

Article II: Jurisdiction and Proscribed Conduct

A. Jurisdiction of the CIA

Any student who engages in conduct contrary to the CIA's Student Code of Conduct either on or off a CIA campus, including criminal activity for which they may or may not be arrested, may be subject to disciplinary action. The Student Code of Conduct is applicable to a student during the time of admission through the awarding of a degree or certificate and applies to all behavior while on any CIA campus; during CIA-sponsored programs, trips, or events; off campus; and during externship, internship, or intersession periods. When a violation of a standard of conduct occurs in a classroom, the student may be subject to sanctions under academic policies and/or the Student Code of Conduct. The code of conduct remains in effect in situations in which a student withdraws from the CIA while a disciplinary matter is pending.

Students who register to participate in a semester-away or study-abroad opportunity are subject to a disciplinary review and clearance prior to the trip.

B. Conduct: Rules and Regulations

Violations of the code include, but are not limited to, the behavior outlined below. The administration may, at its discretion, bring charges against any student whose conduct violates the CIA's rules or regulations. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article III, Section B:

Section 1: Endangering Behavior. Verbal or physical conduct or any form of retaliation that threatens or endangers the health or safety of oneself or others, whether actual or implied, or results in personal injury to oneself or others.

Section 2: Weapons or Contraband. Illegal or unauthorized possession or use of any type of firearm, including, but not limited to, BB or other pellet/air guns, paintball guns, explosive fireworks, martial arts weapons, combustibles, open flames, Tasers, or knives (except for small pocket knives and knives specifically required by the CIA for laboratory classes) or the possession of any other weapon or instrument that could be used to inflict injury, or that might cause a person to believe there may be a danger of being harmed. Novelty or collectible items that simulate or imitate weapons are also prohibited.

Section 3: Drugs. Violation of the campus Alcohol and Drug Policy, including, but not limited to, the following: the possession, solicitation, sale, distribution, or use of any illegal drugs or substances on campus, even in cases where a student may have a medical prescription for the use of such drugs or substances (e.g., medical marijuana); the possession of drug-related paraphernalia (e.g., bongs, pipes, syringes) or the use of hookahs; the use of legal substances and/or paraphernalia in an illegal manner; being in the presence of paraphernalia or anyone using illegal drugs or legal substances in an illegal manner; or arrest for drug-related activity on or off campus. Regardless of any local or state laws, and in compliance with federal law, the use, possession, manufacture, or cultivation of an illegal drug or substance, or being under its influence, is not permitted in or on any CIA campus, facility, or property; nor is it permitted at any CIA-sponsored event or activity that takes place in an off-campus environment.

Section 4: Damaging CIA Reputation. Behavior, on or off campus, that would tend to damage the reputation of the CIA or its students, or that may cause any injury or hardship to anyone.

Section 5: Theft/Unauthorized Use. Attempted or actual theft of CIA property or property of a member of the college or local community. This includes theft of services or unauthorized use (see Property Pass Policy) of CIA property, equipment, facilities, or services.

Section 6: Vandalism or Misuse of Property. Vandalism, defacement, or misuse of, or damage to, any part of CIA premises/property or the personal property of any member of the college community.

Section 7: Violation of Law. Violations of any federal, state, or local law or regulation. These may result in prosecution and sanctions by civil authorities. However, violations that adversely affect the interests and reputation of the CIA may result in disciplinary action being taken against any student by the college itself, independent of civil authorities. (Please refer to Article II, C, for additional information.)

Section 8: Alcohol. Violation of the campus Alcohol and Drug Policy, including, but not limited to, the following:

1. Consuming alcohol in a public or communal area (e.g., parking lots, gazebos, athletic fields, halls, lounges, kitchens, alcohol-free CIA-sponsored events, etc.)
2. Providing someone under 21 with alcohol
3. Consumption of alcohol by a student under 21
4. Possession of alcohol by a student under 21
5. Engaging in inappropriate behavior involving alcohol including, but not limited to, public intoxication or any intoxication resulting in a transport to the hospital
6. Possession of, or being in the presence of, a beer keg/tap system, or drinking games (e.g., beer pong, flip cup, funneling), or being involved in any activity that promotes mass consumption of alcohol
7. Consuming or possessing an excessive amount of alcohol (not to exceed twelve 12-ounce containers of beer or pre-mixed beverage alcohol [144 oz], or two 750ml bottles of wine, or one-fifth of distilled alcohol) per resident; guests may not bring additional alcohol that would exceed the permitted amount for a resident
8. Students over 21 may not be in the presence of a person under 21 if alcohol is being consumed (open container); the exception is if one roommate is under 21, as long as the other roommate(s) are the only people in the room at the time the alcohol is present
9. Students over 21 may not consume alcohol if there is a person under 21 present
10. Students under 21 may not be in the presence of alcohol, except if one roommate is over 21 as long as both roommates are the only two people in the room at the time the alcohol is present
11. Hosting a party (defined as more individuals than permitted by fire code) in campus housing in which alcohol is present
12. Possession of empty containers of alcohol
13. Other violations of alcohol policies not outlined within this code

