

# **STUDENT CONDUCT CODE**

## **Introduction**

The Aquinas students, staff, and faculty form a unique educational community dedicated to furthering the College's educational mission. We take pride in our community. In order to maximize each student's college experience and educational potential, all Aquinas community members are expected to adhere to College policies. For students, this means understanding and accepting the Student Conduct Code as the basis for nurturing our community.

The Student Conduct Code's purpose is to outline policies and procedures that protect students and to articulate minimum standards for appropriate behavior. Students, faculty, staff and administration have agreed on this Code; therefore, becoming an Aquinas student means accepting its rules and general spirit of respect and cooperation. We believe that this Code encourages academic and interpersonal integrity. In addition to adhering to College policies and rules, students are expected to

1. Show respect and sensitivity for others;
2. Support open communication to enhance our living/learning atmosphere;
3. Be honest in all academic work and know that cheating, plagiarizing, and giving false information will not be tolerated;
4. Help support enforcing Aquinas rules and regulations, when needed;
5. Respect the College's physical facilities and individual property;
6. Meet all financial obligations.

As a Catholic College, Aquinas College encourages its students to adhere to Christian moral teachings in their personal interactions. With regard to physical acts of affection, the College expects its students to act with appropriate modesty and in a spirit of mutual respect. The College enjoins unmarried students to refrain from sexual contact.

As a community, we value our students' safety and well-being; therefore, violations of this Code will result in disciplinary sanctions through the Dean of Students' Office. For severe or repeat infractions, the College has the right to dismiss students. All local, state, and federal laws apply to students while on property owned or controlled by the College or when off campus; therefore, disciplinary action may be taken against individuals and/or organizations for misconduct and students may be legally prosecuted. Every student is responsible for knowing and abiding by the Aquinas Student Conduct Code. The College reserves the right to alter or add to this Code. The President may amend this Code after consulting the Student Senate and the Faculty Assembly

We believe that this Code promotes our students' academic success and personal development. Please take time to familiarize yourself with this Code, as it delineates your rights and responsibilities.

## **1. Personal Honesty and Behavior**

### **A. Academic Dishonesty**

The purpose of an Aquinas education is to instill in the student a quest for knowledge, a love for learning, and a pursuit of truth which comes from being an active member of an academic community with fellow students and faculty. Central to this community is the personal integrity of each member.

Dishonesty in any form is an extremely serious offense and the College has a strict policy regarding academic dishonesty that includes, but is not limited to, plagiarism and any form of cheating on coursework and examinations.

### *Plagiarism*

It is understood that all academic work which a student submits to his/her instructor is the result of the student's own work. When a student submits work claimed to be his or her own, but which in any way uses ideas, organization, wording, or anything else from some other source without an appropriate acknowledgment of that fact, the student has plagiarized.

Plagiarism may take many forms. In general, however, it can be defined as presenting as one's own the words or work or opinions of another.

Students commit plagiarism when they submit as their own work

- Part or all of an assignment copied or paraphrased from another source, such as a book, a magazine, or a manuscript, without proper citation;
- Material prepared by another person or organization;
- The sequence of ideas, arrangement of material, or thought-pattern of someone else. Plagiarism occurs when such a sequence of ideas is transferred from the source(s) to a paper without the process of reflection, integration, and reorganization in the writer's mind, and without proper citation.

Students are accomplices in plagiarism and equally culpable if they:

- Willfully allow their work, such as a paper in outline or finished form, to be copied and submitted as the work of another;
- Prepare a written assignment for another student and allow it to be submitted as the other student's own work.

When in doubt as to the criteria for written assignments, it is the student's responsibility to consult beforehand with the instructor who will receive the finished work.

### *Cheating*

Cheating includes, but is not limited to, any attempt by a student to answer questions on a test or quiz by any means other than his/her own knowledge. Examples of cheating are as follows

- Use of any materials in the process of completing an examination which have not been approved by the instructor;
- Transmission of information, either given or received, during an examination period;
- Intended observation of another's work for hints on materials or technique during a laboratory test without the consent of the instructor;
- Obtaining, in part or in whole, a copy of the examination without consent of the instructor;
- Buying or procuring previous examinations given in the course without the consent of the instructor.
- Submission of identical papers or work for two different courses without the explicit approval of both instructors.

