

Faculty Guide to Student Conduct Issues

These guidelines are intended to help faculty navigate the campus reporting processes related to student conduct issues as prescribed by university policy, including [CU Denver Policy 7004](#), and the responsible offices established by the CU Denver Dean of Students.

Faculty have rights and responsibilities as outlined in [Regent Policy 5](#). Students have rights and responsibilities as outlined in the [Student Code of Conduct](#). The policies and processes in place to address student conduct issues protect both faculty and students and provide due process prior to any determinations or sanctions.

- **In non-emergency situations**, you are encouraged to consult with your department chair or program director, the Assistant Dean for Academic Services, or the Office of Student Conduct or the Office of Case Management prior to submitting a report.
- **In an emergency**, when there are immediate concerns about the health or safety of a student or others, immediately phone 9-1-1 for emergency assistance and follow-up later by submitting a report.

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Definitions

Behaviors of Concern: Per [CU APS 7008](#), the university identifies student behaviors of concern as those which reflect that a student is in distress or is threatening or disruptive to the campus community, such as the following:

- Behaviors that indicate a student may be at risk of harming others;
- Behaviors that indicate a student may be at risk of harming himself/herself;
- Behaviors that indicate a student is unable to satisfy professional or ethical standards related to his/her field of study;
- Behaviors that make teaching, learning, and living difficult for others in the campus community;
- Behaviors that interfere with a student's ability to learn and/or live well.

Behavior Contract: Per [CU Denver Policy 7004](#), statements in a class syllabus are essentially a behavior contract as they set out expectations and consequences. When those expectations are not met, faculty may create a personal contract with a student. Contracts range from informal verbal agreements (though it is very strongly recommended to follow up with a summary email) to very formal written agreements, establishing specialized expectations to help the student be successful.

Disruption: Per [CU Denver Policy 7004](#), disruption in an academic setting is defined as behavior a reasonable faculty member would view as interfering with normal academic functions (teaching, learning, and research). Examples include, but are not limited to:

- Persistently speaking without being recognized;
- Persistently interrupting other speakers;
- Behavior which distracts the class from the subject matter or discussion;
- Personal insults to the faculty member or other students;
- Abusive behavior (as identified in the CU Denver Student Code of Conduct);
- Refusal to comply with faculty direction;
- Verbal or physical threats.

Student Code of Conduct: The [Student Code of Conduct](#) outlines student rights and responsibilities, behavioral expectations, and the university conduct process.

Campus Authority

The Dean of Students oversees the two offices charged with responsibilities over student conduct—The Office of Case Management and The Office of Student Conduct and Community Standards. Although the two offices consult on cases and both focus on interventions designed to help students succeed, they have distinct responsibilities.

Dean of Students Brooke Trujillo DeanOfStudents@ucdenver.edu 303-315-7310	Office of Case Management ShareAConcern@ucdenver.edu 303-315-7306 Olivia Giovannini-Dolan, Program Manager Olivia.Giovannini-Dolan@ucdenver.edu	<ul style="list-style-type: none"> • CARE Reports
	Office of Student Conduct and Community Standards StudentConduct@ucdenver.edu 303-315-7310 Shanna Mae Petersen, Director Shanna.Petersen@cuanschultz.edu	<ul style="list-style-type: none"> • Student Conduct Incident Reports • Classroom Disruption Reports • Academic Misconduct Reports • Appeals • Student Waiver of Due Process • Student Requests to Review Records • Student Requests to Release Information
Faculty and Staff Threat Assessment and Response Team (FaST)	DenverFAST@ucdenver.edu 303-315-3278 teri engelke, Assistant Vice Chancellor for Human Resources teri.engelke@ucdenver.edu	<ul style="list-style-type: none"> • Concerns about observed workplace behavior of a colleague.
Office of Equity	equity@ucdenver.edu 303.315.2567 Paulina Venzor, Intake Coordinator paulina.venzor@cuanschultz.edu	<ul style="list-style-type: none"> • Discrimination • Sexual Misconduct • Stalking

Reporting Options

Although it isn't a mistake to submit one report or another, the type of report you file communicates your primary concern and informs the case review and potential outcomes.

