

# **Student Conduct and Community Standards for High School Programs**



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*\*This document includes language that was lifted and adopted from Columbia University's Student Conduct and Community Standards. For questions related to High School Program Student Conduct & Community Standards at the School of Professional Studies, please contact [hsp-office@columbia.edu](mailto:hsp-office@columbia.edu).*

## I. COMMUNITY STANDARDS

### A. Standards of Behavior

As members of the Columbia University community, all students are expected to uphold the highest standards of respect, integrity, and civility. These core values are key components of the Columbia University experience and reflect the community's expectations of its students. Students are expected to conduct themselves in an honest, civil, and respectful manner in all aspects of their lives. Students who violate standards of behavior related to academic or behavioral conduct interfere with their ability, and the ability of others, to take advantage of the full complement of University life, and will thus be subject to the High School Program's Discipline Process. Please note that for the purposes of the Standards and Discipline, references to they/them/their include any other pronouns.

### B. Prohibited Conduct

The following is a list of allegations subject to the High School Program's Discipline Process, and the subsequent section provides a further detailed description of prohibited conduct. Policy violations include, but are not limited to, the following behavioral and academic misconduct:

#### Behavioral Violations

- Access/Egress, Unauthorized
- Alcohol, Prohibited Use of
- Collusion
- Columbia University Identification Card, Prohibited Use of
- Columbia University Non-Discrimination Statement, Violation of
- Columbia Identity (or affiliated organizations), Unauthorized Use of
- Copying and/or Distribution, Unauthorized
- Disruptive Behavior
- Endangerment
- Endangerment to Animals
- Failure to Comply
- Falsification
- Fire Safety Policies, Violation of
- Harassment
- Hazing
- Illegal Drugs Policy, Violation of
- Information Technologies Policies, Violation of
- Laws, Violation of the
- Retaliation
- Sales and Solicitation
- Smoking Policy, Violation of University
- Surveillance/Photography, Unauthorized
- Theft
- University Policies, Violation of
- Vandalism/Damage to Property
- Weapons

#### Academic Violations

- Academic Dishonesty, Facilitation of
- Assistance, Unauthorized
- Bribery
- Cheating
- Collaboration, Unauthorized
- Dishonesty
- Ethics, Honor Codes, and Professional Standards, Violation of
- Failing to Safeguard Work
- Giving or Taking Academic Materials, Unauthorized
- Obtaining Advanced Knowledge
- Plagiarism
- Sabotage
- Self-Plagiarism
- Test Conditions, Violation of

### C. Behavioral Violations

Behavioral violations of University policy have been identified for the purposes of maintaining a safe and healthy educational environment. Prohibited conduct includes, but is not limited to, the following:

#### **Access/Egress, Unauthorized**

Gaining unauthorized access to the roof, fire escape, ledge, and/or window of any building is prohibited. This includes, but is not limited to, sitting or standing on a window ledge, fire escape, and/or building ledge, or in any way allowing any body part or item to hang, and/or be placed outside, including by means of throwing and/or dropping.

Additionally, gaining entry to and/or egress from any unauthorized space is prohibited. Prohibited spaces include, but are not limited to: roofs, fire escapes, windows and/or building ledges; another person's residence without authorization; some walkways, bridges, tunnels; and classrooms, buildings, laboratories, and/or libraries after hours.

#### **Alcohol Policy, Violation of**

The possession and/or use of alcohol when not in accordance with established policy (Columbia University [Policy on Alcohol and Drugs](#) and the [Guide to Living](#)) is prohibited. This includes, but is not limited to:

- possessing and consuming alcohol when under the age of 21;
- using false identification to obtain alcohol;
- providing alcohol to a minor;
- possessing and consuming alcohol in a prohibited area;
- possessing a keg, bulk container, or device used for rapid consumption of alcohol;
- forced consumption of liquor for the purpose of initiation into or affiliation with an organization; and/or
- taking part in games of chance, drinking games, contests, and other activities that induce, encourage, and/or require consumption.

Additionally, drunkenness accompanied by behavior that is disorderly is prohibited.

### **Collusion**

Inciting or assisting another person with violating University policy(ies), including but not limited to acting as an accomplice through action or negligence to the commission of any misconduct, is prohibited.

### **Columbia University Identification Card, Prohibited Use of**

As stated on the back of the Columbia University Identification (“CUID”) card, “The ID is your official University ID card and is issued for official purposes only. This card is non-transferrable and is the property of the University.” Students are expected to produce their own CUID card when requested by a University official and may not use their CUID card in an unauthorized manner, nor allow another person access to their CUID card.

### **Columbia University Non-Discrimination Statement and Policy, Violation of**

No student should engage in behavior that is inconsistent with the [Columbia University Non-Discrimination Statement and Policy](#).

Specifically, Discriminatory Harassment, in violation of the Non-Discrimination Statement and Policy, is defined as subjecting an individual to unwelcome conduct, whether verbal or physical, that creates an intimidating, hostile, or abusive working, learning, or campus living environment; that alters the conditions of employment or education; or unreasonably interferes with an individual’s work or academic performance on the basis of the individual’s membership in a protected class.<sup>1</sup> Harassment may include but is not limited to: verbal abuse; epithets or slurs; negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; insulting or obscene comments or gestures; and display or circulation (including in hard copy, by email or text, or through social media) in the working, learning, and living environment of written or graphic material that denigrates, or shows hostility or aversion, toward an individual or group.

### **Columbia Identity (or affiliated organizations), Unauthorized Use of**

Unauthorized use (including misuse) of University or affiliated organization name(s) and image(s) is prohibited. Students should consult the [Web & Identity Guidelines](#) for more information.

