

2021

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.

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.

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 and may result in immediate dismissal. This list of prohibited activities are examples only and is not intended to be all-inclusive.

FIRE + SAFETY VIOLATIONS

- 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 Dean of Academic Affairs and the Sr. Vice President of Operations or the 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

DISRUPTIVE CONDUCT

- Actions or behaviors, including threats, which endanger the safety and/or wellbeing of others, or which cause injury to another person, including assaults and fighting among students
- Harassing conduct and intimidation by various means, including verbal, physical, visual, phone calls, texts, and digital communications; stalking; and hate crimes (see the Unlawful Harassment Policy section of the institutional catalog for more information)
- 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

- 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 their duties
- 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 college 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
- Conduct which adversely affects the student's suitability as a member of the academic community
- Obstruction or disruption of the learning environment, campus community, or any authorized college program, event function, or activity

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, including with littering or graffiti
- Using any tobacco-derived or tobacco-containing products, including and not limited to, cigarettes (e.g., cloves, bidis, kreteks), electronic cigarettes, vaping devices, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) nasal tobacco, and any product intended to mimic tobacco products, containing tobacco flavoring, or delivering nicotine other than for the purpose of cessation

ACADEMIC DISHONESTY

- Deception, including fraud, plagiarism, and/ or dishonesty

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.

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 Academic Review Board 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 their 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 Academic Review Board 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

A student who is notified of disciplinary action may submit a written appeal by email within 10 business days of the notice directly to the student’s campus of attendance within 10 business days of receiving notification of outcome of the disciplinary action.

Los Angeles Campus & Online:
Email appeal to appeals@columbiacollege.edu

Flashpoint Chicago:
Email appeals to flashpoint.appeals@columbiacollege.edu

The appeal must include the student’s most recent review report (if applicable) and sufficient information to permit fact-finding and investigation. 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.