

# UNIVERSITY AND CAMPUS POLICIES

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## University System Policies

**Phone:** 303-860-5711

**Website:** <https://www.cu.edu/ope> (<https://www.cu.edu/ope/>)

The University of Colorado System Office of Policy and Efficiency (<https://www.cu.edu/ope/>) - with input from system and campus policy owners - develops, oversees and maintains the University's system wide policy-making process; facilitates the development, review, approval, and maintenance of University-wide policies.

### Policies include:

- Intercampus Enrollment and Tuition
- Adopting Standards for Intercampus Transfer of Credits
- Sexual Misconduct, Intimate Partner Violence, and Stalking
- Digital Accessibility

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## Campus Policies

**Phone:** 303-315-2102

**Email:** [policy@ucdenver.edu](mailto:policy@ucdenver.edu)

**Website:** <http://www.ucdenver.edu/policies> (<http://www.ucdenver.edu/policies/>)

The Campus Policy Office resides in the Provost Office. This office oversees all development, coordination, management, rescissions and archives for all CU Denver and CU Anschutz campus policies.

### Policies include:

- Academic Standing for Undergraduates
- Academic Internships
- Denver Campus Enrollment and Billing
- Four-Year Graduation Guarantee
- Grade Forgiveness
- International Travel Policy for Students
- Transferring Undergraduate Credit

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## Academic Integrity And Discipline Policies

CU Denver defines academic misconduct and sets forth a uniform process for handling allegations of student academic misconduct at CU Denver. As members of the CU Denver community, students are expected to know, understand, and comply with the standards of the University and to accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work at the university. In particular, students must refrain from academic misconduct, defined in the policy as

1. a student's use of unauthorized assistance with intent to deceive an instructor or other person who is assigned to evaluate the student's work in meeting course and degree requirements, or
2. actions that interfere with the ability of the instructor to fairly judge the work of the student or other students.

Academic integrity standards assist in promoting an academically sound, fair, and respectful community. CU Denver views the Academic Integrity process set forth in this policy as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the CU Denver community and the greater community. All students must adhere to these standards. Students who allegedly violate these standards and commit academic misconduct will be subject to the procedures described in this policy. Academic dishonesty is academic in nature, and students are encouraged to contact their academic advisor for details of the campus policy and procedures centered on the academic integrity policy.

**Forms of Academic Dishonesty** (Refer to Campus Policy 7050 for full policy (<https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/7050.pdf?sfvrsn=2ae2bcb9>))

Students are expected to know, understand and comply with the ethical standards of the university. Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such people who may be assigned to evaluate the student's work in meeting course and degree requirements. Examples of academic dishonesty include, but are not limited to the following:

### 1. *Plagiarism*

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification, regardless of the means of appropriation.

### 2. *Cheating*

Cheating involves the possession, communication or use of information, materials, notes, study aids or other devices not authorized by the instructor in an academic exercise or communication with another person during such an exercise for the purpose of obtaining or providing unauthorized information or materials.

### 3. *Fabrication and Falsification*

Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment. Falsification, on the other hand, involves the deliberate alteration or changing of results to suit one's needs in an experiment or other academic or creative exercises.

### 4. *Multiple Submissions*

This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

### 5. *Misuse of Academic Materials*

The misuse of academic materials includes but is not limited to the following: stealing or destroying library or reference materials, computer programs, another student's notes or materials or illegitimate possession of examination materials, forgery, falsification of university documents.

### 6. *Complicity in Academic Dishonesty*

Complicity involves knowingly allowing or contributing to another's academic misconduct.

## School/College Specific Policy

Business School (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/#policiestext>)

College of Engineering, Design and Computing (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-engineering-design-computing/#policiestext>)

College of Liberal Arts and Sciences (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-liberal-arts-sciences/#policiestext>)

## Disruptive Student Behavior

Students are required to adhere to the behavioral standards listed in the Student Code of Conduct and the course syllabus and to refrain from disrupting classes and other academic settings.

What Constitutes Disruption? "Disruption," as applied to the 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, or verbal or physical threats.

Disagreement with the course instructor or other students, during times when the instructor permits open discussion, is not in itself disruptive behavior and is not necessarily prohibited.

Some students engaging in disruptive behavior may have developmental or other related disabilities. Although such students may be considered to have disabilities and to have protections under the Americans with Disabilities Act and the Rehabilitation Act, these students are held to the same standards of conduct and behavior as any other student. Faculty are asked to refer students to any of the resources listed at the end of this policy statement as appropriate.

