student



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Conduct Appeals Board can be found in Section 12 of the Faculty Handbook.

### ARTICLE V: PROHIBITED CONDUCT

All conduct or attempts to commit the conduct listed below is prohibited. Aiding, abetting, or inciting others to commit conduct that is prohibited by this code is also not permitted. Any student found to have committed or to have attempted to commit any of the prohibited conduct may be subject to disciplinary action as outlined in Article VI.

1. Acts of dishonesty, including, but not limited to, the following:
  - a) Furnishing false information to any Mines official, faculty member, or office
  - b) Forgery, alteration, or misuse of any Mines document, record, or instrument of identification
  - c) Violations of positions of trust within the community
  - d) Election tampering
  - e) Cheating, plagiarism, or other forms of academic dishonesty - Please reference the *Academic Misconduct Policy* for additional information
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other Mines activities, including its public service functions on or off campus, or other authorized non-Mines activities when the conduct occurs on Mines premises.
3. Any form of physical abuse and/or domestic partner abuse.
4. Verbal abuse, threats, intimidation, harassment, bullying, coercion, and/or other conduct that threatens or endangers the health or safety of any person. This also includes cyber-bullying.
5. Gender-based discrimination, sexual harassment, and/or sexual violence in violation of Mines' *Policy Prohibiting Gender-Based Discrimination, Sexual Harassment and Sexual Violence*.
6. Any act based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the Mines' educational program or activities.
7. Stalking directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.
8. Theft of and/or damage to property of Mines or property of a member of the Mines community or other personal or public property, on or off campus, including all forms of vandalism.
9. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acceptance in the presence of hazing will also be considered violations.
10. All forms of Academic Misconduct outlined in the Academic Integrity Policy, including but not limited to dishonesty, plagiarism, falsification, tampering, cheating, impeding, and sharing work.



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11. Unauthorized use or misuse of Mines parking permits, equipment, and/or facilities.
12. Unauthorized access to any Mines premises or unauthorized possession, duplication or use of access control items (e.g., keys, Blastercards, etc.). Additionally, any behavior, such as propping doors or manipulating locks, which assists in the unauthorized entry into Mines' facilities, is prohibited. Failing to timely report a lost identification card or key will be considered a violation.
13. Use, possession, manufacturing, sale, or distribution of marijuana, heroin, narcotics, prescription medications, or other controlled substances except as expressly permitted by law.  
*NOTE:* Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is not a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on Mines owned or controlled property, and/or attending any function authorized or supervised by Mines and/or in state owned or leased vehicles.
14. Use, possession, manufacturing, sale, or distribution of alcoholic beverages (except as expressly permitted by Mines regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age. Facilitating, arranging, or participating in any extreme alcohol consumption activity that constitutes, facilitates, or encourages competitive, rapid, or excessive consumption of alcohol when such activity occurs on campus, in the housing of any student organization or group, or in connection with a Mines activity is prohibited.
15. Possession of firearms, explosives, other weapons, or dangerous chemicals on Mines premises, or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
16. Violation of local, state, federal, or campus fire policies including, but not limited to intentionally or recklessly causing a fire which damages Mines or personal property or which causes injury, failure to evacuate a building during a fire alarm, improper use of fire safety equipment, or tampering with or improperly engaging a fire alarm or fire detection/control equipment.
17. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of Mines and/or infringes on the rights of other members of the Mines community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area. This includes the obstruction of the flow of pedestrian or vehicular traffic on Mines premises or at Mines sponsored or supervised functions.
18. Unauthorized use or misuse of official Mines trademarks, logos, branding, and images.
19. Conduct that is disorderly, lewd, or indecent. Indecent conduct includes, but is not limited to public urination or defecation. Disorderly conduct includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. Secretly taking pictures of another person in a gym, locker room, or restroom is also prohibited.
20. Theft or other abuse of computer facilities and resources, including, but not limited to:
  - a) Unauthorized entry in to, use, reading, or changing the contents of a file, for any purpose.
  - b) Unauthorized transfer of a file.
  - c) Use of another individual's identification and/or password.





