

Student Code of Conduct Procedure	Procedure Number	3.14.1P
	Effective Date	May 10, 2011

1.0 PURPOSE

The purpose of the Student Code of Conduct procedure is to outline behavioral expectations at Laramie County Community College (LCCC) and explain the protocol in the event of a violation of this procedure. Each student at LCCC assumes an obligation as a responsible member of the educational community to demonstrate conduct compatible with Student Code of Conduct.

2.0 REVISION HISTORY

Adopted on: 6/1/04

Revised on: 5/10/11, 11/17/25, Renumbered from 3.15P to 3.14.1P on 1-7-26 per Cabinet approval on 12/23/25

3.0 PERSONS AFFECTED

Students, prospective students and staff are affected by this procedure.

4.0 DEFINITIONS

- A. *Assault* – Any unlawful attempt, with the present ability, to cause bodily injury to another individual. This includes actions that intentionally, knowingly, or recklessly place another person in reasonable fear of imminent physical harm, regardless of whether physical contact occurs as defined in *WYO. STAT. ANN. § 6-2-501(a) (2024)*
- B. *Battery* – The intentional, knowing, or reckless use of physical force that causes bodily injury to another person. This includes any act of physical aggression that compromises the safety or well-being of others, regardless of intent to harm as defined in *WYO. STAT. ANN. § 6-2-501(b) (2025)*
- C. *Campus* – All land, buildings, facilities and property in the possession of, owned, used or controlled by LCCC or the LCCC Foundation.
- D. *Cheating* – The use or attempted use of unauthorized materials, information, technology, or assistance in any academic exercise. This includes, but is not limited to:
 - Using books, notes, calculators, or other aids during an examination unless explicitly permitted by the instructor.
 - Copying from or communicating with others during an exam or assignment without authorization.
 - Submitting work completed by another individual, including hiring or soliciting someone to complete academic tasks.
 - Using generative artificial intelligence (AI) tools (e.g., ChatGPT, Claude, Gemini) to generate or revise content when such use is not explicitly permitted by the instructor.
 - Failing to properly cite AI-generated content when its use is allowed.

- Submitting substantially the same work for credit in more than one course without prior instructor approval.
- Acquiring or distributing exams, assignments, or other academic materials without authorization.
- Students are responsible for understanding and adhering to course-specific guidelines regarding AI use. Misuse of AI—such as submitting unedited AI-generated work, fabricating data, or using AI to impersonate academic effort—constitutes a violation of academic integrity

D. *Dating Violence* – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship, (2) the type of relationship, and (3) the frequency of interaction between the persons involved in the relationship. (Definition from 3.22P) [34 USC § 12291\(a\)\(10\)](#)

E. *Domestic Violence* – Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic violence law of the State of Wyoming, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic violence or family violence of the State of Wyoming. [34 USC § 12291\(a\)\(8\)](#)

G. *Harassment* – Harassment is defined as unwelcome verbal, written, visual, or physical conduct that is objectively offensive and is intended to threaten, intimidate, demean, or coerce an individual or group. Such conduct may interfere with a student's ability to participate in or benefit from the educational programs, activities, or services of the institution.

Harassment includes, but is not limited to:

1. **Verbal Conduct** – Derogatory or demeaning comments, jokes, slurs, or epithets based on a person's race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or other protected status. This includes persistent name-calling, mocking, or verbal taunting that creates a hostile environment.
2. **Non-Verbal Conduct** – The display or circulation of written, graphic, or digital material (including memes, images, or social media posts) that ridicules, denigrates, or shows hostility or aversion toward an individual or group based on protected characteristics.
3. **Physical Conduct** – Unwanted physical contact or gestures that are intimidating, threatening, or humiliating, even if not rising to the level of assault or battery.
4. **Digital Harassment** – Use of electronic communication (e.g., email, text, social media, AI-generated content) to target, threaten, or demean others in a way that disrupts the educational environment or causes emotional distress.
5. **Impact-Based Standard** – Harassment may be determined based on the impact on the targeted individual, regardless of the intent of the actor. Behavior that a reasonable person would find intimidating, hostile, or abusive may constitute harassment even if not intended to harm.

