



Standards of Student Conduct

I. Student Code of Conduct

The purpose of the Student Code of Conduct is to maintain the general welfare of the EducationUSA Academy, the International English Center (“IEC”), and the university community. The IEC and the university strive to make the campus community a place of study, work and residence where people are treated, and treat one another, with respect and courtesy. All students must follow the Student Code of Conduct. Students who violate these standards will be subject to the actions described below.

Behavioral Expectations

The IEC expects the following behaviors from students:

- Cell phones are only used for academic purposes and with the permission of your instructor.
- If you have something to share with the class, wait your turn to speak.
- Speak in English unless you have permission to do otherwise.
- Be polite and kind (in words and actions) to the teachers, the staff, and other IEC students.
- Arrive to class on time.
- Stay in the classroom for the entire class period.
- Respect the academic environment by being alert in class, participating in class activities, and coming to class prepared for the day’s lesson.

Prohibited Conduct

In addition, the conduct listed below is prohibited by the University’s Student Code of Conduct or other campus policies:

- Assaulting or physically abusing another person.
- Smoking.
- Intimate partner abuse.
- Sexual misconduct.
- Indecently exposing one’s body.
- Stalking.
- Hazing.
- Abusive conduct that creates an environment that is hostile or offensive.
- Violating any federal, state, or local law or university regulation.
- Interfering with a university activity.
- Interfering with a police or fire response.

- Failing to comply with university officials who are performing their duties.
- Failing to abide by a university sanction.
- Providing false information to IEC or university officials.
- Retaliating against or discouraging an individual from participating in a university process.
- Violating any Housing and Dining Services policy.
- Unauthorized entry into or exit from university property.
- Damaging university property.
- Engaging in, inciting, or arming someone for a riot or public disturbance.
- Use of electronic or other devices to make an audio or video record of another person without that person's express consent and/or knowledge.
- Possessing firearms, explosives, fireworks, incendiary devices, ammunition, or other weapons on campus.
- Theft.
- Possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia in violation of law or university policies.
- Possessing, using, providing, manufacturing, distributing, or selling alcoholic beverages in violation of law or university policies.

Prohibited conduct also includes conduct engaged in by electronic means including, but not limited to, computers (such as with use of the Internet for email or social media purposes) and telephones (such as by calls, texts, instant messaging, or the Internet), or any other means of electronic communication.

Where an allegation of prohibited activity falls within the jurisdiction of the Office of Institutional Equity and Compliance (OIEC), such as discriminatory or harassing behavior or sexual misconduct, the IEC will refer the matter to OIEC for an investigation, although the IEC may proceed with an investigation and sanctions under its own conduct process as well.

Actions taken under this conduct process are separate and apart from any law enforcement or other court process or proceeding, such as a civil lawsuit or criminal prosecution that may relate to the same underlying factual incident.

Procedure for Determining Prohibited Conduct Violations

If the IEC is presented with information indicating that an IEC student has engaged in prohibited conduct, the IEC Program Manager or designee will conduct a brief investigation of the allegations. At a minimum, the IEC Program Manager or designee will review the allegations and any witness statements, and will give the student an opportunity to respond to the allegations. The IEC Program Manager or designee will then make determinations about the facts and the credibility and reliability of the information provided and, based on that information, will determine whether the student has violated the Student Conduct Code.

In order to find that a student has engaged in prohibited conduct, the information must demonstrate that it is more likely than not that the student violated the Student Conduct Code.

Sanctions for Violating the Student Code of Conduct

If the student is found responsible for violating the Student Code of Conduct, the Program Manager or designee will determine any aggravating or mitigating circumstances and assign sanctions.

At a minimum, any student found violating one of the above standards will be written up. This write-up of the disciplinary determination may impose additional appropriate sanctions, which may include

suspension of participation in IEC activities or, in cases of serious misconduct, dismissal from the IEC program. A copy of this write-up will be placed in the student's academic file. The student's parents/guardians will be notified. If the student is sponsored, the sponsor will also be notified.

The IEC reserves the right to dismiss any student who violates any of the Student Code of Conduct standards. In the event that a student is dismissed from the program, the parents or guardians are responsible for all additional expenses incurred above those of the regular program costs, including but not limited to additional transportation costs for the return flight. In the case of early dismissal for disciplinary reasons, IEC will not reimburse program costs.

The student has the right to appeal the sanction by completing an online International English Center Appeal Form and submitting it to the IEC Director or designee. The student should submit the appeal within (24) hours of receiving the disciplinary letter. The Director or designee will promptly issue a written decision, which decision shall be final.

Parental Responsibility

The IEC does not act in the capacity of in loco parentis (i.e. in the place of a parent) with respect to EducationUSA Academy students. The students' parents or guardians retain their rights and obligations and are expected to maintain regular contact with the students by telephone, email, or other applications.

Adapted from: [Student Conduct Code Policies & Procedures 2016-2017](#), Office of Student Conduct, University of Colorado Boulder. Effective 8/8/2016.

II. Student Honor Code

Honor is about academic integrity, moral and ethical conduct, and pride of membership in a community that values academic achievement and individual responsibility. Cultivating honor lays the foundation for lifelong integrity, developing in each of us the courage and insight to make difficult choices and accept responsibility for actions and their consequences, even at personal cost.

As citizens of an academic community of trust, CU Boulder students do not lie or cheat whether they are on campus or acting as representatives of the university in surrounding communities. Neither should they suffer by the dishonest acts of others.

All EducationUSA Academy students are responsible for knowing and adhering to the academic integrity policy. Violations of this policy may include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of alleged academic misconduct shall be reported to the Assistant Director for Student Services and Program Development.

The IEC will follow the same investigative and disciplinary procedures where students have allegedly violated the Honor Code as for violations of the Student Code of Conduct. Regardless of whether the IEC Director or designee imposes a non-academic sanction for an Honor Code violation, the faculty member teaching the course may impose additional academic sanctions for the same misconduct.

Adapted from: <http://honorcode.colorado.edu>, Honor Code Office, University of Colorado Boulder.

Certification and Signature

I have read and understand the Student Code of Conduct and the Student Honor Code for the EducationUSA Academy at the University of Colorado Boulder.

Student Signature

Date (Month/Day/Year)

Signature of Parent or Legal Guardian

Date (Month/Day/Year)