### *Complicity*

Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

- Students may not allow other students to copy from their papers during an examination or on any assignment,

- Students may not assist other students in acts of academic dishonesty by providing substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to tests that have been administered and returned to students in previous semesters.

### **Violations of the Academic Dishonesty Policy**

If a student is suspected of cheating or plagiarism, the instructor will communicate with the student. If it is confirmed that a violation has occurred, the instructor will determine which of the following penalties is to be applied

- The student may fail the test or paper in question.
- The student may be required to resubmit the work or to do additional work.
- The student may be assigned a grade of ``F for the course.

### **Reports of Academic Dishonesty**

When an instructor knows that academic dishonesty has occurred, he/she will file a written report with the Department Chair and the Dean of Students. The report will include

- The student's name
- The nature and pertinent evidence of the violation
- The student's response
- Any action taken by the instructor.

Once a report is received, the Dean of Students may impose appropriate disciplinary sanctions. If no further action is requested or deemed warranted by the circumstances, the Dean will simply retain the report. If multiple reports are received regarding suspected or substantiated academic dishonesty by the same student, the Dean of Students will refer the case to the Provost. The Provost has the discretion to take further steps toward disciplinary action which may include expulsion from the College or revocation of degree. (Note: a student may not withdraw from a course in which he/she has been failed for academic dishonesty.)

If the student feels he/she has been wrongfully charged with cheating or plagiarism, he/she may wish to consider filing a formal grievance. The student should contact the Dean of Students or the Provost for more information about this process.

### **B. Falsification of Information**

Students are not to use or provide false documentation to the College or to officials of the College in any form, written or verbal. Students are not to knowingly, misrepresent, or falsify any College records, forms, procedures, or identification.

### **C. False Reporting of Emergencies**

The intentional false report of a bomb, a fire, or other emergency in any College facility on property controlled by the college in any form -- manual (pulling an alarm), verbal, written, or otherwise-- is prohibited. Maximum sanctions of this code shall be considered if this policy is violated.

### **D. Disregarding the Directive of a College Official**

Students are not to disregard or fail to comply with a reasonable directive, including a verbal or written request to show student ID, of a College official acting within the scope of his/her prescribed duties or the police or other law enforcement officers acting in the performance of their duties.

### **E. Failure to Abide by Judicial Action**

Failure to pay an assigned fine or to do assigned work or to obey any other directive or sanction following a properly conducted disciplinary action is a separate violation of College rules. If students are not otherwise informed, all conditions of any disciplinary sanction must be satisfactorily completed within two months after the sanction was applied. Any unpaid fines are doubled after this time.

#### **F. Personal Conduct While Not on College Property**

The College may discipline a student for acts of personal misconduct or criminal acts that are not committed on College property if the acts arise from College activities that are being conducted off the College campus, or if the misconduct undermines the security of the College community or the integrity of the educational process or poses a serious threat to self or others.

Aquinas College is committed to the promotion of a civil community both on campus and off campus.

Aquinas College regards off-campus activity, including but not limited to College-sponsored events, as an integral part of a student's academic, personal, and professional growth. Thus, the College recognizes the right of all students to expect that the College will subject individuals to the same responsibilities and disciplinary procedures when conduct

- Adversely impacts the College's mission, or the tenets of this Code, such as altering academic transcripts, harassment of any kind, trafficking in term papers, use of a computer or other electronic device to obtain unauthorized access to information;
- Presents a clear danger to the personal safety of any person or the protection of any person's property, such as alcohol and drug offenses, arson, battery, fraud, hazing, participation in group violence, rape, sexual assault, stalking, or theft;
- Violates policies of an academic program and related facilities, including but not limited to an off-campus clinical, field, internship, or in-service experience, or an overseas study program.

#### **G. Violation of State, Federal, Municipal Law, or College Policies While on College Property**

Any student, who violates any state, federal, or municipal law while on property owned or controlled by the College shall be subject to College judicial action for the offense(s) and to sanctions prescribed by this code. The College may refer the student to the appropriate city, state or federal authorities.

#### **H. Violation of Student Code of Conduct and/or State, Federal, or Municipal Law While NOT on College Property**

Living off-campus is a natural part of the experience that many students will have during their tenure at Aquinas College. However, students who rent properties off-campus are expected to respect the communities where they are residing and represent themselves in a manner that does not negatively impact the College.