### **Copying and/or Distribution, Unauthorized**

Unauthorized copying or distribution of any University record by any means is prohibited. Copying includes, but is not limited to, audio recording, streaming, photographing, scanning, or any other form of reproduction that conflicts with the spirit of this directive.

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<sup>1</sup> As established by law, protected classes include: race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation, marital status, familial status, status as a victim of domestic violence, alienage or citizenship status, creed, genetic predisposition or carrier status, and unemployment status.

### **Disruptive Behavior**

No student should engage in behavior that interferes with the academic mission of the University or compromises the well-being of the University community. This includes, but is not limited to, behavior which is disruptive to the classroom or laboratory environment. Students should not expose others to conduct that is disorderly, lewd, or indecent. This policy does not generally limit the discussion or expression of ideas solely because they might be thought of as offensive, immoral, or disrespectful.

### **Endangerment**

Knowingly and/or recklessly endangering the health or safety of others or oneself is prohibited. The implied or express consent of the person against whom such violence or force is used will not be considered a justification for engaging in prohibited behavior. Prohibited behaviors include, but are not limited to:

- acts that endanger human life, or threaten physical injury;
- unwanted physical contact with any person that reasonably places that person in fear of physical injury or danger is prohibited (e.g., physical restriction, fighting, pushing, punching, slapping, spitting on, and/or kicking any person).

### **Endangerment of Animals**

Knowingly and/or recklessly endangering the health or safety of animals is prohibited. This includes, but is not limited to, actions that, for no justifiable purpose, cause the animal physical pain or actions that are done in a neglectful, deprived, or sadistic manner.

This policy does not prohibit someone from lawfully hunting, trapping, or fishing, nor does it prohibit anyone from engaging in properly conducted tests, experiments, or investigations involving the use of live animals as approved by the respective affiliated institution.

### **Failure to Comply**

Failure to respond to the legitimate request of a University official or law enforcement officer acting in the performance of their official duties is prohibited.

### **Falsification**

Furnishing false information, including the presentation of false identification when dealing with a University official or local law enforcement is prohibited.

### **Fire Safety Policies, Violation of**

Violations of local, state, federal, and/or University fire safety policies are prohibited. This includes, but is not limited to:

- possession and/or use of flammable materials, certain cooking items, or items that operate with an open flame (e.g., grills, lanterns, candles, or incense);
- starting a fire (including by means of careless cooking);
- pulling a false fire alarm;

- tampering with fire safety equipment; or
- failing to evacuate during a fire alarm.

### **Harassment**

Harassing any individual for any reason is prohibited at Columbia University. Harassment is defined as unwelcome verbal or physical conduct/threat of physical conduct that, because of its severity, or persistence, interferes significantly with an individual's work or education, or adversely affects an individual's living conditions. Harassment of an individual may occur in person, via electronic means, or through a third party. A single, isolated incident may qualify as harassment if, based on the facts and circumstances, the severity adversely affected an individual's work, education, or living conditions.

This policy does not generally limit the discussion or expression of ideas solely because they might be thought of as offensive, immoral, or disrespectful.

### **Hazing**

Any reckless or intentional act which endangers the mental or physical health, and/or safety of a student for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in, a group or organization, is prohibited. This may include the destruction or removal of public or private property, or any act that a reasonable person would find demeaning, uncomfortable, embarrassing, humiliating, or ridiculing. The express or implied consent of participants will not be an excuse. Apathy or acquiescence in the presence of hazing are not neutral acts; they will also be considered violations of this policy.

### **Illegal Drugs Policy, Violation of**

The possession or use of illegal drugs, unauthorized controlled substances, inhalants, and/or drug paraphernalia when not in accordance with the law or established policy (i.e. [Columbia University Policy on Alcohol and Drugs](#) and the [Guide to Living](#)) is prohibited. This includes, but is not limited to:

- the sale, distribution, intent to distribute, or manufacturing of illegal drugs or controlled substances; or
- unauthorized use, possession, or distribution of prescription medication(s).

### **Information Technologies Policies, Violation of**

Any violation of the [University Acceptable Use and Computing Policies](#), including, but not limited to, copyright infringement and the misuse of University issued network credentials (UNI) are prohibited.

### **Law, Violation of the**

Violations of federal, state, or local laws are prohibited. This may include violation of the law of another country, state, or municipality, as applicable.

### **Retaliation**



Any adverse action or threatened action, taken or made, personally or through a Third-Party, against someone who has filed any complaint, or has been the subject of a complaint, or any other individual (a Hearing Officer, Witness, Third-Party Reporter, or Advisor) who engages with an established disciplinary process is prohibited.

### **Sales and Solicitation**

Canvassing or soliciting for funds, sales, or subscriptions is prohibited on campus or in University buildings, unless written permission has been granted by the appropriate designated authority. Additionally, outside and for-profit groups are not allowed to sell items or solicit members of the University community on campus without prior approval from the appropriate designated authority.

Posters, flyers, and other event advertisements pertaining to sales and solicitation for funds, sales, or subscriptions must be approved by the appropriate designated authority prior to posting or distribution. The sale of merchandise, or publications, or service on University property, other than by contracted vendors, authorized stores, restaurants, departments, or divisions of the University, is likewise prohibited, except upon permission of the appropriate designated authority.

### **Smoking Policy, Violation of**

Smoking is prohibited in any indoor areas, in all University vehicles, and outdoor seating or viewing areas of sports arenas and recreational areas, such as those at Baker Field. Smoking is also prohibited outdoors within 20 feet of all University buildings (including undergraduate housing). Additionally, the possession of smoking-related devices is prohibited in University residence halls and brownstones.

### **Surveillance/Photography, Unauthorized**

The installation, use, and/or threatening the use of any device for listening to, observing, photographing, recording, amplifying, transmitting, or broadcasting sounds or events in any place where the individual(s) involved has a reasonable expectation of being free from unwanted surveillance, eavesdropping, recording, or observation without the consent of all persons involved is prohibited.

