

## **STUDENT CODE OF CONDUCT**

Ai Minnesota promotes learning and the development of integrated, whole persons. Students may expect that the institution and all its members will treat them as adults and as full participants in the educational process.

Ai Minnesota strives to be a community characterized as thinking, caring, inclusive and active. Such a community requires that its members, having made a choice to join the community, strive to improve themselves, affirm others and actively involve themselves in enhancing the community. These ideals require that we have explicit, clear and high expectations for one another. These expectations are that:

- We take responsibility for our own learning and personal development
- We challenge each other to develop intellectually and ethically
- We practice personal and academic integrity
- We consider and seek to understand different ideas and viewpoints
- We conduct ourselves with dignity and civility in our interactions with one another
- We care about others' welfare and seek to be responsive to their needs
- We strive to keep one another safe from physical and emotional harm
- We respect the dignity and worth of all persons
- We celebrate human differences in their many forms
- We confront bigotry with caring and without compromise
- We respect the rights and property of others
- We take responsibility for our actions, bear the consequences of those actions and learn from them.
- We challenge others to take responsibility for their actions, to bear the consequences and to learn from them.

### **SECTION I. GUIDING PRINCIPLES**

Ai Minnesota recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, Ai Minnesota provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute's mission.

### **SECTION II. SCOPE**

This Student Conduct Policy applies to all students and student organizations at Ai Minnesota.

### **SECTION III. REACH**

The Student Conduct Policy shall apply to student conduct that occurs on Ai Minnesota premises including online platforms, at College-sponsored activities, student organization sponsored events or in student housing. At the discretion of the Chief Conduct Officer (Dean of Student Affairs or a delegate as appointed by the President of Ai Minnesota), the policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

### **SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP**

Students are both members of the Ai Minnesota community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of Ai Minnesota and to other individuals who make up the community. By enforcing its Student Conduct Policy, Ai Minnesota neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, Ai Minnesota will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

### **SECTION V. DISCIPLINARY OFFENSES**

**The offenses listed below are given as examples only. Ai Minnesota may sanction other conduct not specifically included on this list.**

#### **1. Academic Dishonesty**

- a) Plagiarism
- b) Cheating on assignments or examinations ;
- c) Engaging in unauthorized collaboration on academic work;
- d) Taking, acquiring or using test materials without faculty permission;
- e) Submitting false or incomplete records of academic achievement;

- f) Altering, forging or misusing a college academic record;
- g) Fabricating or falsifying data, research procedures, or data analysis;
- h) Deceiving the college and/or its officials.

**2. Illegal or Unauthorized Possession or Use of Weapons**

- a) Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property or at college sponsored functions, except where possession is required by law.

**3. Sexual Assault or Nonconsensual Contact**

- a) Any form of unwanted sexual attention or unwanted sexual contact.

**4. Threatening, Violent or Aggressive Conduct**

- a) Assault, battery, or any other form of physical abuse of a student or college employee;
- b) Fighting or physical altercation;
- c) Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees.
- d) Any conduct that threatens the health or safety of another individual one's own self or another individual. Threats to commit self-harm and/ or actual incidents of self-harm by any student.

**5. Theft, Property Damage and Vandalism**

- a) Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
- b) Extortion
- c) Setting fires, tampering with fire safety and/or firefighting equipment.

**6. Disruptive or Disorderly Conduct**

- a) Disruptive behavior, such as interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)

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- b) Disruptive classroom conduct, such as,

- i. Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities;
- ii. Use of cell phones and pagers during scheduled classroom times.

- c) Disorderly Conduct, such as,

- i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials.
- ii. Breach of peace on college property or at any college-sponsored or supervised program.
- iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of Ai Minnesota and/or its reputation.

**7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol**

- a. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by the college.
- b. Being under the influence of illegal or controlled substances on college property, or at any college function.
- c. Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college.
- d. Being under the influence of alcohol on college property or at any college function is also prohibited.

**8. Verbal Assault, Defamation and Harassment**

- a. Verbal abuse of a student or college employee.
- b. Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
- c. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

**9. Hazing**

- a. Any form of "hazing" and any act that endangers the safety of a student, or that 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.

“Hazing” includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.

#### **10. Falsification**

**Willfully providing college officials with false, misleading or incomplete information**

- a) Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.
- b) Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.

#### **11. Abuse of Ai Minnesota disciplinary system, including but not limited to:**

- a) Failure to obey the summons of a disciplinary body or college official
- b) Falsification, distortion, or misrepresentation of information before a disciplinary body or college official.
- c) Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d) Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
- e) Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.
- f) Failure to comply with the sanction(s) imposed under the student conduct policy.
- g) Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

#### **12. Unauthorized Use or Misuse of College Facilities**

- a) Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

#### **13. Violation of Federal or State Laws**

- a) Violation of federal, state or local laws and college rules and regulations on college property or at college sanctioned or college-sponsored functions.

#### **14. Insubordination**

- a) Persistent or gross acts of willful disobedience or defiance toward college personnel.
- b) Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties.
- c) Failure to exit during fire drill,
- d) Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties

#### **15. Violations of College Rules**

- a) Violations by guest of a student on college property. Students are responsible for the actions of their guests.
- b) Violation of school safety regulations.
- c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area.
- d) Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook.
- e) Any violation of the institutions policies on the responsible use of technology including but not limited to
  - i. The theft or abuse of computer, email, Internet or Intranet resources
  - ii. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose.
  - iii. Unauthorized transfer of a file.
  - iv. Unauthorized downloading of copyrighted materials in violation of law.
  - v. Unauthorized use of another individual’s identification and/or password.
  - vi. Use of computing facilities to interfere with the work of another student, faculty member, or school official.
  - vii. Use of computing facilities to send obscene or abusive messages.
  - viii. Use of computing facilities to interfere with normal operation of the school’s computing system.
- f) Failure to satisfy school financial obligations.