Aquinas College is committed to being a good neighbor to the communities that surround our campus. Therefore the College recognizes the importance of establishing and enforcing acceptable community standards of behavior. Members of the College community are informed that they will be held accountable for their **off-campus actions and/or behaviors** as they relate to established laws and regulations of federal, state and local agencies, as well as policies of Aquinas College. The College reserves the right to initiate judicial action against any student who violates any state, federal or municipal law off campus, where notice of adjudication is received by the College.

## **2. Disruption, Obstruction, and Noise**

Aquinas College, as an academic community, requires that each individual respect the needs of others to study, learn, work and sleep in a peaceful atmosphere.

**A. Excessive Noise**

Disruption of study, sleep, work or any other appropriate activity through excessive noise is prohibited.

**B. Disruptive Behavior**

Disruption of study, sleep, work or any other appropriate activity through disorderly behavior is prohibited.

**C. Disruption of Academic or Operational Functions**

Students have the right, accorded to all persons by the Constitution, to freedom of speech, peaceable assembly, petition and association. Students and student organizations may examine and discuss all questions of interest to them and express opinions publicly as well as privately. They may support causes by lawful means, which do not disrupt the operations of the College, or organizations accorded the use of College facilities.

Any person, who interferes with an academic, research, administrative, disciplinary, or operational function of the College will be asked to cease and desist. Failure to cease and desist will be subject to judicial action against the individuals. Furthermore, if the person does not comply, the following steps will be taken

1. The individual who is interfering with the academic or operational functions of the College will be asked to identify him/herself.
2. If the individual refuses to identify him/herself or to cease and desist, he/she will then subject him/herself to arrest and will, after being identified by the police, be charged with appropriate civil law violations.
3. The individual who is interfering with academic or operational functions of the College, who refuses to identify him/herself or to cease and desist, will also subject him/herself to immediate suspension from the College and be informed of the opportunity for an appeal hearing to be established at the earliest feasible date.

Conduct which by itself, or in conjunction with the conduct of others, disrupts or impairs the carrying on of normal College functions, and which the student knew or reasonably should have known would occur, will be subject to disciplinary action.

**3. Safety**

**A. Behavioral Misconduct and Harassment**

Aquinas College holds students accountable for their behavior and holds all members of the College community to the same behavioral expectations. The behavior of individuals must conform to community standards of health, safety, and noninterference with the living and learning environment of others.

A student shall take no action that threatens or endangers his or her own safety, health, or life; nor shall a student make any verbal threat of such action. Students are not to exhibit behavior which harasses, violates the rights of, or threatens any person; harms, or causes to place in harm, any person; or to conduct themselves in a lewd, indecent, obscene, or disorderly manner.

*Harassment*

Harassment is communication, whether spoken, written, physical, or pictorial, that could reasonably be understood as (1) having the purpose or effect of creating an intimidating, hostile, or offensive

environment; (2) having the purpose or effect of interfering with an individual's work or academic performance or access to College activities and programs; or (3) adversely affecting an individual's employment or educational opportunities or access to College activities and programs.

Harassment is considered a violation of College policy when it has the purpose or effect of demonstrating disregard for the rights of or respect for others; when it shocks the sensibilities of the average person; or when it occurs after a warning that such communication or behavior is considered offensive.

Harassment includes, but is not limited to, abusive or humiliating speech or conduct relative to sex, race, national origin, age, disability, sexual orientation, physical or personal traits.

Intentionally inflicting bodily harm upon any person, taking any action for the purpose of inflicting harm on another person; taking any action (physically or verbally) with reckless disregard that harms another person; taking any action that creates a substantial risk of harm to another person; or the verbal, written, or other transmission of harassment or threatened use of force to inflict harm to another person is strictly prohibited.

All students are prohibited from engaging in conduct which threatens, harasses, or intimidates any person involved in a complaint or judiciary hearing.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when they have the purpose or effect of interfering with or creating an intimidating, hostile, or offensive working, living, or educational environment. Such behavior is subject to disciplinary action.