### **Theft**

Taking or possessing the property of the University or that of another person without permission is prohibited. This may include, but is not limited to, the unauthorized taking, misappropriation, possession, retention or disposing of any property owned or maintained by the University or any person.

### **University Policies, Violation of**

Any violation of published University policies is prohibited and may be adjudicated through the HSP Discipline Process. Policies include, but are not limited to, the [Essential Policies](#), [the Community Health Compact / Enhanced Health and Safety Policy](#), and the [Guide to Living](#). Community members may find other University policies at: <https://studentconduct.columbia.edu/>.

### **Vandalism/Damage to Property**

Knowingly or recklessly damaging, vandalizing, destroying, defacing, or tampering with University, public, or private property of another person is prohibited.

### **Weapons**

The unauthorized possession, use, distribution, or manufacturing of weapons or facsimile weapons on University property or during the course of any University sanctioned travel is prohibited. Weapons or facsimiles include, but are not limited to:

- explosives (e.g., fireworks and ammunition);
- guns (e.g., air, BB, paintball, and pellet guns); and/or
- other weapons or dangerous objects (e.g., arrows, axes, machetes, nunchucks, throwing stars, brass knuckles, or knives with a blade longer than 3 inches).

Additionally, the storage of these items in a vehicle parked on University property is prohibited.

## **D. Academic Violations**

Academic misconduct violates the principle of intellectual integrity that is the foundation of our institution. To violate that principle is one of the most serious offenses a student can commit. Faculty and instructors may list specific expectations on a course syllabus and examples of academic misconduct are listed in the Bulletin and policies of the schools at Columbia University. The expectations outlined below apply to all academic activities and work that students conduct during their time at the University, graded or ungraded. Violations of academic integrity include, but are not limited to:

### **Academic Dishonesty, Facilitation of**

Knowingly or negligently engaging in behavior that assists another student in a violation of academic integrity is prohibited.

### **Assistance, Unauthorized**

Giving unauthorized assistance to another student, or receiving unauthorized aid from another person on tests, quizzes, assignments, or examinations without the instructor's express permission is prohibited.

### **Bribery**

Offering or giving any favor or something of value for the purpose of improperly influencing a grade or other evaluation of a student in an academic program is prohibited.

### **Cheating**

Wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another, in order to gain an unfair advantage, is prohibited. Cheating includes, but is not limited to, the possession, use, or consultation of unauthorized materials, or using unauthorized equipment or devices on tests, quizzes, assignments, or examinations, working on any examination, test, quiz, or assignment outside of the time constraints imposed, the unauthorized use of prescription medication to enhance academic performance, or submitting an altered examination or assignment to an instructor for re-grading.

#### **Collaboration, Unauthorized**

Collaborating on academic work without the instructor's permission is prohibited. This includes, but is not limited to, unauthorized collaboration on tests, quizzes, assignments, labs, and projects.

#### **Dishonesty**

Falsification, forgery, or misrepresentation of information to any University official in order to gain an unfair academic advantage in coursework or lab work, on any application, petition, or documents submitted to the University, is prohibited. This includes, but is not limited to, falsifying information on a résumé, fabrication of credentials or academic records, misrepresenting one's own research, providing false or misleading information in order to be excused from classes or assignments, or intentionally underperforming on a placement exam. Furthermore, another party providing false information on another student's behalf is prohibited.

#### **Ethics, Honor Codes, and Professional Standards, Violation of**

Violating established institutional policies related to the ethics, honor codes, or professional standards of a student's respective school is prohibited.

#### **Failing to Safeguard Work**

Failure to take precautions to safeguard one's own work is prohibited. This includes, but is not limited to: leaving work on public computers; sharing work with other students for a completed course without authorization from the course instructor; and sharing course notes without instructor authorization.

#### **Giving or Taking Academic Materials, Unauthorized**

Unauthorized taking, circulating, or sharing of past or present course material(s) without the instructor's express permission is prohibited. This includes, but is not limited to, assignments, exams, lab reports, notebooks, and papers. Methods of obtainment and distribution include, but are not limited to: taking photographs, videos, or screenshots; uploading to public websites such as *CourseHero*, *Chegg*, or *Github*; emailing; sharing through *Courseworks* or *Canvas*; or taking and/or distributing unauthorized recordings of lectures/course instructions.

#### **Obtaining Advance Knowledge**

Unauthorized advance access to exams or other assignments without an instructor's express permission is prohibited.

### **Plagiarism**

The use of words, phrases, or ideas that do not belong to the student without properly citing or acknowledging the source is prohibited. This may include, but is not limited to, copying computer code for the purposes of completing assignments for submission.

### **Sabotage**

Inappropriately and deliberately harming or attempting to harm someone else's academic performance is prohibited. This includes, but is not limited to: altering another student's experiment data; disrupting the experiments or tests of others; taking actions which prevent others from completing work; or making modifications to parts of a group project without the knowledge of contributors.

### **Self-Plagiarism**

Using any material portion of an assignment to fulfill the requirements of more than one course without the instructor's express permission is prohibited.

### **Test Conditions, Violations of**

Compromising a testing environment, or violating specified testing conditions, to intentionally or unintentionally create access to an unfair advantage for oneself or others is prohibited.

## **E. High School Programs-Specific Violations**

In addition to the above Columbia University policies, High School Program participants must also adhere to below violations that are specific to the Program.

### **Curfew**

Residential students must observe curfew. Students must be in their assigned suites or assigned floors (New York) by 11 p.m., and remain there throughout the night. Curfew is extended to midnight on Friday and Saturday. Curfew ends at 6 a.m. at all program locations. Students who are delayed in returning to campus before curfew should contact a resident adviser by phone. Delays should be borne of unexpected circumstances, such as a problem with transportation beyond a student's control, and are still considered to be curfew violations. Students may break curfew only if participating in an event chaperoned by a resident adviser, and must return to their suite immediately once the event ends.