**The above list is illustrative only, and Ai Minnesota may sanction other conduct not specifically included on this list.**

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## **VI. SANCTIONS.**

Ai Minnesota may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). Ai Minnesota reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature. The Chief Conduct Officer or his/her delegate defines the terms of probation.
3. **Discretionary Sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. **Removal from Sponsored Housing:** The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. **Suspension:** Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. **Expulsion:** The student will be expelled from Ai Minnesota immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.
7. **Restitution:** Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

## **SECTION VII. DISCIPLINARY PROCEDURES:**

### **Complaint**

Any member of the Ai Minnesota community may file a complaint against any student for misconduct or for otherwise being in violation of Ai Minnesota policies.

1. The complaint shall be prepared in writing and directed to the Chief Conduct Officer or his/her delegate.
2. The written complaint should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/es may be included.
3. Complaints should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or a delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless Ai Minnesota determines that the circumstances do not warrant disclosure of some or all of the facts.

### **Search of Student's Property**

Students have no expectation of privacy in their personal property while on campus. Ai Minnesota reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Ai Minnesota staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

### **Notification and Determination of violations that warrant Disciplinary Meeting**

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting.
2. The Chief Conduct Officer or his/her delegate may render and communicate the decision to the student in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
3. If a student fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of Ai Minnesota policies on the basis of the

information available, and impose sanctions for such violations.

### **Notification and Determination of violations that warrant Disciplinary Hearing**

*In some cases, involving serious violations, the Chief Conduct Officer or delegate, hereby referred to as "Hearing Officer", in his or her sole discretion, may choose to assemble a disciplinary panel to adjudicate the process.*

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension).
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel.
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
5. In Hearings involving more than one STUDENT, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
  - a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
  - b. The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

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### **Disciplinary Panel**

A Disciplinary Panel may consist of members of the college Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.

### **Administrative Interim Suspension**

Students may be administratively suspended on an interim basis when:

- (1) serious allegations are being investigated
- (2) serious allegations are pending before a disciplinary panel
- (3) in advance of a disciplinary panel hearing; or
- (4) when a student potentially poses a threat of harm to himself, to others, or to property of Ai Minnesota or a member of the college community

During the interim suspension, students are denied access to college-sponsored housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or designee may determine to be appropriate. This interim suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions to provide for accommodations of a student in school sponsored housing.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

### **VIII. Appeal Procedures**

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to Ai Minnesota policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions

indicated in the decision.

- The student must write a letter of appeal in the student's own words, addressed to the President of Ai Minnesota or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to Ai Minnesota policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

### **Academic Integrity Policy**

Consistent with its mission and values, Ai Minnesota seeks to guide students to develop ideas and concepts that are their own. Any student who engages in conduct that violates principles of academic integrity and honesty is subject to disciplinary proceedings under the Student Code of Conduct. Academic integrity includes the following expectations:

1. Students shall allow others to receive credit for their work by:
  - a. Refraining from intentionally or inadvertently presenting the ideas of others as their own;
  - b. Refraining from assisting others in presenting the work of someone else as his/her own.
2. Students shall refrain from receiving or giving assistance on course assignments or tests beyond the guidelines established by the course instructor.
3. Students shall refrain from falsifying, fabricating, or distorting data through omission.
4. Students shall refrain from misrepresenting his/her personal accomplishments.

Violations of the Academic Integrity policy include:

**Plagiarism:** the act of representing someone else's work as the student's own regardless of the intent. The presentation of written documents, still or moving images, original ideas, research information, audio samples and music clips that are not the student's own work *without proper citation* is plagiarism.

**Cheating:** the act of receiving or giving assistance on written or electronic assignments, exams, or documents submitted as original pieces of work. This includes bringing unauthorized written notes, programmed material in watches, calculators, PDAs, cell phones, or laptops to in-class assignments, tests or exams, or take-home assignment or exams that exceed the guidelines set by the course instructor.

Aiding and abetting another individual in cheating and plagiarism is considered a violation of the Academic Integrity policy.

### **Disciplinary Sanctions :**

At Ai Minnesota, violations of the Academic Integrity policy are cumulative offenses throughout the student's career at the college: each act of plagiarism or cheating is documented in the student's judicial record, held in the Office of the Dean of Student Affairs, and the student's academic record in the Registrar's office. Violations of this policy will be handled in accordance with the disciplinary procedures outlined in the Student Conduct policy.

1st Offense:

- Failure of the assignment or examination (0 points) with no opportunity to re-do or make up work that has been plagiarized or produced as a result of cheating. The faculty member should calculate a course grade as if the assignment had been submitted but received no

points. Depending on the weight and timing of the assignment or exam, this may result in the student's failure of the course.

- Documentation of the plagiarism or cheating is filed in the student's judicial record in the office of the Dean of Student Affairs and in the student's academic record in the office of the Registrar.

2nd Offense:

- Failure of the course.

- A letter of Academic Warning is sent by the office of the Dean of Academic Affairs.

- Documentation of the plagiarism or cheating is filed in the student's judicial record in the office of the Dean of Student Affairs, and in the student's academic record in the office of the Registrar.

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3rd Offense:

- Failure of the course.

- Documentation of the plagiarism or cheating is filed in the student's judicial record in the office of the Dean of Student Affairs, and in the student's academic record in the office of the Registrar.

- Possible suspension/termination from Ai Minnesota with right to appeal as per procedures set forth in the Student Code of Conduct.