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- d) Use of computing facilities and resources to interfere with the work of another student, faculty member or Mines Official.
  - e) Use of computing facilities and resources to send obscene or abusive messages.
  - f) Use of computing facilities and resources to interfere with normal operation of the Mines computing system.
  - g) Use of computing facilities and resources in violation of copyright laws.
  - h) Any violation of the Mines Information Technology Policies.
21. Skateboarding, roller-blading, roller-skating, bicycling or similar wheeled use inside Mines buildings, residence halls, on tennis courts, or on the pedestrian plaza. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to Mines property caused by these activities.
22. Any actions that create health and/or safety hazards or harm members of the Mines community, including but not limited to, dangerous pranks or hanging out of or climbing from/on/in windows, balconies, roofs, etc.
23. Engaging in retaliatory acts against a person who reports an alleged violation of Mines' policies and/or assists or participates in a conduct proceeding or investigation.
24. Failure to comply with directions of Mines officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
25. Abuse of the student conduct system, including, but not limited to:
- a) Failure to obey notice from a Mines Conduct Professional to appear for a meeting.
  - b) Falsification, distortion, or misrepresentation of information before a Mines Conduct Professional or Student Conduct Appeals Board.
  - c) Initiation of a *Student Code of Conduct* proceeding in bad faith.
  - d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
  - e) Attempting to influence the impartiality of a member of a Student Conduct Appeals Board prior to, and/or during the course of, an appeal meeting.
  - f) Influencing or attempting to influence another person to commit an abuse of the *Student Code of Conduct*.
  - g) Failure to comply with the sanction(s) imposed under the *Student Code of Conduct*.
26. Violation of any Mines policy, rule, or regulation published in hard copy or available electronically on any of the Colorado School of Mines websites. This includes violations of rules listed in the Residence Hall Handbook.
27. Violation of any federal, state or local law.
28. Failure to accurately report an off-campus arrest by any law enforcement agency for any crime to the Associate Dean of Students within seventy-two hours of release.

Students are required to engage in responsible social conduct that reflects positively upon the Mines community and to model good citizenship in any community. Any conduct not included above, which adversely affects the functions of Mines or the pursuit of its educational purposes and objectives may be considered a violation.

### ARTICLE VI: STUDENT CODE OF CONDUCT PROCEDURES



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### A. Complaints

Any member of the Mines community may file complaints against a student for violations of the *Student Code of Conduct*. A charge shall be directed to the Dean of Students' office and submitted as soon as possible after the incident takes place.

### B. Interim Suspension

In certain circumstances, the Vice President for Student Life or the Associate Dean of Students may impose an interim suspension or residence hall suspension prior to the Administrative Conduct Meeting.

1. Interim suspension may be imposed:
  - a. to ensure the safety and well-being of members of the Mines community and/or preservation of Mines property;
  - b. to ensure the student's own physical or emotional safety and well-being; or
  - c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of Mines.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other Mines activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Life or Associate Dean of Students may determine to be appropriate.
3. The interim suspension does not replace the regular campus judicial process. However, the student should be notified in writing of this action and the reasons for the suspension. The notice should include an option for the student to request a meeting to show cause why his or her continued presence on the campus does not constitute a threat.

### C. Amnesty for Health and Safety Intervention

The health and safety of students are of primary importance to Mines. Students are encouraged not only to look out for their own health and safety but also for that of their peers. When an individual's health and/or safety is/are threatened or appear(s) to be in jeopardy, immediate action should be taken to prevent injury and illness. The appropriate action is to get assistance from Residence Life staff, Public Safety officers, medical professionals, and/or local or state police. Whatever the particular need/problem, it is important to respond in a responsible and timely manner.