### **Guests and Overnight Stays**

Residential students may not have visitors in the residence halls; this includes parents/legal guardians, family members, classmates, and students from other

on-campus summer programs. Parents/legal guardians and family members may help students move in and out of their dorm rooms on the first and last days of the program.

Residential Program students in New York may only enter the residence hall areas of the floor or suite to which they are assigned. Students may entertain other Residential Program students in the ground floor lounge of their dormitory.

### **Evenings and Weekends Away**

Residential students who need to leave campus overnight, either during the week or on weekends, must have a parent or legal guardian submit a [Permission to Leave Campus form](#). A form submission is required for each instance, detailing date and time of departure, destination, and expected time of return. Notes must be presented 24 hours in advance of departure. All requests must be verified by direct phone communication with parents or guardians before students can leave overnight.

### **Leaving Campus**

Residential students must notify residential staff when leaving the immediate campus area and renew contact with the residential staff every 3 hours. Students are expected to specifically identify their destination and expected time of return. Students must notify residential staff even when participating in an organized program activity.

### **Prescribed Medications**

If at all possible, medication should be administered at home. If medication is needed on site, students are expected to store, track, and administer their own medications without the assistance of program or University staff. Students who require assistance with or administration of the medication on site are required to submit the Authorization for Treatment of Minor form prior to the start of their program.

### **Class Attendance and Participation**

Students must attend class, unless they are ill. Parents/legal guardians of students in the New York program will be notified of absences. A student who misses multiple class sessions may not receive a Statement of Completion, even if those absences are excused.

Students are expected to engage seriously in their courses through both class participation and completion of assigned work. Disruptive behavior will not be tolerated.

### **Commuter Accommodations**

Commuter students who will not reside in their primary residence during the program must live at a residence that includes direct adult supervision in the form of family members or family friends who will live in the same domicile. Commuter students who will not reside in their primary residence during the program are not permitted to live in unsupervised housing in the form of hotel rooms, Airbnb rentals, hostels or other such accommodation.

### **Campus Access**

Commuter and online students are not permitted to enter the Residence Halls or to participate in the residential program activities that take place in the evening and on weekends.

## **II. HIGH SCHOOL PROGRAMS DISCIPLINE PROCESS OVERVIEW**

The High School Program's Discipline Process is utilized to investigate and respond to allegations of behavioral or academic misconduct. Through this process, SPS communicates the expectation that all students act in an honest way and respect the rights of others at all times. The High School Program's Discipline Process is not meant to be an adversarial or legal process. Through the process, students discuss accountability for their behavior, as well as the impact their behavior may have on their own lives and the greater community. The High School Program's Discipline Process is initiated when an allegation is reported to SPS that a student has violated a policy of the University or the student's affiliated school or program. Any person participating in the High School Program's Discipline Process is obligated to be honest and to act in good faith. Any person who knowingly makes a false statement in connection with the investigation may be subject to separate disciplinary action.<sup>2</sup>

### **A. Jurisdiction**

Students may be subject to the High School Program's Discipline Process for any activity that occurs on- or off-campus that impinges on the rights of other students and community members. This also includes violations of local, state, or federal law(s).

Upon accepting admission to Columbia University, students are expected to become familiar with and uphold the University's core values in such a way that they observe and abide by the policies of the University, including those outlined in this document. Lack of awareness or understanding of University policies does not excuse a violation.

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<sup>2</sup> The mere filing of an Incident Report, or a recommended finding of not responsible, does not, on its own, render a statement false.

The University does not promote or condone unlawful behavior. The University cooperates with law enforcement authorities in a manner consistent with its legal responsibilities and the interests of the University community. Students involved in outside proceedings for a violation of the law may also be subject to the High School Program's Discipline Process, and/or interim actions, which are independent of those under the law. The University may take prompt action under its own procedures, regardless of whether the public officials have disposed of a case or not. Students may be subject to the High School Program's Discipline Process for allegations of misconduct that occur on University property, or allegations of misconduct that occur off campus, if such off campus misconduct is associated with a University activity or raises considerable concerns.

### **III. PROCEDURES FOR RESPONDING TO MISCONDUCT**

#### **A. Reporting an Allegation of Misconduct**

Community members may file an incident report with SPS electronically via: <https://studentconduct.columbia.edu>.

When a report is received, SPS will determine whether or not the High School Program's Discipline Process is an appropriate response, or if the report should be referred elsewhere. SPS will also determine whether or not more information is required to initiate disciplinary action. Although, in most situations, the reporter(s) and/or Witness(es) will not participate in the hearing directly, SPS may request that the reporter(s) and/or Witness(es) participate in an interview, or submit a written statement at any point before, or during, the High School Program's Discipline Process. Because the determination of responsibility is based on a student's behavior and not their character, character references are not considered by the Hearing Officers.

No report will be referred for disciplinary action unless there is reasonable cause to believe there has been a violation of policy. Reasonable cause is defined as credible information to support each element of the violation, even if that information is merely a credible statement. SPS staff will assess the credibility of available information and determine if a report is wholly supported or unsupported by any such information. Information deemed not credible will not be forwarded for disciplinary action through the High School Program's Discipline Process; however, it may be addressed through alternative means, if applicable.

#### **Anonymity**

SPS will maintain anonymity, when reasonable. Circumstances where SPS will make a concerted effort to maintain anonymity include, but are not limited to:

fear of retaliation; harassment; or any other inappropriate response to a report of misconduct. Reporters should know that anonymity may impact the ability of SPS to investigate alleged misconduct and ensure appropriate outcomes. In some situations, anonymity may not be possible, and SPS may be required to investigate alleged misconduct, even against the wishes of the reporter. Reporting parties should note that SPS staff members are not considered confidential resources and have a responsibility under applicable law(s) and University policy to report gender-based misconduct involving students to the University.

