



COLORADO COLLEGE

**Summer Session**

The Pre-College Pathfinder  
*Colorado College's Student Handbook*

**Welcome to Colorado College and the Summer Pre-College program!**

We request that both parents/guardians and students read the following ten pages addressing Residential Life and Student Conduct policies

Please sign and return this page to [precollege@coloradocollege.edu](mailto:precollege@coloradocollege.edu) or mail to Colorado College Pre-College Programs: 14 E Cache La Poudre St, Colorado Springs, CO 80903

To fill out electronically, click on the check box, tab to the next block and type your name as an electronic signature. The Signature and Date blocks will expand as you type.

<input type="checkbox"/> I have read and understand the policies listed below, and I agree to uphold the Policies, Student Code of Conduct, and Honor Code.	Student Electronic Signature:	Date:
<input type="checkbox"/> I have read and understand the policies, listed below.	Parent/Guardian Electronic Signature:	Date:

# Our Core Values

As members of the Colorado College community, we share a commitment to

- honor the life of the mind as the central focus of our common endeavor;
- value all persons and seek to learn from their diverse experiences and perspectives;
- practice intellectual honesty and live with integrity;
- serve as stewards of the traditions and resources of Colorado College;
- nurture a sense of place and an ethic of environmental sustainability;
- encourage engagement and social responsibility at local, national and global levels;
- seek excellence, constantly assessing our policies and programs.

## Rights and Responsibilities

Academic institutions exist for the transmission of knowledge, the quest for truth, the development of students, and the general well-being of society. In the pursuit of these ends, all members of the college community have such basic rights as freedom of speech, freedom of press, freedom of peaceful assembly and association, freedom of personal beliefs, and freedom from personal force and violence, threats of violence and personal abuse. The exercise of such rights is subject to the college's obligation to maintain an atmosphere consistent with the purposes of academic freedom, social responsibility, and civil order.

## Student Code of Conduct

In addition to the policies and provisions specific to Pre-College students, all Pre-College students are expected to uphold the same values, expectations and policies/procedures of any Colorado College student. Furthermore, given the short length and intensity of the Pre-College program, violations of the conduct policy will be handled promptly and expedited through our conduct process. The Vice President of Student Life/Dean of Students, or their designee, has the authority to administratively impose an involuntary leave of absence or involuntary withdrawal when a student engages in behavior that seriously violates Colorado College policies or standards, or when a student poses a potential threat to their own welfare or that of others.

Colorado College is committed to providing a safe environment that is conducive to academic success for each member of its community while fostering socially responsible and productive citizens. Optimal education occurs when each member of the community makes a positive contribution by their presence. Though the liberal arts tradition encourages individual pursuits of knowledge, this must be balanced by the needs of the community. To this end, the Colorado College Student Code of

Conduct is founded on five community values: respect, integrity, responsibility, community, and fairness.

It is a privilege for students to attend Colorado College and it is expected that all students uphold the spirit of these community values in their daily lives. All students are expected to cooperate with college officials and any investigations of possible misconduct. Students who are found responsible for violating any of the community values or Student Conduct Policies in the Student Code of Conduct will typically be held accountable through the Student Conduct Procedures outlined in *The Pathfinder*. The Student Code of Conduct is not intended to be an exhaustive list of rules to follow; rather, students are expected to internalize and make appropriate decisions based on the "spirit" of the policies.

## Student Conduct Policies

### Respect

We expect that all students treat themselves and others with respect as demonstrated through their behaviors and interactions. Policies that reflect this community value include: **non-compliance with college officials, hazing, sexual misconduct, verbal abuse, and violence. Any action which produces ridicule, embarrassment, harassment, or intimidation, on-line or off, will be considered bullying and grounds for dismissal. In general, inappropriate conduct that is disorderly, disruptive, or indecent while on- or off-campus is prohibited.**

### Integrity

We expect all students to be honest with themselves and others. Policies that reflect this community value include: **collusion, complying with college officials, deception, honesty, theft and misuse of services.**

### Responsibility

We expect that all students follow laws and policies intended to minimize risk of harm. Policies that reflect this community value include: **alcohol, drugs, fire safety, hazardous materials, safety and security, and weapons and explosives.**

### Community

We expect that all students demonstrate care for the communities of which they are a part and in which they live - requiring consideration of the impact of their actions on others. Policies that reflect this community value include: **wellness concerns, anti-bullying, misuse of campus computing network, off-campus behavior, parking, safety and security, smoking, and vandalism/damage.**

### Fairness

We expect that all students follow procedures designed to enable individuals and departments to support and further the mission of the college. Policies that reflect this community value include: **abuse of campus conduct system, breach of confidentiality, disruption of college activities, and solicitation and/or on-campus fundraising.**

## **Residential Life Policies for Pre-College Program**

The following four policies are specific to students enrolled in the Pre-College program. These policies are in place for the safety and well-being of Pre-College students and to provide an environment conducive to academic and social interaction throughout the program.