To safeguard students in receiving the help they need without fear of penalty or retribution, an amnesty philosophy has been adopted related to alcohol and drug violations. This amnesty provides that the conduct officer will take into consideration the efforts that were made to get help or assist others and limit the disciplinary action against students for whom emergency assistance is sought, or against those who seek assistance for others in need. This is assuming the student has not violated other Mines policies that warrant formal disciplinary action. This philosophy refers only to isolated incidents and does not excuse or protect those who flagrantly or repeatedly violate the *Student Code of Conduct*. A student who receives medical assistance may be required to meet with a Mines official to receive education, assessment, and possible referral for treatment related to possible drug and/or alcohol use. Parents of such students may also be notified.

At times, students are hesitant to report the occurrence of a sexual assault to Mines officials because they are concerned that they themselves, or witnesses to the misconduct, may be found responsible with other policy violations (e.g., alcohol violations). While Mines do not condone these violations, the importance of dealing with alleged sexual misconduct or sexual assault outweighs the School's interest in adjudicating such violations. Accordingly, in these cases, the School will not refer a student to the conduct process for a student who makes a





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complaint of sexual misconduct or sexual assault in connection with the reporting of that incident, or students named as witnesses to the incident.

### *D. Administrative Conduct Meetings*

All administrative conduct meetings shall be administered by a Conduct Professional in accordance with the following guidelines:

1. A student shall be notified by the Conduct Professional by phone, e-mail, or in person that a meeting will take place. The notification will provide the student with the charge(s) against him/her and set a date and time for the meeting. Meetings will be scheduled within fifteen (15) business days after the Conduct Professional has been notified of an alleged conduct violation. Any deviation from this time frame requires proper notification to all parties involved by the Conduct Professional conducting the hearing and should only be used/enacted for unusual circumstances or scheduling conflicts.
2. The student may be accompanied by an advisor or support person of his/her choosing, at his/her own expense. Such advisor may be an attorney. Since direct interaction with the student(s) involved is essential to the educational relationship with the School, the advisor is limited to counseling the student and may not act as a representative of the student, speak on the student's behalf, or participate directly in any meeting. The advisor may not serve in a dual role in the meeting, meaning the advisor may not also serve as a witness. The Conduct Professional holding the meeting may consult with or choose to have Mines Legal Counsel, in a similar advisory capacity, present at a meeting.
3. The student may be permitted to bring witnesses and/or ask for relevant witnesses to be called. The Conduct Professional will make the final decision whether a witness will be permitted to be present and provide information related to the matter. If permitted, the Conduct Professional will arrange to meet with the witnesses and obtain information related to the matter. Witnesses will provide information to and answer questions from the Conduct Professional.
4. Administrative conduct meetings are considered private educational interactions between the student and the School. All meetings are considered closed to anyone not directly involved in the proceedings. Admission of any other persons to the meeting shall be at the discretion of the Conduct Professional.
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration. The student shall be allowed to review and respond to any reports the Conduct Professional considers as the basis for the charges.
6. The student will be afforded the opportunity to present his/her own version of the incident or events by personal statement, as well as through written statements and witnesses to the incident.
7. If requested by the accused student or determined by the Conduct Professional to be appropriate, one verbatim record, such as a recording, will be made. This recording shall be the property of Mines. If such a recording is made, a student wishing to obtain a copy of the recording must submit a request to the Associate Dean of Students. This may be done via mail, email, or in person. Once the request has been received, the Associate Dean of Students will provide the student with a copy.
8. If information presented in the meeting creates additional need for clarification or investigation, or to accommodate scheduling conflicts with key witnesses, the Conduct Professional may reschedule the meeting.
9. If the meeting involves more than one student offender from the same incident, the Conduct Professional may permit the meeting concerning each student to be conducted jointly or separately.
10. The Conduct Professional may make accommodations related to concerns for the personal safety, well-being, and/or fears of confrontation of the student, victims and/or other witnesses during any conduct meetings.
11. If the accused student, with appropriate notice, does not appear for the meeting, a decision may be reached taking into consideration the totality of the information related to the allegations available at the time of the meeting.