F. *Hazing* – Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with another person) against another person or persons regardless of the

willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury

- G. *LCCC Official* – Any individual employed by the College who is authorized to perform administrative, instructional, advisory, supervisory, or professional responsibilities. This includes, but is not limited to, faculty, staff, administrators, advisors, and other personnel acting within the scope of their official duties on behalf of the institution.
- H. *Plagiarism* – The act of presenting another’s work, ideas, language, or creative expression as one’s own without proper acknowledgment. This includes, but is not limited to:
 - Submitting written, programmed, artistic, musical, or AI-generated content—whether in whole or in part—with explicit instructor approval or appropriate citation.
 - Using paraphrased or directly quoted material from published or unpublished sources without full and clear attribution.
 - Submitting work completed by another individual or agency, including services that sell academic materials.
 - Reusing one’s own previously submitted work in multiple courses without prior instructor consent (self-plagiarism).
 - Failing to cite the use of generative AI tools (e.g., ChatGPT, Claude, Gemini) when such use is permitted but not transparently disclosed.

Students are expected to produce original work and to give credit for the intellectual contributions of others. The unauthorized use of AI to generate or revise academic content is considered plagiarism unless explicitly permitted by the instructor.

- I. *Sexual Assault* – Any nonconsensual sexual act proscribed by Federal, Tribal or State law, including when the victim lacks capacity to consent. [34 USC § 12291\(a\)\(29\)](#)
- J. *Sexual Harassing Behavior* – Means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - 1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education or of obtaining educational benefits or opportunities
 - 2) Such conduct is pervasive, has the purpose or effect of substantially interfering with an individual's employment, education, educational benefits or opportunities, creating an intimidating, hostile or offensive employment or education environment. Sexual harassment as defined herein is generally conduct or communication by someone in authority but also includes any sexual harassment as defined when perpetrated on any student or employee by any other student or employee.
- M. *Student* – Any person enrolled in credit, non-credit continuing education or community service courses offered by LCCC, either full time or part time. Persons who are not officially enrolled for

a particular term but who have a continuing relationship with LCCC are considered “students” for the purposes of this code.

This provision is intended to include within the definition of students; those persons enrolled in the spring and fall semesters who engage in misconduct during the summer and students who are first time enrollees who engage in misconduct prior to the time of enrollment. Additionally, all persons who are attending classes on a LCCC campus although they may be enrolled students in other higher education institutions, are considered students under this provision. Student groups and organizations may be held collectively responsible for violations of this Code.

5.0 PROCEDURES

A. Aiding, Solicitation, and Attempt

A student is in violation of this procedure if he or she:

- 1) Intentionally aids or abets another in the commission of any offense(s) mentioned in this Code.
- 2) Requests, hires, encourages, or otherwise solicits another person to commit any offense mentioned in this Code, either intending that the other person commits the offense or with the knowledge that the other person intends to commit the offense.
- 3) Attempts to commit any offense mentioned in this Code.

B. Academic Integrity

- 1) LCCC expects all students to uphold the highest standards of academic integrity and personal responsibility. Students are required to engage in classroom and academic activities with honesty, respect, and accountability. Violations of academic integrity include, but are not limited to, plagiarism, cheating, fabrication, and the unauthorized acquisition, distribution, or use of academic materials. Students are responsible for ensuring the originality of their work and for maintaining the integrity of the academic environment.
- 2) LCCC will respond to issues of alleged academic misconduct as specified in Procedure 3.14.2P Student Discipline Adjudication.

C. General Code of Conduct and Grounds for Discipline

As a member of the LCCC community, all students are expected to display appropriate behavior. LCCC may take disciplinary action for the following behaviors which are considered violations of the General Code of Conduct if they occur on campus, at LCCC-sponsored activities or in LCCC vehicles.