### **Interim Measures**

In certain circumstances during the investigative process, SPS or other University administrators may place restrictions on a student prior to the conclusion of the High School Program's Discipline Process. Restrictions that may be placed on a student may include: restricting contact with another individual or people; restricting access to the residence halls or other buildings on campus; suspending a student from participation in classes or events, and/or organizations within the campus community; or place hold(s) on a student's transcript, registration, grades, and/or diploma. These interim actions will only be taken if it is determined that the student's behavior may make their presence on campus a danger to the normal operations of the institution, the safety of themselves, others, or to the property of the University or others. Students issued any interim measures may request a prompt and reasonable review of the need for and terms of any interim measure that directly affects them and may submit evidence in support of their request. Requests for review of the interim measure shall be submitted in writing to the Dean of Students of the student's respective school.

### **Retaliation**

As stated under "Prohibited Conduct," retaliation includes any adverse action or threatened action, taken or made, personally or through a Third-Party, against someone who has filed a complaint, or has been the subject of a complaint, or any other individual (a Hearing Officer, Witness, Third-Party Reporter, or Advisor) who engages with an established disciplinary process.

- All individuals and groups of individuals, not just the parties to a case, are prohibited from engaging in retaliation. Retaliation can refer to actions or threatened actions by any individual, including students and others who are not engaged with SPS.
- Retaliation includes threatening, intimidating, harassing, or any other conduct that would discourage a reasonable person from engaging in activity protected under this document, such as seeking services;



reporting misconduct; or participating in an established disciplinary process, including as a Reporter, Witness, Third-Party, or Advisor.

- Retaliation includes maliciously or purposefully interfering with, threatening, or damaging the academic or professional career of another individual, before, during, or after the disciplinary process and/or resolution of a report of misconduct under the Policy.
- Nothing in the Policy prevents an individual from discussing their experience from their perspective.
- Retaliation may also include violations of a no-contact directive or other interim measures put in place during the course of the disciplinary process.
  
- This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate.
- Allegations of retaliation may be reviewed in conjunction with or apart from matters currently under review, based on SPS's assessment of the circumstances of the allegation.

#### **B. Alternate Resolution Option**

The Dean of Students (or designee) has discretion to refer a complaint for mediation or other forms of appropriate alternate resolution. This determination is made at the onset of receiving a report. Any unsuccessful alternate resolution may be forwarded for formal processing and/or a High School Program's Discipline Hearing.

#### **Administrative Resolution**

If the Dean of Students (or designee) determines that an administrative resolution is appropriate, this form of resolution can include no-contact directives, no-contact terms mutually agreed upon by the parties, implementation of safety measures, referrals to counseling, and targeted education and training. Administrative resolution can take place when a Complainant does not want to engage in other resolution processes, or where the Office, at its discretion and based on the available information, determines that an administrative resolution is necessary to ensure the safety of the University community.

#### **Mediation**

If the Dean of Students (or designee) determines that mediation may be an appropriate resolution for an allegation of misconduct, mediation will be proposed to the parties. The purpose of mediation is for parties who are in conflict to identify the implications of a student's actions and meet, with the assistance of a trained facilitator, to determine the best method for repairing

those harms. The parties will be asked not to contact each other to discuss mediation. Mediation will be used only with the consent of both parties, and either has the right to terminate the mediation process and resume the High School Program's Discipline Process at any time. The mediation process will typically commence within 3 business days after SPS receives consent to mediate from both parties, and will continue until concluded or terminated by either of the parties or SPS. If the mediation results in a resolution, the review process will be concluded and the matter will be closed. If a resolution cannot be reached, the matter will be referred to the Dean of Students (or designee) to reevaluate other options for resolution.

During mediation, facilitators will guide a discussion between the parties—either with both parties present, or with both parties separately through caucus mediation—with the goal of identifying the harm caused by the offense and how the harm can be repaired. Together or separately, the parties and the facilitators will create an agreement that may include items such as apology letters, agreement to a no-contact directive, restriction of access, and/or education related to the offense. The content of the agreement is created on a case-by-case basis, and students are supported in creating their own agreements. SPS will monitor the parties' adherence to the proposed solution and close the matter when compliance is deemed satisfactory.

### **Restorative Justice**

A restorative justice (“RJ”) Conference is a dialogue, facilitated by a staff member, intended to restore relationships and repair harm after a conflict has occurred. Both the responsible party and the individuals affected by the conflict come together to identify what harm was caused and collaboratively determine how conflict and trust might be respectively resolved and repaired.

A party may request to engage in RJ at any stage of the disciplinary process, however, restorative justice may not be an appropriate mechanism for all conflicts. In order to qualify for RJ, the student accused of wrongdoing must accept responsibility and express remorse for the harm that was caused. The harmed party must also be willing to accept an apology offered by the student accused of wrongdoing. Additionally, all involved parties must agree to and abide by measurable and timely actions within the scope of this Policy and directives. The Office will review any request for RJ, and may decline to initiate RJ, based on the facts and circumstances of the particular case.

The RJ Conference proceeds only if all parties agree to participate willingly. Upon doing so, the RJ process typically commences within 3 business days after the Office receives written agreements from all involved parties. The conference will

continue until the conference is successfully concluded, or until the Office determines that the conference will not be successful. If successful, an agreeable resolution is reached by all involved parties, at which time the process is concluded, and the matter is resolved. If a resolution cannot be reached, the matter will be referred to the Dean of Students (or designee) to reevaluate other options for resolution. The Office will monitor the parties' adherence to their proposed solution and reserves the right to close the matter when compliance is satisfactory.