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12. Formal rules of process, procedure, or evidence as established and applied in the civil or criminal justice system do not apply to the meeting.

### *E. Investigations*

A Conduct Professional may conduct an investigation to determine if the charges have merit and/or can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Conduct Professional, such as mediation. Such disposition shall be the final decision of Mines and there shall be no subsequent proceedings.

The Conduct Professional may take the following steps to investigate a potential *Student Code of Conduct* violation:

1. Initiate any necessary remedial actions on behalf of the victim (if needed);
2. Determine the identity and contact information of the party bringing the complaint, whether that person is the initiator of the complaint, the alleged victim, or a Mines representative;
3. Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns, and the nature of the complaint. If there is insufficient evidence through the initial investigation to support reasonable cause, the allegations will be closed with no further action.
4. Meet with the party bringing the complaint to finalize the complaint and/or statement. If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim. Notify the victim of whether Mines intends to pursue the complaint regardless of their involvement, and inform the victim of their rights in the process and option to become involved if they so choose.
5. Commence a thorough, reliable, and impartial investigation to determine if there is reasonable cause to believe the responding student violated Mines policy, and to determine what specific policy violations should serve as the basis for the complaint.
6. Interview all relevant witnesses and summarize the information they are able to share.
7. Obtain all documentary evidence and information that is available.
8. Obtain all physical evidence that is available.
9. Complete the investigation promptly by analyzing all available evidence.
10. Make a finding based on a preponderance of the evidence standard.
11. Share the findings and update the complainant on the status of the investigation and the outcome.

### *F. Sanctions*

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a) **Warning** - A notice given orally or in writing to the student that the student's behavior is unacceptable and may have violated institutional regulations, and that continuation or repetition of the misconduct shall be cause for more severe disciplinary sanctions.
  - b) **Disciplinary Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions (such as suspension or expulsion) if the student is found to violate any institutional regulation(s) during the probationary period.
  - c) **Loss of Privileges** - Denial of specified privileges for a designated period of time.
  - d) **Fines** - Monetary expenses related to certain misconduct.
  - e) **Restitution** - Compensation for loss, damage, or injury. This is not a fine, but rather a repayment for labor and material costs to replace/fix the damaged property.
  - f) **Community Service** - Service to Mines or members of the campus community.
  - g) **Discretionary Sanctions** - Work assignments, essays, service to Mines, or other related discretionary assignments.



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- h) **Behavioral Requirement** – Activities designed to change behavior including things such as academic counseling, substance abuse screening, or writing a letter of apology.
  - i) **Educational Program** – Requirement to attend, present, and/or participate in a program related to the violation.
  - j) **Parental Notification** - Parents may be notified of disciplinary decisions when a student under the age of 21 is found responsible for engaging in an infraction(s) involving alcohol, drugs, sexual harassment, or use of violence.
  - k) **Housing Suspension** - Separation of the student from campus housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - l) **Housing Termination** – Permanent separation of the student from campus housing and termination of the housing contract.
  - m) **No Contact Orders** – Avoidance of any and all contact with identified members of the Mines community. This includes all personal interaction, email, text messaging, phone calls, and social media contact. It also includes refraining from all forms of third-party contact on the student's behalf.
  - n) **Disciplinary Suspension** - Separation of the student from Mines for a definite or indefinite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspension for an indefinite period of time pending the fulfillment of certain conditions before readmission will be considered. Returning to the School after suspension, a student may be put on probation for a year or longer.
  - o) **Disciplinary Expulsion** - Permanent separation of the student from Mines. Expulsion shall be used in cases of misconduct considered by the Vice President of Student Life or Associate Dean of Students to involve severe or repeated violation of the Student Code of Conduct. The student must vacate Mines premises at a time determined by the Vice President of Student Life or Associate Dean of Students. The student may not attend classes and will be considered a trespasser unless given specific written permission by the Vice President of Student Life or Associate Dean of Students to enter the Mines premises.
  - p) **Revocation of Admission and/or Degree** - Admission to or a degree awarded from Mines may be revoked for fraud, misrepresentation, or other violation of Mines standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
  - q) **Withholding Degree** - Mines may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than expulsion, suspension, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than those violations that involved violence towards another person or resulted in suspension, expulsion, residence hall expulsion, or revocation or withholding of a degree, by a request to the Dean of Students. Cases involving the imposition of sanctions other than residence hall expulsion, disciplinary suspension, disciplinary expulsion, or revocation or withholding of a degree shall be expunged from the student's confidential record ten years after the incident occurred.

