

# COLUMBIA COLLEGE HOLLYWOOD

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## STUDENT CODE OF CONDUCT

Columbia College Hollywood has established a Student Code of Conduct in order to maintain an educational environment reflective of the standards of a professional workplace. Students are expected to abide by this code as well as all local, state, and federal laws, both on campus and at school-sponsored activities off-campus.

- Behave in a professional and appropriate manner at all times
- Be respectful and courteous to faculty, staff, and classmates
- Abide by all Columbia College Hollywood institutional and campus policies
- Attend all classes
- Come prepared with all required supplies and equipment
- Complete and turn in coursework, projects, and assignments on time
- Refrain from using cell phones and other electronic equipment while in class for other than coursework
- Leave classrooms, work areas, studios, restrooms, and other campus facilities neat and clean
- Do not use or distribute illegal software

This list of examples is not intended to be all-inclusive. Columbia College Hollywood reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation although the action does not appear on a list of examples.

## STUDENT CONDUCT VIOLATIONS

Any student who violates the Student Code of Conduct will face disciplinary action up to and including termination of enrollment and dismissal from the college. When other institutional and/or campus policy violations occur, all students found to be knowingly in the presence of or directly responsible for such violations will also be subject to disciplinary action up to and including termination of enrollment and dismissal from the institution.

The following actions on any campus or at any facility or off-campus activity related to Columbia College Hollywood are in violation of institutional policies will result in disciplinary action. This list of prohibited activities are examples only and is not intended to be all-inclusive.

### FIRE + SAFETY

- Possession of a firearm, explosive, or other weapon will result in disciplinary action and immediate expulsion. Any item or object used to threaten or inflict bodily harm on another individual will be considered a weapon at the time of its use.
- Tampering with or misusing fire alarms or fire equipment, and/or any offense that jeopardizes the safety of other members of the college and campus community.
- Creating a false report such as threat of fire, bombing, or shooting on campus.

### DISRUPTIVE CONDUCT

- Actions or behaviors, including threats, which endanger the safety and/or wellbeing of others, or which cause injury to another person are prohibited. This prohibition includes assaults and fighting among students.
- Columbia College Hollywood abides by the federal and state laws which prohibit discrimination and harassment based on race, gender, color, religion, creed, ethnicity, ancestry, national origin, sexual orientation, marital status, military or veteran status, age and disability among other personal characteristics. These laws include Title VI and IX of the Civil Rights Act.
- Harassing conduct can occur in several forms, such as intimidation by verbal, physical, visual, or communication (including phone calls, texts, and digital communications) means, stalking, and hate crimes.
- Entering or providing entry into restricted areas of the campus during or after normal business hours without prior written approval from security personnel.
- Gambling on campus.

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- Failure to comply with the instructions of any authorized college or campus representative, including faculty, staff, security personnel, or student acting lawfully in the performance of his or her duties.
- Intentionally disturbing teaching, research, or any authorized college program, event function, or activity.
- Lewd, obscene, and/or disorderly conduct on institution property or other places being used by the institution.
- Vandalism on any public property by an enrolled student.
- Refusing to provide Columbia College Hollywood and campus identification when requested by security, faculty, or staff.
- Off-campus behavior which adversely affects the name and reputation of the college and/or campus.

## **COLUMBIA COLLEGE HOLLYWOOD PROPERTY AND SERVICES**

- Allowing another student or person to use a student's Campus Security Access Card.
- Stealing, damaging or misusing college and/or campus property or a student's property (misuse includes littering or graffiti). The college is not responsible for lost or stolen property.
- All Columbia College Hollywood campuses are tobacco-free and smoke-free environments. Smoking is prohibited.
- Students are responsible for informing their guests about all applicable institutional and campus rules and regulations. Students may be held accountable for the actions of their guests.

## **ACADEMIC DISHONESTY**

- Deception (including fraud, plagiarism, and/ or dishonesty)
- Where violations of the Student Code of Conduct or other disciplinary violations occur, all students found to be knowingly in the presence of or directly responsible for such violations will be subject to disciplinary action up to and including expulsion from the institution.
- Student disciplinary problems are addressed through sound guidance, mediation, professional counseling, peer influence, and/or family reinforcement. In cases of behavior that is considered threatening or severely disruptive to the college and/or campus community or processes, the institution will take whatever lawful action is required to address the circumstances of each situation.

## **SAFETY VIOLATIONS**

Safety violations that will result in disciplinary action and immediate dismissal include, but are not limited to:

- Possession of a firearm, explosive, or other weapon, item, or object used to threaten or inflict bodily harm on another individual that can be considered a weapon at the time of its use.
- Representation of the weapons described above, including as theatrical props, without prior approval from the appropriate Department Chair and the Senior Vice President of Operations.
- Tampering with or misusing fire alarms or fire equipment, and/or any offense that jeopardizes the safety of other members of the college or campus community
- Creating a false report such as threat of fire, bombing, or shooting on-campus or off

## **LOST, DAMAGED, OR STOLEN PROPERTY**

- A student found stealing, damaging, or misusing property owned by the college, campus, faculty or staff member, or another student, including by littering or graffiti, is in violation of the Student Code of Conduct. Columbia College Hollywood is not responsible for lost or stolen property.