**C. High School Program's Discipline Process: Notice and Scheduling**

If a High School Program's Discipline hearing is required, notice will be sent via University email and will include a summary of the allegations made against them. Dates and times for disciplinary hearings are scheduled by SPS in consultation with the student's academic schedule to avoid conflict. The student is also informed of the next steps in the process and their ability to review the allegation(s) prior to the hearing. During the High School Program's Discipline Process, the Hearing Officers reserve the right to add or modify the allegation(s) based on information gathered throughout the investigation to more appropriately reflect the nature of the incident. A student's participation in the High School Program's Discipline Process is mandatory. Requests to reschedule hearings are typically only granted when there is an academic conflict. If a student fails to participate in the High School Program's Discipline Process after the second notification, a decision may be rendered in their absence.

If a student requests to withdraw from their High School Program, the student will be required to participate in the High School Program's Discipline Process and may do so before they leave, but must do so before returning to the University for any future activities.

**D. High School Program's Discipline Process: Preparing for the Hearing**

In preparation for the hearing, the student should schedule a file review and prepare a written statement, describing their perspective regarding the allegation(s). Students are also encouraged to speak with healthcare and counseling professionals should they feel overwhelmed while going through the process.

**Prohibition on Unauthorized Copying and/or Distribution**

Unauthorized copying and/or distribution of any documents by any means is prohibited; copying includes, but is not limited to, audio recording, streaming, photographing, scanning, or any other form of reproduction that conflicts with the spirit of this policy. Allegations of noncompliance may result in disciplinary

action. Exceptions to these expectations are made only in extenuating circumstances and must be approved by SPS.

**E. High School Program's Discipline Process: The Hearing**

The hearing is the opportunity for a student to learn of and respond to the available information that supports the allegations. The hearing is facilitated by at least two (2) Hearing Officers.

**F. High School Program's Discipline Process: During the Hearing**

- The student is presented with the information pertaining to the allegation that they have violated policy(ies).
- Questions may be posed by both the student and the Hearing Officers to clarify or understand the allegations, as well as the student's perspective on the context, incident, and/or circumstances.
- A summary of the hearing will be documented and included in the student's case file for future review, known as "hearing notes." The hearing notes are not a transcript of the hearing, but capture the sum and substance of the conversation.

**G. High School Program's Discipline Process: Determining Responsibility**

Following the investigation and the conclusion of the hearing, a determination whether the student is responsible for the violation(s) is rendered. Throughout the High School Program's Discipline Process the student is presumed not responsible. The Hearing Officers bear the burden of showing evidence to support a finding of responsibility. The burden is not on the student to prove that they did not engage in misconduct.

**Standard of Proof**

The standard of proof used to determine outcomes is the "preponderance of the evidence" standard. This standard allows for a finding of responsibility if, at the conclusion of the investigation, the information suggests it is more likely than not that a violation occurred. University policies are action-based; therefore, intent is not a factor when making a determination of responsibility. Intent may be considered if a sanction is issued. The determination of responsibility is not subject to appeal.

**H. High School Program's Discipline Process: Sanctions**

If a student is found responsible for a violation of prohibited conduct, sanctions will be issued in consideration of the specific circumstances of the case, institutional precedent, disciplinary history, aggravating and mitigating

circumstances, including the student's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.), and/or community impact.

Prohibited conduct offends the core values of the Columbia community. Though each case is considered uniquely, a student found responsible for policy violation(s) should expect to receive a minimum sanction of Conditional Disciplinary Probation. A violation of academic integrity compromises the intellectual foundation of the institution. To violate that principle is one of the most serious offenses at Columbia University. Although each case is considered uniquely, a student found responsible for academic-related policy violation(s) should expect to receive a minimum sanction of Disciplinary Probation.

### **How Sanctions are Determined**

In determining a sanction, the Hearing Officers will impose sanctions that are:

- Fair and appropriate, given the facts of the particular case;
- Generally consistent with the University's handling of similar cases;
- Adequate to protect the safety of the campus community, and/or the integrity of the academic environment; and
- Reflective of the seriousness of prohibited conduct.

Students found responsible for any of the above violations should expect that a commensurate sanction will be issued. Subsequent violations of policy may result in further disciplinary action and more severe sanction(s).

## Sanction Options

The University may impose one or more of the following sanctions on a student determined to have violated the Policy:

- Disciplinary Warning: The student remains in good disciplinary standing and has been educated regarding community standards.
- Conditional Disciplinary Probation: While on this status, the student remains in good disciplinary standing on the condition that no future violations occur.
- Suspension or permanent loss of housing: A student who loses the privilege of housing at Columbia is also not permitted to visit residence halls or University-owned or -affiliated brownstones for an indicated period of time. A parent/legal guardian will be notified immediately after the decision of loss of housing, and the student will have 48 hours from receiving their decision to make alternative housing arrangements, or if they choose to, withdraw from the program.
- Dismissal from High School Program: Should a single serious violation occur, or should a student endanger the well-being of themselves and/or others, a decision may be made to dismiss the student immediately and without prior probation. This includes serious infractions that occur during the final days of the student's program. Such violations will result in withdrawal from the program without grades, record, or certificate of program participation issue. In cases of serious violations that lead to dismissal, program administration may consult with and request guidance from Columbia University's Student Conduct and Community Standards, Public Safety, or the Office of the General Counsel. A parent/legal guardian will be notified immediately after the decision of dismissal has been made. Students dismissed from the program are required to notify their parents/guardians, make travel arrangements, and depart from campus or a location-based program within 48 hours of the dismissal notification. Following the 48 hours of notification, the student's access to campus will be restricted.