In situations involving both an accused student(s) (or group or organization) and a student(s) victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) victim because the educational career and chances of success in the academic community of each may be impacted.



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4. Many of the sanctions listed above may be imposed upon student groups and organizations. Additionally a sanction of deactivation may be imposed for groups and organizations. Deactivation is the loss of all privileges, including Mines recognition, for a specified period of time.

### *G. Notification of Outcomes*

The outcome of the conduct proceedings will be shared with the accused student and become part of a student's education record. This record is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. The information may be shared with other Mines officials that have a need to know as determined by the Vice President of Student Life or Associate Dean of Students. The information will also be shared when the student gives permission for the information to be shared, or if the information is requested through a court order or subpoena, or as permitted or required by law.

As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, Mines will inform the complainant and/or alleged victim of the final results of the proceedings regardless of whether Mines concludes that a violation was committed. Such release of information may only include the accused student's name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only the rationale for the outcome will also be shared with the complainant in addition to the finding and sanction(s).

In cases where Mines determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense, Mines may release the accused student's name, the violation committed, and the sanctions assigned (if applicable) publicly and/or to any third party. FERPA defines "crimes of violence" to include:

- 1) Arson
- 2) Assault offenses (includes stalking)
- 3) Burglary
- 4) Criminal Homicide—manslaughter by negligence
- 5) Criminal Homicide—murder and non-negligent manslaughter
- 6) Destruction/damage/vandalism of property
- 7) Kidnapping/abduction
- 8) Robbery
- 9) Forcible sex offences; and
- 10) Non-forcible sex offences.

### **ARTICLE VII: APPEAL PROCESS**

This appeal process governs most requests for appeal related to violations of the *Student Code of Conduct*. However, grade appeals, residency appeals, academic misconduct appeals, appeals related to research misconduct, and appeals related to gender-based discrimination, sexual assault, and sexual violence are handled through separate processes. An appeal must be filed in writing and submitted to the Office of the Vice President for Student Life. An appeal request will only be considered if it includes the specific aspect of the decision being appealed, the grounds for an appeal, and the rationale that support the selected grounds.

1. **Appealable Decisions:** Not all decisions can be appealed. An appeal is not appropriate for the simple reason that one disagrees with the decision. Only those decisions that include sanctions that require restitution payment, restrict civil liberties, or remove a privilege (i.e. suspension, expulsion, eviction from housing) may be appealed. Warnings, reprimands, probation, protective measures, and other conditions of a student's



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continued enrollment are not appealable. Alleged due process violations may be appealed. However, in the case of due process appeals, the appeal decision is limited to correcting the process error(s).