Where this policy conflicts with the Student Code of Conduct, this policy will prevail with regard to disruptive behavior in the academic setting.

Please refer to Policy 7004 for the full policy ([https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/7004.pdf?sfvrsn=4df9bcb9\\_0](https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/7004.pdf?sfvrsn=4df9bcb9_0)).

## Email Account

Email is an official means for communication within CU Denver. Therefore, CU Denver has the right to send communications to students/staff/faculty via email and the right to expect that those communications will be received and read in a timely fashion.

## FERPA: Family Educational Rights and Privacy Act

FERPA is a federal privacy law that protects students' educational records. Under this law, students have three primary rights:

- Inspect and review their education records.
- Seek to amend incorrect education records.
- Have some control over the disclosure of information from their education record.

FERPA directory information is information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. Under current CU Denver policy, the following information is designated as directory information:

- Student name. If provided, a preferred name will be used when there is not a documented business or legal reason to provide a student's primary name. Students may also select a diploma name for graduation and commencement materials.
- Hometown (city, state).
- Campus email address.<sup>1</sup>
- Dates of attendance.
- Previous educational institutions attended.
- School/college or division of enrollment.
- Majors, minors and field of study.
- Classification level (e.g., freshman, sophomore, graduate student).
- University-recognized honors and awards.
- Degree status (e.g. expected graduation date and/or conferral dates/terms).
- Enrollment status.
- Employment related to student status (e.g. teaching assistant, resident assistant or work-study) and dates for positions held.
- Participation in officially recognized activities/sports, including height and weight of athletes.
- Photos and videos taken or maintained by the university.

<sup>1</sup> Campus email addresses are only disclosed to requestors who agree not to use them for solicitation.

Although these items are designated by CU Denver as directory information, only a limited amount of this information is routinely disclosed by CU Denver university officials. The university retains the discretion to refuse disclosure of directory information if it believes such disclosure would be an infringement on student privacy rights.

Students may ask the University not to publicly disclose directory information. Be aware, however, if you are seeking employment, the Registrar's Office cannot release your enrollment, degree status or major to anyone unless you come to the Registrar's Office with a photo ID.

Forms to prevent disclosure of directory information can be obtained at the Registrar's Office, located in the Student Commons Building, or via the Registrar's website at [www.ucdenver.edu/registrar](http://www.ucdenver.edu/registrar) (<http://www.ucdenver.edu/registrar/>).

Information that is never released without your consent includes grades, tuition/fees owed, financial aid, etc. If you would like to give permission to someone else to have access to that information, you can submit a Release of Confidential Information Form to the Office of the Registrar. This form also must be submitted in person.

More information about FERPA can be found in the University Catalog. If you have questions regarding your rights under FERPA, please contact the Office of the Registrar.

**Denver Campus:**  
**Phone:** 303-315-2600  
**Fax:** 303-315-2550  
**Email:** [registrar@ucdenver.edu](mailto:registrar@ucdenver.edu)

**Website:** [www.ucdenver.edu/registrar](http://www.ucdenver.edu/registrar) (<http://www.ucdenver.edu/registrar/>)

## Student Bill of Rights

The University of Colorado Denver subscribes to the Student Bill of Rights as defined in 23-1-125 of the Colorado Revised Statutes. Students enrolled in public institutions of higher education shall have the following rights:

1. Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;
2. A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;
3. Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;
4. Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;
5. Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;
6. Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements;
7. A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferrable.

## Student Code of Conduct

The complete Code of Conduct, including a detailed explanation of the conduct process and sanctions, can be found online on the Student Conduct and Community Standards website (<https://www.ucdenver.edu/student/health-wellness/student-conduct/>) with the full policy here ([https://www1.ucdenver.edu/docs/librariesprovider122/health-and-wellness/cu-denver-student-code-of-conduct--final-with-suspension-update-9-16-20.pdf?sfvrsn=4d0ea7b9\\_2](https://www1.ucdenver.edu/docs/librariesprovider122/health-and-wellness/cu-denver-student-code-of-conduct--final-with-suspension-update-9-16-20.pdf?sfvrsn=4d0ea7b9_2)).

You can also visit the Student Conduct and Community Standards office in the Tivoli Student Union Room 309.

Article 7, Part B of the Laws of the Regents (<https://www.cu.edu/regents/regent-laws/>) requires each campus to develop a student code of conduct and related processes. The Dean of Students is the designated authority to establish and enforce the CU Denver Student Code of Conduct. Any questions regarding interpretation of this document or any of its provisions should be directed to the Dean of Students or their designee for final determination.