Educational Accompanying Terms (e.g. reflection paper, apology letter, policy review paper) may be included with any of the above sanctions. In addition, we reserve the right to adjust a student's curfew, and/or ability to participate in certain activities tailored to the educational need of the student, as an aspect of their disciplinary sanction.

\*In cases where students are removed from housing, but allowed to remain in the High School program, room and board fees will not be refunded. In cases where students are dismissed from the High School Program, tuition, room, board, and any associated fees will not be refunded.

**Other sanctions:** Hearing Officers may implement other sanction(s) that they determine to be appropriate for the particular case (e.g., loss of host/guest privileges, restitution, compensatory services, removal from housing lottery, etc.).

### **Important Sanctioning Details**

Parent/Guardian Notification: In cases where a student is alleged to be in violation of any of the policies outlined in this guide, the student's parent(s)/guardian will be notified immediately.

Columbia University Notification: In cases where a student is found responsible of a violation, SPS reserves the right to communicate a student's disciplinary status with Columbia affiliated schools and partners.

Campus Property and Building Access Restriction): A restriction placed upon a student who, as a result of either interim action or outcome of the High School Program's Discipline process, is banned from all University-owned buildings/property.

No Contact Directive (NCD): NCDs may be issued to students to create restrictions on their communication with specific individuals. NCDs may be issued as a result of either interim action or outcome of the High School Program's Discipline Process to ensure the safety and wellbeing of all members of the Columbia community. NCDs prohibit students from contact including, but not limited to: personal contacts, written communications, text messaging, social media and other electronic communications, or communications through a third party, whether on- or off-campus, with a designated party.

#### **I. High School Program's Discipline Process: After the Hearing**

##### **Notice of Outcome**

Once a finding and sanction, if applicable, are determined by the Hearing Officers, the student will be notified in writing within three (3) business days from the date of the last involved party's hearing.

#### **J. University Records**

##### **Retention and Disclosure**

The information compiled as part of a review of allegations of misconduct is part of a student's educational record and is maintained by SPS. This file generally contains a description of the alleged violation, supporting documentation, written statements, and official case-related correspondence.

## **IV. PROTECTION OF MINORS**

This [Protection of Minors Policy](#) creates Standards of Conduct for all interactions between members of our community, and all volunteers, contractors, and consultants

who interact with, supervise, chaperone, or otherwise oversee minors in programs or activities at the University.

This policy creates an independent duty for those who interact with, supervise, chaperone, or otherwise oversee minors in University-sponsored programs, activities, and/or residential facilities to be trained by the University. It also requires an independent duty to report suspected cases of abuse and maltreatment of individuals under the age of 18 immediately. Any member of the University community may report a concern if they have reasonable suspicion that a child has been abused or maltreated, either by a caregiver at home, or by any other person they believe could be responsible for abuse.

If there is reasonable cause to believe that a minor may have been abused or maltreated by a parent or caregiver legally responsible for the child, a report will be submitted to the New York State Child Abuse & Maltreatment Hotline.

## **V. DISCRIMINATION, HARASSMENT, OR GENDER-BASED MISCONDUCT**

Columbia University is committed to fostering an environment that is free from gender-based discrimination and harassment, including sexual assault and all other forms of gender-based misconduct. The University recognizes its responsibility to increase awareness of such misconduct, prevent its occurrence, diligently investigate reports of misconduct, support students and others who experience gender-based misconduct, and respond fairly and firmly when students violate University policy. The University is also committed to supporting students accused of gender-based misconduct who go through the disciplinary process. In addressing issues of gender-based misconduct, all members of the University must respect and care for one another in a manner consistent with our deeply held academic and community values.

Here are several important points about gender-based misconduct that the Policy addresses:

- Sexual harassment, sexual assault, sexual exploitation, gender-based harassment, stalking, domestic violence, and dating violence are all forms of gender-based misconduct. In some instances, behavior that is not sexual in nature (including comments meant in jest) can be considered gender-based misconduct.
- Gender-based misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship.



- Gender-based misconduct can be committed by anyone regardless of gender identity, and it can occur between people of the same or different sex or gender.

Students who believe they have been subjected to gender-based discrimination or harassment are encouraged to report these incidents and should immediately call the Program Office or report it to the Director of Student Affairs, High School & Non-Degree Programs. Program staff and all University employees are obligated to report any event of misconduct, harassment or discrimination of which they become aware.

Once the Program receives a report of gender-based misconduct, the information will be provided to Columbia University Public Safety and Student Conduct and Community Standards. The Gender-Based Misconduct Office within Student Conduct and Community Standards (“the Office”) serves as the central point of contact for all University students affected by gender-based misconduct. After receiving a report, the Office will contact each party to discuss relevant options for resolution. The Office will make the final determination regarding the appropriate resolution process and can require an investigation even if the parties request to engage in a different resolution process. The Office also has the authority to take immediate and corrective action to address all alleged misconduct and any additional alleged Policy violations that have occurred. The Office, in consultation with the appropriate Title IX Coordinator(s), will determine if action is appropriate. If selected by the students and/or if the Office deems necessary, an investigation will be initiated. The Office will designate a two-person team (“the Investigative Team”) to conduct an investigation into whether a violation of the Policy occurred. All Title IX Investigators will have extensive training in investigating and evaluating conduct prohibited under the Policy. The Investigative Team will be impartial and unbiased. Moreover, due to the short duration of the Programs, the investigation may be appropriately expedited.

When a student is found responsible a sanction will be imposed. Sanctions will be fair and appropriate, given the facts of a particular case; consistent with the University’s handling of similar cases; adequate to protect the safety of the campus community; and reflective of the seriousness of gender-based misconduct. Sanctions may include dismissal from the Program. In some cases, the New York State Child Abuse and Maltreatment Hotline may be contacted; which may lead to the local police being notified.