- Regardless of the type of report submitted, the Office of Student Conduct and Community Standards and the Office of Case Management strive to engage the appropriate staff to evaluate the case, address any issues, and provide interventions that will help the student succeed.
- If you file a report with the Office of Student Conduct and Community Standards (i.e., any report other than a CARE Report) and the alleged behavior is determined to violate the Code of Student Conduct, the student is **required** to participate in a conduct conference. If the student declines to participate in the conference but is found to be in violation of the code, the student will be required to complete any sanctions that may be imposed.
- If you file a CARE Report through the Office of Case Management and they determine that the alleged behavior does not violate the Code of Student Conduct, student participation in the process is **voluntary**. If the student declines to participate, the process is terminated; there is no intervention and no recourse.
- It is important to remember that assessments by either office take a student's full record into account, including prior reports and extenuating circumstances, and determinations and sanctions aim to benefit the student, redirecting behaviors so they might succeed.

Emergencies	When there is an immediate threat or actual harm to the health or safety of a student or others, immediately phone 9-1-1 for emergency assistance and follow-up later by submitting a report.	Phone 9-1-1
Campus Assessment, Response & Evaluation (CARE)	Your primary concern is for the student's well-being (the student's behavior may or may not violate the Student Code of Conduct).	<u>Submit a CARE Report</u>
Student Code of Conduct Violations	A student's behavior violates the <u>Student Code of Conduct</u> .	<u>Submit a Student Code of Conduct Report</u>
Classroom Disruptions	A student's behavior is preventing teaching and learning in the classroom as outlined in the <u>CU Denver Disruptive Student Policy</u> , which is a violation of the Student Code of Conduct.	<u>Submit a Classroom Disruption Report</u>
Academic Misconduct	Behavior that violates the <u>Academic Integrity Policy</u> .	<u>Submit an Academic Misconduct Report</u>
Faculty and Staff Threat Assessment and Response Team (FaST)	Concerns about your own well-being or the observed workplace behavior of a colleague (<u>CU Denver FaST Policy</u>).	<u>Submit a FaST Report</u>
Office of Equity	Behavior is a possible violation of our <u>Nondiscrimination Policy</u> or the <u>Sexual Misconduct, Intimate Partner Violence, and Stalking Policy</u> .	<u>Submit a Discrimination or Sexual Misconduct Report</u>

CARE Reports

Recommended actions before you report

The following steps are recommended prior to filing a report with the Office of Case Management (i.e., CARE Reports only).

STEP	RECOMMENDATION	FACULTY ACTIONS
Provide Resources	If a student shares that they are struggling, remind them that there are many free resources available to them.	<p>After talking with the student, email them a link to available resources.</p> <p>Counseling Center Services</p> <p>Health and Wellness Resources</p> <p>Crisis Mental Health Services</p> <p>Check-in with your Chair and the Assistant Dean of Academic Services.</p>
Confer with Case Management	Deciding when to intervene can be confusing. The CARE Team can help.	When in doubt, submit a CARE report or call 303-315-7306 for consultation.
Call Auraria Police Department	If there's an imminent danger to the safety of the student or others call 911 or the Auraria police immediately.	Call 9-1-1 or phone the Auraria Police Department at 303-556-5000

Process after a CARE report is submitted

If the Office of Case Management refers a CARE Report to the CARE Team, the following steps are followed.

STEPS	CASE MANAGEMENT/ CARE TEAM	FACULTY ACTIONS
Report Submitted	Referrals are initially received by the Office of Case Management and may be assigned to other areas within the CARE Team as warranted.	Notify your Chair and the Assistant Dean of Academic Services when a report is filed.
Initial Review	Review your referral and assign it to the appropriate area or areas within the CARE Team.	
Evaluation	Evaluate risk and urgency level based upon information provided in the incident description and prior information regarding the student, if relevant.	
Student Contact	Reach out to the student of concern and/or referring party as needed. These outreaches will be prioritized based upon risk level and order in which the concern is received.	Faculty <i>may</i> be contacted for additional information.
Meeting with Student	Offer to meet with the student. Note that students may decline to meet with the CARE Team.	
Determination	Students are connected to support services. Note that students may decline to accept support services.	Faculty <i>may</i> be contacted with an update about the process.

Student Conduct Reports

Recommended actions before you report

The following steps are recommended prior to filing a report with the Office of Student Conduct and Community Standards (i.e., all reports except CARE Reports). Faculty should keep in mind that students have a right to due process.