### **1. Curfew and Visitation Hours**

To ensure students' safety at night, all students in residence for the block are required to check in with the Program Assistant (PA) on duty at curfew and remain in the building throughout the night. Curfew is 11:00 pm Sunday through Thursday and midnight on Friday and Saturday nights. This policy is taken very seriously; failure to meet curfew will result in a parent phone call and repeated violations may result in removal from the program. Any exceptions to this rule must be approved by the Coordinator of Summer Programs at least 24 hours ahead of time. To maintain the privacy of all students, students are only allowed to host non-program visitors in the lounge / lobby area. These visitors must leave the building by 8 p.m.

### **2. Alcohol and Drugs**

Possession or use of alcohol, illegal drugs, or any other controlled substance is not permitted by any student, regardless of age. This includes drinking or using drugs at any time of the program, including off campus. Any enrolled Pre-College student found responsible for dealing, possessing, or using such substances will have their parents / guardian contacted and be sent home at their own expense. See "disciplinary procedures for conduct violations" for more information.

Colorado College and Colorado Amendment 64

Colorado College is dedicated to providing the finest liberal arts education in the country, and to achieve this mission, we seek to foster a healthy learning environment. We believe marijuana use conflicts with this mission. The college has a long-standing policy against drug use on campus and within the college community, and that policy does not change with Colorado's adoption of Amendment 64.

### **3. Leaving Campus**

While you are here at Colorado College, you and the college are responsible for your personal safety at all times. In order to assure a safe environment in which you are

able to focus on your academic success, these restrictions are in place regarding traveling off campus:

- Pre-College students are expected and permitted to travel off-campus for any faculty-led course field trips or research. Pre-College students are expected to travel only in Colorado College vehicles. Pre-College students are not allowed to travel in private or public transportation vehicles.
- Pre-College students who commute may drive their personal vehicle to and from their home and campus. They may not use their personal vehicle to transport other Pre-College students for any reason, nor should they use their private vehicle for academic field trips.
- Students may only go off campus if their parents or guardian have signed the optional off campus permission form.
- To go off campus for non-related course activities, students must be with a Colorado College staff member for a Pre-College programming event with an intended destination and time of return.
- Students may not go to off campus private residences (houses, apartments, etc.) at any time during the duration of the program unless approved ahead of time by the Coordinator of Summer Programs.
- Students may not ride in private vehicles at any time unless approved ahead of time by the Coordinator of Summer Programs.
- Any planned overnight absences from school / campus must receive parental consent and be approved by the Coordinator of Summer Programs at least 48 hours ahead of time. Any absences for emergency reasons should be requested as much in advance as possible.

#### **4. Personal Vehicles**

Pre-College students in residence will not need their own vehicles while enrolled. The college will provide transportation for all programming, including opportunities for errands. Pre-College students may not bring motorized vehicles to campus unless needed for a documented disability. This includes cars, motorcycles, scooters, etc.

Pre-College students who commute may drive their personal vehicle to and from their home and campus. They may not use their personal vehicle to transport other Pre-College students for any reason, nor should they use their private vehicle for academic field trips.

# Academic Policies - Colorado College Honor Code

## I. *Foundations and Aims*

The Honor Code is a collaborative effort of the student body, faculty, and Honor Council of Colorado College. As mandated in the Course Catalog and Faculty Handbook, it is a central element of the College's academic program.

The Honor Code is structured around three academic integrity standards: honesty, integrity, and fairness.

## II. *Academic Integrity Standards*

The Honor Code defines academic integrity by three interrelated criteria – honesty, integrity, and fairness. All students are expected to uphold these standards in their academic pursuits and demonstrate a commitment to the Honor Code as individuals and as members of the campus community.

### a. Honesty

Students pledge to engage in and present their coursework honestly. They pledge never to attempt to misrepresent their work or to mislead instructors or fellow students about their work or their ability to work. In addition, they pledge to cooperate during Honor Council investigations and to give truthful testimony to Honor Council investigators and hearing panels.

### b. Integrity

Students pledge to act with integrity in their coursework. They pledge never to attempt to submit work that does not result from their own effort or that is improperly acknowledged. In addition, they pledge to guard the confidentiality of Honor Council investigations and never to divulge information concerning investigations of other students.

### c. Fairness

Students pledge to work fairly in their courses and programs. They pledge never to attempt to gain an impermissible advantage over their fellow students.

## III. *Violations*

The following offers specific examples of violations of the Honor Code to help students understand what constitutes a lack of honesty, integrity, and fairness in academic coursework.

### a. Falsifying Information

Students pledge never to falsify their work or to deceive instructors or peers about their work or their capability to complete it.

Examples of violations include, but are not limited to:

- Fabricating or altering data, or making up sources
- Lying in order to gain extensions or inappropriately favorable work circumstances
- Lying to Honor Council investigators or hearing panels.

b. Plagiarism and Cheating

Students pledge to submit coursework that results only from their own efforts or that is properly acknowledged. Students pledge to attribute borrowed data, arguments, or language to their authors or creators in clear acknowledgements, following whichever form of citation the course instructor specifies. In cases in which the preferred citation form is unclear, students accept responsibility for seeking clarification of an instructor's preference.

