

## SECTION 2: Scope of the Code

Students at College of Saint Mary are provided a copy of the *Student Code of Conduct* annually in the form of a link on the Student Life webpage of [www.csm.edu](http://www.csm.edu). Students are responsible for having read and abiding by the provisions of the *Student Code of Conduct*, Student Handbook, Residence Life Handbook, and Academic Handbook.

The College expects its students to conduct themselves as responsible citizens and to comply with all College policies. Conduct that is unbecoming of a College student; that adversely affects the College community, mission or reputation; or that violated College policies may result in a student's required participation in the student conduct process, regardless of whether or not such conduct occurs on College premises.

The *Student Code of Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all CSM-affiliated student organizations. For the purposes of this document, CSM considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in CSM.

The CSM student conduct process is an educational process designed to resolve matters concerning student conduct within the framework of students' rights and responsibilities pursuant to College policies. The College strives to provide a fundamentally fair, equitable, and educational process for all participants. Student conduct proceedings are not a legal process, and is not intended to duplicate legal proceedings. Therefore, legal counsel within the student conduct process is not appropriate or permitted unless it is heard within the context of the college's Title IX policy.

The College of Saint Mary retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any alleged misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, and/or obtain transcripts. All sanctions must be satisfied prior to becoming eligible for re-enrollment. In the event of serious misconduct committed while still enrolled, but reported after the accused student has graduated, CSM may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree.

The *Student Code of Conduct* applies to behaviors that take place on campus, at CSM-sponsored events, and may also apply off campus when the Assistant Dean of Student Life or his/her designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of self or other; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of College of Saint Mary.

The *Student Code of Conduct* may be applied to behavior conducted online, via e-mail or other electronic mediums such as blogs, web postings, chats, video platforms and social media. These public postings can subject a student to allegations of conduct violations if evidence of policy violations are posted online. The College does not regularly search for this information, but may take action if and when such information is brought to the attention of College officials.

The *Student Code of Conduct* applies to guests of members of the college community whose hosts may be held accountable for the misconduct of their guests. The code may also be applied to resident non-students, camp attendees, and participants in the College's summer academies. Visitors to and guests of CSM may seek resolution of violations of the *Student Code of Conduct* committed against them by members of the CSM community.

There is no time limit on reporting violations of the *Student Code of Conduct*; however, the longer a complainant waits to report an offense, the harder it becomes for College officials to obtain information and statements to make determinations regarding alleged violations.

Anonymous complaints are permitted, however doing so may limit the College's ability to investigate and respond to a complaint. Those who are aware of perceived misconduct are encouraged to report it as soon as possible to Residence Life or Campus Safety and Security.

CSM e-mail (@csm.edu) is the College's primary means of communication with students. Students are responsible for all communication delivered to their College e-mail address.

The Assistant Dean of Student Life may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in the CSM *Student Code of Conduct*. The Assistant Dean of Student Life may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *Student Code of Conduct* will be referred to a joint committee of the Director of Residence Life and Assistant Dean of Student Life. The committee's interpretation is final. CSM's *Student Code of Conduct* will be subject to annual review under the direction of the Assistant Dean of Student Life, or his/her designee. A comprehensive revision process will be conducted every 3-5 years.