The Dean of Students and/or their designee shall appoint student Conduct Educators and Appeal Readers. The Director of Student Conduct and Community Standards or their designee shall determine which Conduct Educator shall be assigned to hear each matter.

The Dean of Students and/or their designee shall develop policies for the administration of the student conduct process and procedural rules. Decisions made by a Conduct 5 Educator shall be final, pending the appeal process. Proceedings initiated under this policy are separate from civil or criminal proceedings that may exist in connection to the same incident. Investigations or conduct proceedings by the university may not be postponed while criminal or civil proceedings are pending, unless otherwise determined by the assigned Conduct Educator.

The CU Denver Student Code of Conduct shall apply to a student's behavior that violates local, state, federal, or university laws, policies, or regulations, and as a result can adversely affect the university community or damages the institution's reputation or relations with the greater community. A student's behavior may be addressed through the student conduct process if it occurs on campus, off campus, or at university sponsored programs or activities, including, but not limited to, study abroad programs, alternative break trips, and student organization sponsored events and programming.

The CU Denver Student Code of Conduct shall apply to a student/campus organization's behavior that adversely affects the university community, violates local, state, federal, or university laws, policies, or regulations, or damages the institution's reputation or relations with the greater community. A student/campus organization's behavior may be addressed through the Organizational Conduct Process if it occurs in connection with a campus organization. An organization's involvement in the Organizational Conduct Process does not preclude one or more individuals from being held accountable through the student conduct process for behavior connected to the same incident.

### Prohibited Student Behavior

The following has been developed in accordance with CU Regent Law 7.B.1. and Regent Policy 7.B.1. All behaviors contained in this Student Code of Conduct are subject to the Student/Organizational Conduct Process.

1. Abusive Behavior: Engaging in any act or acts that, based on a reasonable person standard, would cause substantial emotional distress to the impacted party or parties, including, but not limited to:
  - a. Verbal abuse
  - b. Intimidation
  - c. Coercion

NOTE: This policy should not be construed, and will not be enacted, to deny any student the right of free speech and expression.
2. Aiding and Abetting: Attempting to commit, aid, abet, or incite others to engage in behavior prohibited by law, the CU Denver Student Code of Conduct, the CU Housing & Dining Handbook, or other AHEC or university policies
3. Alcohol: Violating any local, state, federal, or university law, policy, or regulation pertaining to alcohol, including, but not limited to:
  - a. Manufacturing, selling, or providing alcohol to an individual(s) under the age of 21
  - b. Possessing or using alcohol while under the age of 21
  - c. Using alcohol on campus, regardless of age, with the exception of responsible use at an authorized restaurant or event and in compliance with the CU Denver Housing & Dining policy
  - d. Being in the presence of alcohol or alcohol use on campus when knowledge of the alcohol or alcohol use is reasonable with the exception of responsible use at an authorized restaurant or event and in compliance with the CU Denver Housing & Dining policy
  - e. Using or possessing alcohol in the presence of an individual(s) under the age of 21 on campus, with the exception of responsible use at an authorized restaurant or event