Examples of violations include, but are not limited to:

- Making use of unauthorized assistance, materials, or study aids
- Making use of the work, ideas or creations of others and doing one of the following: in the case of direct quotations, submitting such work as one's own without using quotation marks and citing references; or, in the case of paraphrases, submitting such work without references in the form of in-text citations, footnotes, or endnotes
- Taking work developed in another class for credit and submitting that work in a second class without the instructor's explicit permission

c. Unauthorized Aid

Students pledge to submit their own work, except in cases where collaboration or assistance is specifically allowed by the professor. When examinations or assignments demand that a student work from memory or only with specifically allowed notes or readings, students pledge not to seek any form of unauthorized aid, such as prohibited online sources, disallowed notes or resources, or assistance from other students who have previously completed the same or a similar assignment.

Examples of violations include, but are not limited to:

- Accessing online information during an exam, when such access is prohibited
- Using a "cheat sheet" or other unauthorized memory aid, when its use is prohibited
- Referring to a book, article, database, or other source on a closed-book examination

- Copying the work of another student, including one who was enrolled in a previous iteration of the class
  - Working with another student on a take-home examination in which collaboration is prohibited
  - Facilitating others to work dishonestly, as in any of the examples above
- d. Failure to Comply with Course Guidelines
- Students pledge to comply with examination and other assignment guidelines. In cases of ambiguity, they accept responsibility for seeking clarification of an instructor's directions or expectations.
- Examples of Violations:
- Failing to abide by examination or assignment time limits
  - Abusing the lack of proctoring
  - Taking examinations in locations or under conditions that are not allowed
- e. Unfair Advantages
- Students pledge to work ethically with their fellow students, never attempting to gain an impermissible advantage over them.
- Examples of Violations:
- Interfering with the scholarship of another student by making work conditions inhospitable
  - Inappropriately limiting another student's access to needed course material, such as library books, data, or other class resources
  - Tampering with other students' submissions
  - Altering grades in a class
  - Purposely undermining another student's work in the course of a collaborative exercise, even if the result is also negative for the student doing the undermining
- f. Breaking Confidentiality of Honor Council Investigations
- Examples of Violations:
- Telling others about the investigation of another student without that student's explicit permission
  - Speaking publicly about one's own investigation while it is underway  
Note: It is not a violation to discuss one's own case once it is complete, nor is it a violation to explain the charges at any time to potential witnesses or to academic advisors, therapists, or chaplains.

#### IV. *Sanction Recommendations*

The Honor Council is authorized by the Faculty to make two kinds of sanction recommendations: 1) to course instructors about course grades; and 2) to the Director of Summer Session about dismissal.

When a student violates the Honor Code, the Honor Council recommends that course instructors impose a grade sanction on that student of up to a “no credit” grade in the course. When a student violates the Honor Code for a second time, the Honor Council recommends that the Associate Dean dismiss the student from the College permanently. When a student violates the Honor Code in manner that indicates contempt for or blatant disregard of the Honor Code, the Honor Council recommends that the Associate Dean dismiss the student from the College, either permanently or for a specified period after which the student may reapply.

**V. *Student Responsibilities***

Every student is expected to understand the Honor Code and to live up to its Academic Integrity Standards. Ignorance of the Honor Code and its standards does not excuse any student from these expectations. Students are therefore responsible for familiarizing themselves with the Code.

Students are also responsible for clarifying any confusion they may have about the Honor Code. They may do so by consulting their course instructors, academic advisors, the Honor Council, the Honor Council’s Faculty Advisor, or the Associate Dean of the College, among others.

**VI. *Faculty Responsibilities***

The faculty authorizes the Honor Code and the Honor Council in the Faculty Handbook. The faculty also appoints at least one faculty member to serve as Faculty Advisor to the Honor Council according to procedures agreed upon by the Faculty Executive Committee and the Honor Council.

Individual faculty members are expected to explain the Honor Code in their courses and programs. This includes, but is not limited to, written expectations and directions in course syllabi and explicit oral explanations on all assignments.

**VII. *Honor Council Responsibilities***

The Honor Council was established as a student group in 1948 to instill an ethic of academic integrity in the campus community. Since then, the Honor Council has formalized this ethic through the Honor Code.

The Honor Council works with the student body to ensure that every student understands the Honor Code and held responsible for any violations of its academic standards. The Honor Council investigates suspected Honor Code violations, recommends sanctions for confirmed violations, and conducts assessment and revision processes. The Honor Council’s activities are outlined in greater detail in the Honor Council Administrative Manual, available to any

student or faculty member upon request to either of the Honor Council Co-Chairs or the Honor Council Faculty Advisor.

**VIII. Conclusion**

Pre-College students are expected to abide by the honor and community standards of Colorado College. If you are found in violation of any of these policies, you will be requested to meet with the Director of Summer Session and Coordinator of Summer Programs. Findings of responsibility could include up to dismissal from the program at the discretion of the President of the College or Director of Summer Session.