

COLUMBIA COLLEGE HOLLYWOOD

STUDENT DISCIPLINARY ACTION POLICY

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 educational community or process, the institution will take whatever lawful action is required to meet the circumstances of each situation. Regulations and offenses that may lead to student disciplinary action include but are not limited to actions specified in this catalog and the Student Code of Conduct.

When student disciplinary action is initiated, the Academic Review Board will schedule a hearing to rule on the case. Each party (accused and accuser) involved in a student disciplinary case is entitled and expected to participate in any hearing and/or subsequent appeal of a ruling. A maximum of one appeal is available, regardless of which party files the appeal. All decisions shall be final when a ruling has been made on an appeal.

Student disciplinary hearings are internal matters of the institution and are therefore not open to the public. A student may be accompanied during any portion of the process by a parent or family member, or by the institution counselor, or other counsel. Counsel may assist the student but is not permitted to participate directly during the process. If the student plans to bring legal counsel, the student must notify the Student Services Department in writing and by email no less than five (5) business days in advance of the meeting to provide the opportunity for the institution to have its legal counsel present. The student disciplinary hearing process is not a legal process and the rules of legal process do not apply.

The Academic Review Board listens to all parties and witnesses involved with the case and makes a decision as to which party or parties is/are responsible for the alleged infractions. Based on the assessment of responsibility, the Academic Review Board will decide on the appropriate disciplinary actions to be applied and may include past behavior and prior disciplinary involvement to determine the extent and severity of the sanctions to be levied. In all cases the decision of the Academic Review Board is final.

Violations of the Student Code of Conduct or any institutional policy may result in the following disciplinary action:

- Probation – A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes disciplinary/educational sanctions and restriction of privileges for a specified period of time as determined by each particular situation.
- Suspension – A temporary denial of the privilege of continuing as a student at the institution. At the termination of the suspension, the student will be entitled to resume his or her education.
- Dismissal – A permanent denial of the privilege of continuing as a student at the institution.

A student found to be in violation of the Student Code of Conduct may face disciplinary action up to and including probation, suspension, or dismissal. The Director of Student Services will inform the student of the decision and resulting change in enrollment status. If the student appeals the decision, the disciplinary action result may be temporary pending the outcome of the appeal. All requests for review or appeal must be made in accordance with the timeline set forth in the procedures for the initial or appeals hearings in this academic catalog.

STUDENT DISCIPLINARY ACTION APPEALS PROCESS

Students may submit a written appeal to the Director of Student Success within 10 business days of receiving notification of outcome of the disciplinary action. The appeal must include the student's most recent review report (if applicable) and sufficient information to permit fact-finding and investigation. The appeal must be sent to the Director of Student Success by email at appeals@columbiacollege.edu. The Executive Committee will meet to consider the appeal, and the student will be notified of the Committee's decision within 10 business days after the meeting. The decision of the Executive Committee will be final, and no further appeal will be granted.