2. **Grounds for an Appeal:** The four items listed below are the only acceptable grounds for an appeal. Except as required to explain and support an appeal based on new information, an appeal shall be limited to a review of the investigation record of the administrative conduct meeting and supporting documents for one or more of the following purposes:
  - a. **New Information:** To consider information or other relevant facts sufficient to alter a decision because such information and/or facts were not known to the person appealing at the time of the original administrative conduct meeting.
  - b. **Appropriateness of Sanctions:** To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct the Respondent was found to have committed. If the Respondent is making the appeal solely on this ground, he/she accepts responsibility for the violation and is only appealing the severity of the sanctions.
  - c. **Due Process:** To determine whether the administrative conduct meeting and process was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the Complainant a reasonable opportunity to prepare and to present information about the alleged Student Code of Conduct violation, and giving the Respondent a reasonable opportunity to prepare and to present a response to the allegation(s). Minor process deviations that do not materially affect the outcome are not a basis for sustaining an appeal.
  - d. **Arbitrary Decision:** To determine whether the decision reached regarding the Respondent was supported using the preponderance of evidence standard to establish that a violation of the Student Code of Conduct occurred.
3. **Submitting an Appeal Request:** Decisions reached by a Conduct Professional may be appealed by the Respondent. In cases dealing with intimidation, assault, or harassment, the Complainant may also appeal. The individual may file an appeal by completing a Student Conduct Appeal Request Form and submitting it to the Office of the Vice President for Student Life by the date stated in the original decision letter (typically within seven (7) business days of the date of the decision notification). This form is available online and in person at the Office of the Vice President for Student Life. It is the obligation of the person making the appeal to complete the form in its entirety and provide any and all materials that s/he wishes to have considered at the time of the appeal request submission. If the appeal request form is not received within the required time frame, the original decision is final and no further appeal is permitted.
4. **Sanctions and Conditions during a Pending Appeal:** Throughout the entire appeal process, all parties must continue to comply with all conditions and/or sanctions of the original decision. However, the Respondent may request and receive approval from the Vice President for Student Life to continue to attend classes and/or reside in student housing while the appeal is pending. Such approvals are within the sole discretion of the Vice President for Student Life or designee and may include alternative protective measures.
5. **Appeal Review:** Within seven (7) business days of the appeal request being received, the Vice President for Student Life or designee will review the written request form and materials to determine if the appealing party has identified acceptable grounds for an appeal and whether the appeal has been filed by the appeal deadline. Following the review, the Vice President for Student Life will make a decision consisting of one of the following actions:
  - a. **Deny the appeal** - the appeal and supporting information do not establish an acceptable basis for appeal or the appeal request form was not submitted by the appeal deadline. If the appeal is denied, the decision is final and is considered binding upon all parties.
  - b. **Allow the appeal to proceed** - The appeal and supporting information submitted meet one of the grounds for appeal and the appeal request form was submitted by the appeal deadline. Within two (2)





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business days of the parties receiving notification that the appeal will proceed, s/he must provide the Office of the Vice President for Student Life with a list of potential witnesses (if any) that he/she would like to have interviewed by the Appeal Committee and the rationale for interviewing each person. Character witnesses are not permitted. All witnesses should be able to speak directly to the ground(s) of the appeal.

The Vice President for Student Life will notify the Respondent (and Complainant, when involved) in writing of the decision to deny or allow the appeal.

6. **Appeal Committee & Decision:** If the Vice President for Student Life determines that the appeal request will be allowed to proceed, a three-person Appeal Committee will be convened to decide the appeal. The Vice President for Student Life will serve as a non-voting Chair of the Appeal Committee. The Vice President for Student Life will select the three members of Appeal Committee from the membership of the Student Conduct Appeals Board based on general availability. The Appeal Committee will consist of one student, one academic faculty member, and one administrative faculty member or classified staff member. Information regarding the Student Conduct Appeal Board can be found in Section 12 of the Faculty Handbook.

All information regarding the incident and appeal that was relied upon by the decision maker, will be given to the Appeal Committee for review. Within ten (10) business days of receiving the information, the Appeal Committee will review the materials and make a decision. At the Committee's discretion, the Appeal Committee may gather additional information and/or interview witnesses. The Appeal Committee may extend this timeline by notifying all parties involved and informing each of the new timeline. This notification must take place prior to the original stated completion date.