- 1) Obstruction, disruption, or interference with teaching, administration, LCCC-sponsored activities, or disciplinary proceedings.
- 2) Obstruction or interference with the freedom of movement of students, the Board of Trustees, employees, or guests of LCCC.
- 3) Assault, battery, sexual assault or sexual harassment (Please refer to LCCC procedure 3.22P).
- 4) Unauthorized possession, duplication or use of keys, including electronic key cards, to any LCCC facilities or vehicles.
- 5) Theft or other abuse of computer equipment, software or time, including, but not limited to:
 - a. Unauthorized entry into a file to use, read or change the contents for any purpose
 - b. Unauthorized transfer or copying of programs or files
 - c. Unauthorized use of another individual's identification or password

- d. Use of computer equipment or the LCCC network to interfere with the work of another student, faculty member or LCCC official
 - e. Use of LCCC network and/or computers to send or receive obscene or abusive content
 - f. Use of LCCC network and/or computers to interfere with normal operations of LCCC network or the normal operations of LCCC
- 6) Unauthorized entry into or use of LCCC facilities or services.
- 7) Failure to comply with directions of LCCC officials acting with apparent authority in the performance of their duties.
- 8) Initiation or circulation of any false report, warning, or threat of fire, bombs, or explosives.
- 9) Alteration, misuse, or damage of fire safety equipment.
- 10) Unauthorized use, possession, or storage of any guns, other weapons, explosives or dangerous chemicals (Please refer to LCCC Procedure 9.12P).
- 11) Smoking or use of other tobacco products in unauthorized locations.
- 12) The manufacture, possession, use, sale, or distribution of narcotics, illegal drugs, drug paraphernalia, or prescription drugs for which the person does not have a prescription, including being under the influence.
- 13) The manufacture, possession, use, sale, or distribution of alcoholic beverages including public intoxication (Alcohol may be used for instructional purposes with the approval of the instructor and the appropriate school dean).
- 14) Attempted or actual theft of property or of services or knowingly being in possession of stolen property, including electronic, belonging to the LCCC, or its employees or students.
- 15) Destroying or damaging LCCC property or the property of others.
- 16) Any practice by a group or an individual that detains, embarrasses, or degrades a member of the LCCC community, endangers his or her health, jeopardizes his or her safety, or interferes with class attendance or the pursuit of education. This includes bullying
- 17) Forgery, alteration or misuse of LCCC documents, records, or instruments of identification.
- 18) Gambling in any form as defined and prohibited by local, state, or federal law.
- 19) Tampering with the election of any recognized student organization.
- 20) Unauthorized animals on campus. LCCC makes exception only for animals serving disability or educationally specific requirements.
- 21) Violations of any other published LCCC policies or regulations regarding student conduct including but not limited to those published in the student handbook, residence life handbook, LCCC catalog, and class schedule.
- 22) Any other conduct not included above, which adversely affects either the function of LCCC or the educational pursuits of the members of the LCCC community.
- 23) Failure to comply with sanction(s) imposed under student discipline hearing procedures.
- 24) Any conduct which violates any local, state, or federal law.
- 25) Hazing or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization.
- 26) Stalking includes engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. [34 USC § 12291\(a\)\(30\)](#)

D. In the event that a student is accused of violating this procedure he/she will be afforded certain procedures through the protocol found in Procedure 3.14.2P Student Discipline Adjudication.

E. LCCC has jurisdiction over misconduct on LCCC or LCCC Foundation property, in LCCC vehicles and/or at LCCC sponsored activities; but may also address off campus behavior if LCCC

determines that the behavior or the continued presence of the student presents a possible threat to the safety of members of the LCCC community or impairs, obstructs interferes with or adversely affects the mission, processes or functions of LCCC as an educational institution.

- F. A student committing a criminal offense off-campus that is also a violation of the Student Code of Conduct may be subject to disciplinary action.
- G. This procedure shall be published in the *LCCC Student Handbook* and will be made available to students at the beginning of each semester. The *Student Handbook* will also be made available to all LCCC community members on-line through the LCCC website. Through these efforts, each student will be deemed to have received notice of the conduct LCCC expects from members of the student body.
- H. Any question of interpretation regarding the Student Code of Conduct Procedure shall be referred to the Senior Vice President of Student Services, or designee, for final determination.