## **VI. AMENDMENTS**

The University may amend this Policy periodically, as needed. Nothing in the Policy shall affect the inherent authority of the University to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the University community

## **VII. CONSENT FORM**

*See form on the next page.*

## Columbia University Programs for High School Students Community Standards Consent Form

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All students enrolled in the Columbia University's High School Program are required to adhere to the policies outlined in the High School Student Conduct and Community Standards. Every subtlety of proper behavior cannot be detailed and the outline below is not an exhaustive list, however, the following rules are to be adhered to strictly in addition to all policies outlined in the High School Programs Student Conduct and Community Standards Guide. Failure to abide by them may result in discipline, up to and including dismissal from the program; serious first offenses will result in immediate dismissal.

No portion of tuition or fees will be refunded to a student who has been dismissed. Dismissed students do not receive evaluation letters or Statements of Completion. Upon dismissal, students are required to make arrangements for immediate departure and will have systems access revoked. Dismissed students are not permitted to return to campus or participate in any online programming for the duration of the program. It is important to note that all faculty and staff are considered mandated reporters and are obligated to report any suspicion of maltreatment of a minor.

### Behavioral Standards

**Students enrolled in our Online and On Campus Modalities are expected to abide by the following standards:**

1. The University expects that students will act in a sensitive, considerate, and responsible manner at all times and respect the rights of others. Columbia University deems unacceptable any verbal or physical conduct that demeans others because of their race, gender, ethnic background, religion, or sexual orientation, or any other protected category as set forth in the University's Nondiscrimination Statement. Students are responsible for their social or public conduct, including that in digital forums, such as online courses, text messages, social media posts, emails, and discussion boards.
2. Plagiarism is not tolerated. Plagiarism includes, but is not limited to, submitting work done by another person or submitted by another source; failing to document ideas found in sources, whether print or electronic, with appropriate notes and bibliographic references; failing to enclose borrowed phrases or sentences within quotation marks; and turning in the same assignment for two courses without advance permission from both instructors.
3. Students must attend all classes (virtual or on campus), unless they are ill. Parents/legal guardians of students will be notified of absences. A student who misses multiple class sessions may not receive a Statement of Completion, even if those absences are excused.
4. Students are expected to engage seriously in their courses (virtual or on campus) through both class participation and completion of assigned work. Disruptive behavior will not be tolerated.
5. The misuse, destruction, hacking, or disabling of university property, software, or equipment is forbidden.

Student enrolled in on campus programming, and/or participating in residential programming, are required to abide by these additional standards:

1. Smoking, including e-cigarettes, is prohibited on the campuses of Columbia University and our various host institutions.
2. The possession or use of illicit drugs or alcohol is forbidden.
3. Possession of weapons or incendiary devices of any kind is prohibited.
4. Commuter students are not permitted to enter the dormitories under any non-public-safety circumstance or to participate in programming specific to residential life.
5. Residential students may not sign in or host visitors in the dormitory residences; this includes parents/legal guardians, family members, classmates, and program commuter students, or other university affiliates. Family members may help students move in and out of the residence on the first and last days of the program.
6. Residential Program students may only enter the dormitory residential areas of the floor or suite to which they are assigned. Students may entertain other Residential Program students in the ground floor lounge of their dormitory.
7. Residential students must observe curfew. Students must be in their assigned suites or assigned floors by 11 p.m. and remain there throughout the night. Curfew is extended to midnight on Friday and Saturday. Curfew ends at 6 a.m.
  - a. Students who are delayed in returning to campus before curfew should contact a resident adviser. Delays should be due to unexpected circumstances, such as a problem with transportation beyond a student's control, and are still considered to be curfew violations.
  - b. Students may break curfew only if participating in an event chaperoned by a program assistant or instructor, and must return to their residence immediately post-event.
8. Residential students leaving the immediate campus area must notify residential staff upon departure and renew contact every 3 hours. Students are expected to specifically identify their destination and expected time of return and may not leave without express permission from their Resident Adviser. Students must notify residential staff even when participating in an organized program activity. Students are responsible for having a charged and activated phone whenever they are away from campus.

- a. Residential students are not allowed to make day trips outside New York City, except on organized outings accompanied by a program assistant or instructor. Students who need to leave New York City must have a parent or legal guardian submit a request via the Permission to Leave Program protocol. All requests must be verified by direct phone communication with parents or guardians before students can leave overnight.
9. Residential students who need to leave campus overnight, either during the week, or on weekends, must have a parent or legal guardian submit a request via the Permission to Leave Program protocol. All requests must be verified by direct phone communication with parents or guardians before students can leave overnight.
10. Sitting on window ledges, accessing roofs, and dropping or throwing objects out of windows or from roofs are forbidden.
11. Students must maintain an acceptable level of cleanliness in dorm rooms and public spaces and leave dorm rooms and other spaces clean at the end of the program.
12. Commuter students who will not reside in their primary residence during the program attest that they will live at a residence that includes direct adult supervision in the form of family members or family friends who will live in the same domicile. Commuter students who will not reside in their primary residence during the program attest that they will not take unsupervised housing in the form of hotel rooms, Airbnb rentals, hostels, or other such accommodation. Students must abide by the rules and regulations of Columbia University and our various host institutions.

**Authorization/Consent**

I, the undersigned, understand and agree to abide by the above stated expectations and behavioral standards and all policies outlined in the High School Student Conduct and Community Standards Guide. I understand that I will be held accountable for compliance to these standards and may be subject to dismissal by not adhering to the standards set forth.

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***Student's name/Signature date***

I, the undersigned, acknowledge that I have read and discussed the above stated expectations and behavioral standards and all policies outlined in the High School Student Conduct and Community Standards Guide with my student. I understand that my student will be held accountable for compliance to these standards and may be subject to dismissal by not adhering to the standards set forth.

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***Parent/Legal guardian's name/Signature date***