Section 9: Fire Safety System. Tampering with or damaging any mechanism that is part of the fire alarm or fire suppression system (fire extinguisher, smoke detector, sprinkler, etc.), including willfully, or through negligence, causing a fire alarm to sound, or failing to immediately evacuate the building when an alarm sounds; and willfully or maliciously causing a fire. (Please note: the violations listed above are very serious, potentially endangering all campus residents. Thus, sanctions can include fines as high as \$2,000, expulsion from the college, and criminal prosecution by civil authorities.) If applicable, please see Residence Hall Fire Safety.

Section 10: Providing False Information/ Withholding Information. Furnishing false information to the CIA or making false statements or false reports to CIA officials; engaging in forgery, alteration, or improper use of any CIA record, key, identification card, or other document; or withholding information a student knew or

reasonably should have known to disclose to the college, or information that has been requested by a member of the CIA community who is authorized to request such information. The use of false identification may be a crime under state law.

Section 11: Failure to Comply. Failure to comply with directions of, or interference with, any CIA official, faculty member, or staff member, including the failure to properly identify oneself or to produce an identification card when requested to do so; failure to complete required programs as assigned; unauthorized attendance at or attempting to obtain access to a CIA-sponsored event (e.g., conference, commencement, or reception) without a CIA-issued ticket or permission to do so.

Section 12: Housing/Residence Hall Violations. Violation of the Residence Hall License Agreement or code of conduct violations found within this code whether the student is present or not present in the student's CIA contracted or controlled housing, including, but not limited to, the following:

1. Possession of contraband items (e.g., official street signs, CIA owned furniture or equipment, dishware, etc.) prohibited by law or CIA policy; the presence of such items in a student's room is considered possession
2. Violation of guest policy
3. Violation of quiet hours and/or disturbing others during courtesy hours both inside and/or outside of housing
4. Unauthorized alterations of a room including, but not limited to, painting, construction of lofts, installing hooks in the ceilings or walls, or use of a personal door lock
5. Possession of pets not otherwise permitted by the CIA
6. Unauthorized refrigerator or microwave
7. Failure to attend a mandatory meeting
8. Violation of a CIA policy by a guest (student hosts are responsible for ensuring their guests' compliance with CIA policy)
9. Violation of Residence Hall Fire Safety regulations
10. Having a dart board with steel-pointed darts in campus housing
11. Improper disposal of trash and recycling including, but not limited to, accumulation of bottles, boxes, trash, or other debris
12. Failure to prepare room for incoming student(s) or occupying both sides of the room
13. Participating in hall or courtyard sports
14. Unauthorized room change or failure to complete scheduled room change
15. Failure to follow proper check-out procedures
16. Tampering with and/or damage to room, facility, or personal or CIA-owned property
17. Engaging in commercial activities in a residence hall or solicitation on behalf of an outside party, such as distribution or posting of leaflets or flyers
18. Failure to follow proper closing policies for approved college breaks, including but not limited to, summer, winter, or spring (for bachelor's students) breaks
19. Failure to maintain appropriate cleanliness in your housing or bathroom (see Housekeeping)
20. Other violations of Residence Life policies not outlined within this code (Including but not limited to violation of the Emotional Support Animal Policy)
21. Possession of alcohol by any student, regardless of age, in an alcohol-free residence hall

Section 13: Dress Code. Violations of the Professionalism, Uniform, and Hygiene Policy in the *CIA Academic Catalog*.

Section 14: Unprofessional Conduct. Unprofessional conduct, including, but not limited to, the use of foul language, bullying, demeaning, rude, or insulting behavior, or other personal conduct (such as spitting in public

areas, or discarding cigarette butts or litter on the ground, in wooded areas and ponds, or otherwise not in proper receptacles) that would tend to demean the reputation of CIA students, staff, faculty, visitors, or guests.