- f. Attending classes or university functions under the influence of alcohol
4. Bullying: Engaging in severe aggressive behavior likely to intimidate or intentionally harm, control, or diminish another person, physically or mentally
5. Cyberbullying: Tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting of another person by an individual using the internet, interactive and digital technologies, or mobile telephones
6. Disrupting Emergency Response: Engaging in any act(s) that interfere with, obstruct, or disrupt the response or official action of an emergency responder, including, but not limited to:
  - a. Interfering with the performance of police or fire department duties
  - b. Resisting arrest
  - c. Failing to abide by the directions of a police officer
7. Disruption: Materially and substantially interfering with, obstructing, or disrupting a normal university activity, including, but not limited to:
  - a. Behavior resulting in injury to persons or damage to property on the campus
  - b. Interference, obstruction, or disruption of the freedom of movement of students or other members of the university community and their guests
8. Driving Under the Influence: Driving under the influence of, or while one's ability is impaired by, alcohol, marijuana, or other illicit or prescription drugs
9. Failure to Comply: Failing to comply with the direction of employees of CU Denver, CU Denver Housing & Dining, and AHEC who are performing their duties
10. Failure to Report: Failing to report the behavior of another individual/student when that behavior may be a violation of any local, state, federal, or university law, policy, or regulation including, but not limited to, the CU Denver Student Code of Conduct, the CU Denver Housing & Dining Handbook, or other AHEC or university policies
11. False Information: Providing false or misleading information, including, but not limited to:
  - a. Making a false statement to emergency responders or an employee of CU Denver, CU Denver Housing & Dining, and AHEC who is performing their duties
  - b. Using a false identification or the identification of another to gain entrance to a facility or business
  - c. Forging, altering, falsifying, or misusing documents or records
  - d. Using or possessing forged, altered, or false documents or records
12. Fighting: Assaulting another person, being involved in a fight or brawl, or physically harming another person
13. Fire Safety: Violating local, state, federal, or campus fire policy, including, but not limited to:
  - a. Intentionally or recklessly causing a fire
  - b. Tampering with, impairing, disabling, or misusing fire protection systems such as smoke detectors, fire extinguishers, sprinklers, and alarms
  - c. Failing to evacuate a university controlled building during a fire alarm
  - d. Improper use of university safety equipment
14. Hazing: Engaging in or planning any act, typically associated with belonging to a group of peers, which may produce, or is intended to produce, mental or physical discomfort, embarrassment, harassment, or ridicule, or any acts which are humiliating, intimidating, or demeaning, or that endanger the health and safety of another person, including, but not limited to:
  - a. Paddling in any form
  - b. Inducement of excessive fatigue
  - c. Required exercise inconsistent with the mission of the organization, team, or group
  - d. Physical or psychological shocks
  - e. Personal servitude
  - f. Forced or coerced consumption
  - g. Forced or coerced engagement in public stunts, morally degrading or humiliating games and activities, drinking games, late work sessions, other unorganized activities, and other obligations that interfere with scholastic pursuits NOTE: See Appendix 4 – Colorado Law Regarding Hazing
15. Illicit Drugs: Violating any local, state, federal, or university law, policy, or regulation pertaining to federally illegal drugs other than marijuana, including, but not limited to:
  - a. Manufacturing, selling, providing, using, or possessing federally illegal drugs other than marijuana
  - b. Being in the presence of federally illegal drugs other than marijuana or drug paraphernalia when knowledge of the drugs or drug paraphernalia is reasonable
  - c. Attending classes or university functions under the influence of federally illegal drugs other than marijuana NOTE: See Section G.17 for marijuana
16. Inhalants: Using household or industrial chemicals in a manner not intended by the manufacturer with the intention of getting high
  - a. Also known as huffing, sniffing, or bagging
17. Marijuana: Violating any local, state, federal, or university law, policy, or regulation pertaining to marijuana, including, but not limited to:
  - a. Manufacturing, selling, or providing marijuana without authorization or to an individual(s) under the age of 21
  - b. Possessing or using marijuana or drug paraphernalia while under the age of 21
  - c. Possessing or using marijuana, including medical marijuana, or drug paraphernalia on campus, regardless of age
  - d. Being in the presence of marijuana, marijuana use, or drug paraphernalia that violates policy when knowledge of the marijuana, marijuana use, or drug paraphernalia is reasonable
18. Attending classes or university functions under the influence of marijuana
19. Prescription Drugs: Violating any local, state, federal, or university law, policy, or regulation pertaining to prescription drugs, including, but not limited to:
  - a. Manufacturing, selling, or providing prescription drugs
  - b. Possessing or using prescription drugs prescribed to another
  - c. Using prescription drugs in a manner not prescribed
20. Property Damage: Intentionally or recklessly damaging property that belongs to the university, an organization, or another person
21. Public Exposure: Deliberately and publically exposing one's intimate body parts including, but not limited to:
  - a. Public urination and defecation
  - b. Mooning
  - c. Public sex acts
22. Retaliation: Engaging in retaliatory acts against another person

