Code of Conduct

Introduction
Carnegie Mellon seeks to provide education of the highest quality so that all students will be prepared to achieve their potential as professionals and as thoughtful, well-informed individuals. In addition, the university encourages and supports scholarship, research and artistic production, both as essential components of its educational program and in fulfillment of the special role of an academic institution as a source of new knowledge and understanding. As a private university, Carnegie Mellon is free to set its own measures of excellence.

Pre-College students at Carnegie Mellon are engaged in preparation for academic study of the highest standards. To assure the validity of the learning experience, the university establishes clear standards for student work and life. The policies set forth by the university exist to serve as a guide for each student to ensure the proper atmosphere necessary for academic and social development.

In keeping with the goals and objectives of the university, all Pre-College students are expected to abide by the following Code of Conduct:

Absences from Campus
Students who will be away from campus overnight or for an extended leave must have a document signed by the student’s parent or guardian granting permission for the absence. This document must be on file with the Student Life Office (Fax 412-268-4999) at least 24 hours in advance of the student’s departure from campus. This document must include the name of the student, the time/date of the departure from campus, the time/date return to campus, and the name, contact information and age of the adult who will be accompanying the student during the absence. “Blanket” permission statements, which do not indicate specific dates and times of departure and return, will not be accepted. Enclosed in the Forms Booklet is an Absence From Campus Release Form that can be photocopied and faxed or mailed to the Student Life Office, as needed. Due to the inability to verify their source, permission slips will not be accepted via email. Under most circumstances, students will not be permitted to leave campus for an overnight stay unless picked up by a parent, guardian or other adult over the age of 21.

Accommodations
All students not living at home in the Pittsburgh area are required to live on campus. Students must occupy their assigned rooms, and abide by the established regulations.

Alcoholic Beverages and Drugs
Students are expected to abide by Pennsylvania law, which prohibits any person under 21 years of age to possess, purchase, consume or transport alcoholic beverages. The law also prohibits misrepresenting one’s age or using a fake ID card or another’s ID card for the purpose of obtaining alcohol. Entering and/or frequenting bars or lounges without a parent or guardian is illegal. Students who possess, purchase, consume or transport alcohol will be expelled. Students in the presence of others possessing, purchasing, consuming or transporting alcohol may also be expelled. Students are further expected to abide by federal and state law, which prohibits the sale, possession, production, purchase or use of drugs. Sale, possession, production, purchase or use of drugs prohibited by federal and state law will result in immediate expulsion. Students in the presence of individuals who are selling, possessing, producing, purchasing or using drugs may also be expelled. All students are expected to cooperate with the university in any investigation to enforce these rules regarding alcohol and drugs. Students who are expelled from the program will be sent home at their parent or guardian’s expense at the time of their expulsion and no refunds will be given. Students must depart from the campus within 24 hours of expulsion. Expelled students are not permitted on the Carnegie Mellon campus for any reason without prior written permission from the Director of Pre-College Student Life.

Bicycles
Bicycles are not permitted in the interior common areas of the residence halls. Students may keep their bicycles in their rooms if they have received
permission from their roommate but are strongly encouraged to lock their bicycles securely to the racks provided outside of the buildings. Students are also encouraged to register their bicycles with University Police in order to mark and identify the bicycle in the event of a theft. Information regarding bicycle registration will be available on Opening Day.

Cheating and Plagiarism
Students are expected to do their own work and not engage in cheating and/or plagiarism. In any presentation, creative, artistic or research, it is the ethical responsibility of each student to identify conceptual sources of work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism. The penalty for cheating or plagiarism ranges from failure in the course to expulsion.

Cheating includes but is not necessarily limited to plagiarism, explained below.
1. Submission of work that is not the student’s own for papers, assignments or exams
2. Submission or use of falsified data
3. Theft of or unauthorized access to an exam
4. Use of an alternate, stand-in or proxy during an examination
5. Use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination
6. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination
7. Collaboration in the preparation of an assignment: unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments
8. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand

Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:
1. A phrase, written or musical
2. A graphic element
3. A proof
4. Specific language
5. An idea derived from the work, published or unpublished, of another person

Curfew/Sign In
All residential students must be physically present and sign in nightly at their residence hall inside Morewood Gardens by 11 p.m. on Sunday through Thursday, and by midnight on Friday and Saturday evenings. All students are required to stay on their assigned floor during the hours of 11 p.m.-6:30 a.m. Sunday-Thursday nights and midnight-6:30 a.m. Friday and Saturday nights. Any student found outdoors or in another hall during these hours will be subject to immediate disciplinary action. Disciplinary action can range from oral warning, written warning or expulsion for repeat violations.

Once a student has signed in for the night, he/she will not be permitted to leave the Pre-College residential area under any circumstances other than an approved absence from campus or an emergency (see “Absences from Campus” for more information on this policy). Violations of this policy may result in the installation of strict curfew procedures for the remainder of the program or expulsion from the program. The university reserves the right to determine the appropriate penalty for each offense and may take more severe action at any stage if it is deemed appropriate.

Students and parents must understand that the practice of signing-in and maintaining curfew helps to ensure student safety. A violation of this practice, regardless of the intention or potential for harm, will thus be considered a most serious violation. No system alone, however, can ensure personal safety. Parents should not allow their son or daughter to participate in the program if they have any doubts about the student’s maturity and responsibility in this regard.
**Damages/Theft**
Students will be responsible for properly using and maintaining all Carnegie Mellon property and facilities provided for their use. Resources of the university are provided for the use of all Carnegie Mellon faculty and students. The privilege of use by a student is not transferable to another student or outside individual or organization. Students will be charged with the cost of restoring to its proper condition any property and/or facilities which through their negligence or misuse has been damaged. Where it is impossible to fix responsibility on an individual, members of the group to which property or space has been assigned will be charged with the cost of repairs. Students involved with theft, intentional damage or vandalism to university property will be expelled.