If a student believes s/he has been the victim of harassment by a student, faculty or staff member of the College, or a third party affiliated with the College, s/he is encouraged to discuss the matter with a trusted College official, such as an Area Coordinator, someone in the Counseling Services Department or the Dean of Students. That person will assist the student in filing a report with the Director of Human Resources. If the reported harassment is by a student at the College, a report of such harassment should be filed with an Area Coordinator, the Director of Residence Life, Campus Safety or the Dean of Students.

#### **B. Hazing**

Hazing is prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, or affiliation with any organization or group.

#### **C. Sexual Assault \*\***

Sexual assault includes, but is not limited to, forcing, threatening to force, coercing, or deceiving another to engage in sexual activity. Sexual activity includes, but is not limited to, sexual penetration, touching of the genital area, groin, inner thigh, buttocks, or breast. The definition of sexual assault includes any of the following

1. Force or coercion is used to accomplish the sexual contact without the person's consent
2. The victim is mentally incapacitated by being rendered temporarily incapable of appraising or controlling his/her conduct due to the influence of alcohol, other drugs or other substances to that person with or without his/her consent.
3. The victim is physically helpless by being unconscious, asleep or for any other reason is physically unable to communicate unwillingness to act.
4. The actor knew or should have known that the victim was mentally incapacitated or physically

helpless.

Consent, on the contrary, is a voluntary granting of permission. Engaging in such activity with another, knowing that the activity is offensive to that person or that the person is unable to assess the nature of the activity or to control his/her conduct is prohibited. People who commit sexual assault are subject to prosecution by civil authorities and College disciplinary action.

**NOTE:** *The use of alcohol or other drugs will not be considered a defense.*

#### **D. Sexual Misconduct \*\***

Sexual misconduct is defined as the intentional touching of a person's intimate parts or the clothing covering the immediate area of a person's intimate parts without his/her consent.

**NOTE:** *The use of alcohol or other drugs will not be considered a defense.*

\*\* The above definitions are modeled after Michigan State Law regarding Criminal Sexual Conduct (Michigan Penal Code, section 750.520a-e)

#### **E. Use and Possession of Alcoholic Beverages**

Only students of legal age defined by the state statute may possess and consume alcoholic beverages in approved designated areas of the College residence facilities (as prescribed in Residence Hall Rules and Regulations).

1. Students may not consume, transport, or possess any alcoholic beverages in open containers on College property unless permission is granted as specified above. Students of legal age may not supply by any means any alcoholic beverage to students of less than legal age.
2. There shall be no possession or consumption of alcoholic beverages at any student activity, sporting event, or other student gathering on College owned or controlled property unless permission is granted as specified above.
3. Excessive use of alcohol under any circumstances is not condoned by the College. Students who drink to excess may be required to attend counseling. Recurring incidents could result in required assessment and treatment at an alcoholic rehabilitation center (at the student's expense) or dismissal from the College.

#### **F. Use, Possession and/or Distribution of Controlled Substance**

Students are not to use, possess, or distribute any state or federally controlled drug, narcotic, barbiturate, hallucinogen, marijuana, or amphetamine on College premises or property owned or controlled by the College, except as authorized by law.

#### **G. Possession or Use of Dangerous Weapons**

Possession of or the use of any firearm, ammunition, explosive device, air soft gun or other *weapon (or weapon look alike)* on College owned or controlled property is strictly prohibited. Students are not to explode any type of fireworks on College owned or controlled property unless authorized in writing by the Dean of Students.

### **4. Property**

#### **A. Theft of Property**

The theft of College, private or public property and/or possession thereof is prohibited.

#### **B. Destruction of Property**

Students are prohibited from destruction, damage or defacing of College private or public property.

**C. Unauthorized Alteration or Use of Emergency or Safety Equipment**

The unauthorized alteration or misuse of any firefighting equipment, safety equipment or other emergency device is prohibited.

**D. Unauthorized Entry**

Forcible or unauthorized entry or entry by deception into any building structure, facility or room therein on the premises of College owned or controlled property is prohibited.

**E. Unauthorized Keys**

Using, possessing, making or causing to be made, any key(s) for any College building room are prohibited on the premises or on properties owned or controlled by the College, or facility, except as authorized.

**F. Misuse of Phones**

Misuse of College telephones is prohibited on the premises or on properties owned or controlled by the College or facility.

**G. Misuse of Computers**

See <http://www.aquinas.edu/about/pdf/aup.pdf>