7. **Outcome of Appeals** - At the conclusion of the review, the Appeals Committee will make one of the following decisions:
  - a. **Affirm the decision:** the Appeal Committee agrees that the information supports the original decision.
  - b. **Reverse the decision:** the Appeal Committee does not agree that the information supports the original decision. The disciplinary decision will be changed to "Not Responsible". This option is not available when the Respondent is appealing the severity of the sanction or the imposition of conditions.
  - c. **Return the matter for further consideration:** the Appeal Committee believes that additional review and considerations should be made by the original Conduct Professional that could include increasing or decreasing the sanctions imposed or addressing additional issues that arose through the appeals process. The Appeal Committee should provide the original Conduct Professional with the information to be reconsidered and recommendations for appropriate sanctions

The Vice President for Student Life, on behalf of the Appeal Committee, will communicate the decision in writing to the parties within five (5) business days of the conclusion of the appeal review. If a matter is returned to the original Conduct Professional for further consideration, the reconsideration will take place and the decision communicated in writing to the parties within seven (7) business days of the matter being returned. The decision is final and shall be considered binding upon all involved, from which no additional appeals are permitted.

### ARTICLE VIII: INTERPRETATION AND REVISION

1. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Vice President for Student Life or his or her designee for final determination.





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2. The Student Code of Conduct shall be reviewed at least every two years under the direction of the Vice President for Student Life.



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### Appendix

#### Consent

Consent for sexual activity is clear, knowing, voluntary, and mutually understandable through words or actions which indicate a willingness to participate in mutually agreeable sexual activity. Consent must be active; silence by itself cannot be interpreted as consent. Consent is not effectively given if it results from the use of actual or implied physical force, threats, intimidation, or coercion. In the absence of mutually understandable words or actions (a meeting of the minds on what is to be done, where, with whom, and in what way), it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure that he or she has consent from his/her partner(s) at every stage of sexual interaction. Engaging in sexual activity with a person who one knows to be incapacitated, or reasonably should know to be incapacitated, is prohibited.

#### A. *Physical force, threats, intimidation and coercion*

- Physical force is the use of physical violence or imposing on someone physically to gain sexual access.
- Threats exist where a reasonable person would have been compelled by the words or actions of another to give permission for sexual contact that they would not otherwise have given. For example, threats to kill you, themselves, or to harm someone you care for constitute threats.
- Intimidation occurs when someone uses his or her physical presence to menace you, although no physical contact occurs, or where knowledge of prior violent behavior by an assailant, coupled with menacing behavior, places you in fear as an implied threat.
- Coercion is unreasonable pressure for sexual activity. Coercion is differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, and/or other factors such as isolation. When someone makes it clear that they do not want sex, do not want to go past a certain point, and/or want it to stop, continued pressure beyond that point can be coercive.

#### B. *Incapacitation due to alcohol, drugs, etc.*

Incapacitation is a state where a person lacks the ability to make rational, reasonable decisions including an inability to understand the who, what, when, where, why or how of sexual activity, or an inability to fully understand the details of sexual interaction. Incapacity can result from alcohol or drug consumption, illness, unconsciousness, blackout, sleep, mental disability, and other circumstances.

Administering rape drugs, such as Rohypnol, Ketamine, GHB, and Burundanga to another person is a violation of the *Student Code of Conduct*.

#### C. *Additional rules regarding consent*

- Consent will be determined using both objective and subjective standards. The objective standard is met when a reasonable person would consider the words or actions of the parties to have manifested an agreement between them to do the same thing, in the same way, at the same time, with one another. The subjective standard is met when a party involved believes in good faith that the words or actions of the parties manifested an agreement between them to do the same thing, in the same way, at the same time, with one another.
- A person who is the target of sexual aggression is not required to resist a sexual aggressor.
- Consent to some forms of sexual activity does not automatically imply consent to other forms of sexual activity.
- Silence, previous sexual relationships, and/ or the existence of a current relationship do not imply consent. Consent cannot be implied by attire or inferred from the giving or acceptance of gifts, money, or other items.
- Consent for sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly. Withdrawal of consent can be done in numerous ways and need not be a verbal withdrawal of consent.
- A respondent's intentional use of alcohol/drugs will not function as a defense to a possible violation of this policy.
- In order to give effective consent, one must be of legal age.