**Discipline**
Students who violate the Code of Conduct may be subject to discipline, up to and including expulsion from the Pre-College Program. Discipline matters involving possible expulsion from the program are reviewed automatically by the Director of Pre-College Student Life. In general, parents or guardians of students will be notified directly of serious policy violations. Students who are expelled will be sent home at their parents’ or guardians’ expense. They must leave campus within 24 hours of expulsion and they will not be permitted to return to the Carnegie Mellon campus for any reason without specific permission from the Director of the Pre-College Program.

Carnegie Mellon reserves the right to handle all disciplinary matters, up to and including required withdrawals and expulsion, according to its sole discretion and judgment. Students who are expelled at any time will NOT be granted refunds for tuition, housing, dining and/or activities fees in whole or in part.

**Disorderly Conduct and Bullying**
A summer student is expected to conduct him/herself in a mature, responsible and thoughtful manner. Disorderly conduct is defined as use of abusive or obscene language or gestures to other members of the Carnegie Mellon community publicly intoxicated behavior or persistence, after a request to desist, in behavior which inconveniences or impedes others in their proper use of the campus area. Disorderly conduct, bullying and any actions or behavior, including threats, which harass, endanger or cause injury to other members of the university community are prohibited and will result in expulsion. This includes phone harassment, email harassment, sexual harassment, classroom, residence hall or dining hall disruptions, and/or excessive noise that results in complaint, and failure to observe established quiet hours.

**Fire Regulations**
Fire regulations and instructions will be discussed during the first floor meeting by a Pre-College Counselor. Students are expected to exercise caution at all times. All Carnegie Mellon University fire alarms are directly tied into the City of Pittsburgh’s fire departments. As a result, activating any fire alarm box on campus unnecessarily will result not only in university disciplinary action and/or fine, but will also involve violation of civil law and the legal penalties that go with it. For the purpose of fire safety, items such as candles, incense and open coil appliances are not permitted in the residence halls.

**Guests**
Overnight guests are not permitted in the residence halls.

**Harassment**
Carnegie Mellon is firmly committed to intellectual honesty, freedom of inquiry and expression, and respect for the dignity of each individual. Acts of harassment or intimidation by or to any member of the summer community are inconsistent with this commitment and will not be tolerated. Such acts may include, but are not limited to, cases involving race, ancestry, ability, color, national origin, gender, handicap, religion, creed, belief, age, veteran status or sexual orientation. Any such harassment or intimidation by or to a member of the summer community is prohibited and will generally result in the expulsion of the harasser.

**Pets**
Students are not permitted to have pets or animals in the residence halls at any time.
Quiet Hours
Quiet hours are to be observed from 8 p.m. to 8 a.m. Sunday through Thursday. Friday and Saturday quiet hours are from midnight to 10 a.m. Quiet hours mean that all students are to respect the rights of others to work, study or sleep during those times. Courtesy hours are in effect 24 hours a day.

Residence Hall Access
In Morewood Gardens and E-Tower, only the main entrance is to be utilized; all other exits are for emergency use only. Utilization of the other exits could result in disciplinary action.

Roommates
A part of the Pre-College experience is learning to live with a roommate, and therefore room or roommate changes during the program are not permitted except in extreme or unusual cases. The Pre-College residential staff is trained in working with situations concerning roommate conflict and mediation.

Smoking
Smoking is not permitted in or around any of the residence halls or university buildings.

Trespassing
Pre-College students are not permitted in any other residence hall, fraternity/sorority and/or academic building not affiliated with the Pre-College program for any reason, including social events or visitation. Violations of this policy will generally result in expulsion from the program.

Additionally, there will be a significant amount of construction work going on this summer on campus. For the purposes of ensuring the safety of all individuals in the program, students are not permitted on the grounds of any construction site at any time. Any student found on a construction site will be subject to immediate disciplinary action, which will generally consist of expulsion from the program.

Vehicles
Resident summer students are not permitted to possess any type of motor vehicle on campus, or ride in any vehicle not affiliated with the program, with the exception of taxis, city buses or vehicles driven by administrators associated with the academic and/or residential portion of the program, unless a signed Absence from Campus form is on file for the occasion. Commuter students are permitted to utilize a motor vehicle only for the purpose of transporting themselves to and from campus. Please contact the Director of Pre-College Student Life at pc-life@andrew.cmu.edu if you have any questions. Bicycle racks are located outside the residence halls and academic buildings for convenient storage. The university recommends the use of high quality U-locks in securing bicycles outdoors.

Visitation
The residence hall is set up to permit visitation between men and women until 11 p.m. Sunday – Thursday and midnight Friday and Saturday. No visitation exists in fraternities, sororities and non-Pre-College residence halls (wings and floors included). Carnegie Mellon students not affiliated with Pre-College are not permitted in the Pre-College residence halls. Students are expected to sign into the Pre-College area each night before they retire. Failure to do so will result in implementation of a search and disciplinary action. Leaving the Pre-College residential area after signing in for the evening is strictly prohibited. Overnight guests cannot be accommodated in the residence halls.

Withdrawals
Students in the Pre-College Program who wish to withdraw from the program for any reason must report to the Student Life Office located in Morewood Gardens. The request must be made in writing and will result in a conference with the Director of Pre-College. The Director of Pre-College will initiate the withdrawal process. If students are asked to leave for any reason, there will be no refunds given and they will not receive their evaluations/grades.