23. Rioting: Engaging in, inciting, or arming someone for a riot or public disturbance NOTE: See Appendix 5 – Colorado Law Regarding Riots
24. Theft: Taking property of another without permission or possessing property known to be stolen, even with the intent to return the property
25. Threats: Threatening the health or safety of a person(s) that, based on a reasonable person standard, would cause the impacted person(s) distress
26. Unauthorized Presence or Access: Entering into, exiting from, being present in, or accessing property, including, but not limited to, buildings, vehicles, 12 belongings, and digital accounts and systems, that belongs to the university, an organization, or another person without authorization
27. Unauthorized Recording: Making an audio and/or visual recording of another person without the person's expressed permission when such recording could, based on a reasonable person standard, cause the impacted person(s) substantial emotional distress and the storing, sharing, or distribution of such recordings by any means
28. Violation of Law, Policy, or Regulation: Violating any local, state, federal, or university law, policy or regulation; which includes but is not limited to noncompliance with a public health order
29. Violating the CU Denver Housing & Dining Resident Handbook: Engaging in any act or acts that violate any policy or procedure listed in the CU Denver Housing & Dining Resident Handbook while on Lynx Crossing property, regardless of individual student's status as a resident or guest
30. Weapon: Possessing firearms, explosives, fireworks, incendiary devices, ammunition, or other weapons on campus except as permitted by law, or the possession of a harmless instrument designed to look like a firearm, explosive, or dangerous weapon with the intent to cause fear in or assault to another person
  - a. NOTE: See Regents Policy 14I (<https://www.cu.edu/regents/policy-14i-weapons-control/>)
    - i. Students, faculty, and staff possessing a valid Concealed Handgun Permit are allowed to carry concealed handguns on campus in accordance with the law.
    - ii. CU Denver Housing & Dining does not permit handguns regardless of an individual's possession of a Concealed Handgun Permit.

## Student Right to Know and Disclosure Information

**Website:** <https://www.ucdenver.edu/student/forms-policies/right-to-know> (<https://www.ucdenver.edu/student/forms-policies/right-to-know/>)

### CRIME STATISTICS

In compliance with the federal Student Right-to-Know and Campus Security Act, the Auraria Campus publishes crime statistics on campus in the Auraria Campus Clery Report. In an emergency, please contact Auraria Campus Police at 303-556-5000 or dial 911 from a campus phone.

### PERSISTENCE AND COMPLETION DATA

Section 103 of Title 1 of Public Law 101-542 as amended by Public Law 102-26 (the Federal "Student Right-to-Know" Act) requires that institutions produce and make available to current and prospective students the completion rate of first-time, full-time, degree-seeking undergraduate students entering the institution. Six years after entering, 40 percent of the fall 2008 cohort graduated.

CU Denver's one-year fall-to-fall retention rate is 75 percent for the fall 2012 cohort. That is, of the first-time, full-time, degree-seeking undergraduate students who entered the university in fall 2012, 75 percent were enrolled at the Denver Campus in fall 2013 at the end of the term.

Voluntary System of Accountability (VSA) data indicate that the 2008 Denver Campus first-time, full-time, degree-seeking freshman cohort has an overall 4-year success rate of more than 80%, with 21% retained at another institution, 40% retained at CU Denver, nearly 15% graduated from CU Denver, and another 5.6% received degrees elsewhere.

### RIOT LAW (STUDENT RIOT BILL)

Student enrollment-prohibition-public peace and order convictions:

1. No person who is convicted of a riot offense shall be enrolled in a state-supported institution of higher education for a period of 12 months following the date of conviction;
2. a student who is enrolled in a state-supported institution of higher education and who is convicted of a riot offense shall be immediately suspended from the institution upon the institution's notification of such conviction for a period of 12 months following the date of conviction, except that if a student has been suspended prior to the date of conviction by the state-supported institution of higher education for the same riot activity, the twelve month suspension shall run from the start of the suspension imposed by the institution;
3. nothing in this section shall be construed to prohibit a state-supported institution of higher education from implementing its own policies and procedures or disciplinary actions in addition to the suspension under (2) of this section, regarding students involved in riot.

### SEX OFFENDER INFORMATION (CAMPUS SEX CRIMES PREVENTION ACT)

Sex offenders are required to list the locations of all institutions of post-secondary education where they volunteer or are enrolled or employed. The Colorado Bureau of Investigation maintains a database identifying all such persons and makes it available to all law enforcement agencies in which jurisdiction the institution of postsecondary education is located. The campus community can obtain this information by contacting the Auraria Police Department at 303-556-5000.

### VOTER REGISTRATION (NATIONAL VOTER REGISTRATION ACT)

In compliance with the National Voter Registration Act, the state of Colorado voter registration application form and information is available online at [www.sos.state.co.us/pubs/elections/](http://www.sos.state.co.us/pubs/elections/) (<http://www.sos.state.co.us/pubs/elections/>) or [www.fec.gov/votregis/vr.shtml](http://www.fec.gov/votregis/vr.shtml) (<http://www.fec.gov/votregis/vr.shtml>)