STEP	RECOMMENDATION	FACULTY ACTIONS
Syllabus	Include very clear expectations for behavior and academic integrity in your syllabus along with specific and reasonable consequences for misbehavior or breaches of academic integrity.	Review this part of the syllabus with your class at the beginning of the semester.
Consultation	The first recommended course of action is a private conversation with the student to address the behavior and remind the student of any behavioral expectations in the student code of conduct, addressed in the syllabus, and/or discussed in class.	Meet with the student. Keep detailed notes about student behavior and any consultations and interventions.
Behavior Contract	Depending upon the type of disruption, during this conversation the faculty member might create a personal contract with the student which details a measurable change in behavior.	Implement a behavior contract (see CU Denver Policy 7004, Appendix A for the suggested template).
Single-time Exclusion	<p>If, after the initial conversation, the behavior persists, or greatly interferes with the learning environment, a faculty member is authorized to ask a student to leave the classroom or other academic site for the remainder of that single class period or meeting time if the faculty member deems it necessary.</p> <p>If a student refuses to leave the classroom when requested the faculty is to call the Auraria PD (303-556-5000) and request an officer to respond for a student refusing to leave the classroom.</p>	<p>Ask the student to leave for the remainder of the class period.</p> <p>You must submit a Disruptive Classroom Incident Report Form with the Office of Student Conduct and Community Standards within 24 hours to document the single-time exclusion.</p> <p>At CAP, also report the exclusion to your department chair and the Assistant Dean of Academic Affairs.</p>

<p>Long-term Exclusion</p>	<p>The Office of Student Conduct and Community Standards, in collaboration with a faculty member, may implement a long-term exclusion (more than one class period or meeting time) excluding the student from the classroom or other academic area pending resolution of the matter as appropriate.</p> <p>Through the student conduct process the Office of Student Conduct and Community Standards will inform the student of the exclusion, inform the student of his/her rights to request an expedited review of the exclusion, and inform the relevant Assistant/Associate Dean of the College via the filed Disruptive Classroom Incident Report Form.</p> <p>If a long-term exclusion occurs, and if the student requests a review within 3 business days of the exclusion, the Office of Student Conduct and Community Standards shall review the exclusion within three business days of the date the student requests the review.</p>	<p>If the disruptions persist, email the Office of Student Conduct and Community Standards; they will reopen the case.</p>
<p>Possible Sanctions</p>	<p>Faculty & Asst/Assoc Dean</p> <ul style="list-style-type: none"> • Warning. • Classroom interventions designed to stop the behavior. • Referral to Student Conduct and Community Standards. • Single-time exclusion from the instructor’s classroom or academic area on a long-term basis pending expedited review by Student Conduct and Community Standards. • Academic sanction, if course participation is a component of the final grade and is indicated in the course syllabus. 	<p>Faculty & Asst/Assoc Dean</p> <ul style="list-style-type: none"> • Warning. • Classroom interventions designed to stop the behavior. • Referral to Student Conduct and Community Standards. • Single-time exclusion from the instructor’s classroom or academic area on a long-term basis pending expedited review by Student Conduct and Community Standards. • Academic sanction, if course participation is a component of the final

	Dean <ul style="list-style-type: none"> • Warning. • Referral to Student Conduct and Community Standards. • Suspension from the program, school, college, or library. • Expulsion from the program, school, college, or library. 	grade and is indicated in the course syllabus.
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Process after a Student Conduct report is submitted

If you submit a report to the Office of Student Conduct and Community Standards (all reports except CARE Reports), they will review the information and determine next steps, which **may** include contacting you for additional information. Every effort is made to protect student privacy and to shield the student from embarrassment or shame, so faculty are only included when additional information is needed. Unless there is an “educational need-to-know,” you are not likely to be notified when the process has concluded; however, you may contact the Office of Student Conduct and Community Standards with concerns and questions.