Section 15: Obstruction. Participation in a campus activity or demonstration that disrupts the normal operations of the CIA and infringes upon the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus. Students are encouraged to work with the Student Government Association or CIA administration regarding clarification or grievances of campus policies and procedures.

Section 16: Computer or Phone Violations. Theft or other abuse of computer time or phone service including, but not limited to, the following:

1. Unauthorized entry into a file for any purpose, including to use, read, or change its contents
2. Unauthorized transfer of a file
3. Unauthorized use of another person's identity, password, and/or personal access code number
4. Use of computing facilities to interfere with the work of another student, faculty member, or college official
5. Use of computers or personal electronic devices to send inappropriate messages or view inappropriate content
6. Use of computing facilities to interfere with normal operation of the CIA computing system
7. Fraudulent use of phone service

Section 17: Building Security. Tampering with, damaging, or compromising any equipment that is part of the door access system or campus surveillance system (doors, card readers, locks, closed-circuit TV cameras, etc.). These systems are in place to help protect the safety and security of all residents. The college considers some violations of Section 17 to be the equivalent of "breaking and entering" as defined in most criminal codes. Students are cautioned to not allow access to residence halls by any person they do not know personally. Immediately report all suspicious persons or activities to Campus Safety or Security. This includes, but is not limited to, the following:

1. Improper entry or exit into or out of a building without permission, or without using properly issued keys or ID card access (see Identification Cards)
2. Improper use of an access card or key (your own or one belonging to another person)
3. Propping open a door to prevent it from closing and/or locking properly
4. Forcing open a door or window by any means other than proper use of a door access card or key

Section 18: Impeding the Conduct Process. Abuse of the conduct process, including but not limited to the following:

1. Failure to respond to a summons of a CIA official
2. Falsification, distortion, or misrepresentation of information during a conduct meeting
3. Disruption or interference with an orderly conduct proceeding
4. Initiating a conduct proceeding without just cause
5. Attempting to discourage an individual's proper participation in, or use of, the conduct process
6. Attempting to influence the impartiality of a CIA official prior to, and/or during, the course of the conduct proceeding
7. Engaging in inappropriate verbal or physical conduct towards a CIA official prior to, during, and/or after a conduct proceeding
8. Failure to comply with sanction(s) imposed under this code
9. Influencing or attempting to influence another person to commit an abuse of the conduct process

Section 19: Campus Policy Violations. Violation of any college policy not outlined in this code, including, but not limited to: Harassment, Sexual Misconduct, and Discrimination Policy; Campus SaVE Act Addendum; Service Charge (Tipping) Policy; Smoking and Tobacco Policy; Traffic and Parking Violations and Fines; Student Employment Policy; Student Guest Policy; and Hazing Policy.

C. Violations of Law and CIA Discipline

1. If a student is charged with an off-campus violation of a federal, state, or local law or regulation, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that demonstrates a disregard for the college or local community.
2. The CIA's disciplinary proceedings may be instituted against a student charged with violation of a law or regulation that is also a violation of this code. Proceedings under this code may be carried out regardless of outcome, prior to, simultaneously with, or following any civil or criminal proceedings off campus.
3. When a student is charged by federal, state, or local authorities with a violation of law, the CIA will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding under this code, however, the college may advise off-campus authorities of the existence of this code and of how such matters will be handled within the CIA community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the punishment and/or rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with government representatives as they deem appropriate. The CIA reserves the right to defer or pursue any disciplinary proceeding during a related criminal or administrative proceeding.

D. Amnesty from Drug, Alcohol, and Other Conduct Violations

The health and safety of the CIA community is of utmost importance. The CIA recognizes that students who have been drinking and/or using drugs (whether such is voluntary or involuntary) at the time that violence, including, but not limited to, domestic violence, dating violence, stalking, or sexual assault, occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The CIA strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to CIA officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to CIA officials or law enforcement will not be subject to the CIA's code of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

In addition to amnesty for alcohol and drug violations, an individual who participates in good faith as a complainant, a witness in an investigation, or a bystander in relation to an incident of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for any violation of the CIA's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Further, when a student assists an individual who is intoxicated or under the influence of alcohol/drugs in procuring medical or safety assistance, that student may be granted amnesty, at the discretion of the conduct officer, from formal disciplinary action by the college for violating the alcohol or drug policy.