STEPS	OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS	FACULTY ACTIONS
A Concern is Submitted	The process can be initiated by a written or oral account of an incident (a “report”) to the Office of Student Conduct and Community Standards. When we receive the report, our staff opens a case and begins gathering information about the incident and who was involved.	<p>Keep detailed notes about student behavior and any consultations and interventions.</p> <p>Submit any back-up documentation with the report.</p> <p>Let your Chair and the Assistant Dean of Academic Affairs know that you have filed a report.</p>
Evaluation	After gathering initial information, we determine whether the allegations constitute a violation and how serious the violation is. If necessary, we sometimes take interim measures to ensure the safety of those involved. When we still have questions about the incident, we attempt to get those answers before establishing a date for a conference.	<p>Faculty <u>may</u> be contacted for additional information.</p>

<p>Student is Contacted</p>	<p>Once we fully assess the situation, we reach out to the student involved with an email sent to their university account. This email contains details of the charges that have been alleged as well as the date that's been set for the conduct conference. The conference date is determined by our office and scheduled around the student's class schedule.</p>	
<p>Conduct Conference</p>	<p>This face-to-face meeting is our chance to hear the student's side of the story and further assess the situation. Together we will talk through the decisions made by the student and also address the "why" behind the incident. It's important to talk through the incident and fully understand not only who's responsible but how the incident can be avoided in the future. Pertinent records, exhibits, and written statements, including personal impact statements, may be accepted as information for consideration. The reporting party and the alleged shall be allowed to present their own version of the incident.</p>	<p>If faculty are invited to participate in the Conduct Conference, you may be accompanied by one support person (at CAP, we recommend your Chair or the Assistant Dean for Academic Affairs)</p>
<p>Final Decision</p>	<p>After the Conduct Conference, staff review all pertinent information and make a determination related to each of the specific allegations, identifying observed behaviors as well as expected behaviors going forward. We will determine what's needed for the student to be successful and design an activity to ensure this success.</p>	
<p>Sanctions</p>	<p>Sanctions are based upon a consideration of all of the circumstances in a particular case including, but not limited to, the individual student's prior conduct history, mitigating and aggravating factors, the severity of the violation, and the impact on individuals or the campus and greater community.</p>	<p>Faculty will be notified only if there is an "educational need-to-know" and sanctions impact a student's participation in your class (e.g., long-term or permanent exclusion).</p>

	<p>Sanctions might include: Warning Written reflection Educational Sanctions, such as classes, papers, or community service. Monetary restitution Disciplinary Probation. Interim Suspension from the course or the institution. Suspension from the course of the institution. Expulsion from any part of or all of campus.</p> <p>Details about the sanctions and the due dates for each will be sent in an email to the student's university account. We actively monitor the completion of the sanctions.</p>	
<p>Conduct Decision Letter</p>	<p>Written notice of the conduct educator's decision in a Conduct Decision Letter will generally be sent to the student within fifteen (15) working days of the Conduct Conference. The Conduct Decision Letter shall be sent electronically to the student's official CU Denver email address. Conduct Educators <u>may</u> communicate conduct outcomes to the reporting party and with appropriate campus offices when relevant to academic, financial, student involvement, or issues specific to FERPA guidelines.</p>	<p>If you do not hear back about the resolution of a case, you may email the Office of Student Conduct and Community Standards. Note, however, that they must follow FERPA restrictions and may not be permitted to share the details of the determination or imposed sanctions.</p>
<p>Appeal of Decision</p>	<p>A student who is found responsible for Student Conduct Code violation(s) may appeal the Conduct Decision to the Dean of Students or their designee (Appeal Reader) by submitting a written request for an appeal through the CU Denver Student Conduct Appeal Form.</p>	
<p>Completion of Sanctions</p>	<p>Once sanctions are complete the case will be closed.</p>	

Notification of Outcomes

According to [FERPA \(Family Education Rights and Privacy Act\)](#), only the student has access to the conduct record unless there is an immediate threat or danger or there is a legitimate "educational need-to-know". A student must sign a release of information waiver to allow anyone else, including parents, to receive information on the conduct record.

Faculty will be notified only if there is an "educational need-to-know." The Office of Student Conduct and Community Standards and the Office of Case Management handle hundreds of cases each semester. Trust them. In the alternative, contact them to talk it over.

Policies

[FERPA: Family Education Rights and Privacy Act](#)

[Laws of the Regents, Article 7, Part B: Student Standards of Conduct](#)

[Regent Policy 7.B: Student Standards of Conduct](#)

[CU APS 3054 Nondiscrimination Policy and Procedures](#)

[CU APS 5014 Sexual Misconduct, Intimate Partner Violence, and Stalking Policy](#)

[CU APS 7008: Student Behaviors of Concern](#)

[CU Denver Policy 7004: Disruptive Student Policy](#)

[CU Denver Office of Student Conduct and Community Standards](#)

[CU Denver Student Code of Conduct](#)

[CU Denver Student Conduct Process](#)

[CAP Bylaws](#)