

Pre-College Policies, Code of Conduct, and Procedures

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 and to determine its own objectives.

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.

The following are groups of violations that constitute misconduct for which members of the Pre-College community may be held accountable. This list references policies that may be outlined in greater detail in this document or other campus resources. It should be understood that the university is not limited by this list when it initiates the student conduct process, and further that any violation of university policy or applicable laws necessarily violates community standards. The university is not limited by this list nor by other published policies when it initiates student conduct actions since it is not possible to anticipate all of the behavior of the population. The university reserves the right to review off-campus incidents involving Pre-College students to determine if a violation of community standards has occurred and whether resolution through the student conduct process is warranted.

Integrity and Academics

Pre-College students at Carnegie Mellon are members of an academic community dedicated to the achievement of excellence. Therefore, students are expected to meet the highest standards of conduct. Failure to meet the expectations of high standards of integrity will be addressed through the Pre-College student conduct process.

Examples of violations of community standards in relation to integrity include, but are not limited to:

- Cheating, plagiarism or inappropriate collaboration
- Destruction of another person's work, specifically through the use of computer facilities
- Reverse engineering software or hardware without permission of the intellectual property owner
- Falsification of data
- Altering or misuse of university documents
- Invasion of or accessing personal files or a computer account other than one's own
- Misuse of computer facilities
- Violation of copyright laws including computing or Web-related documentation
- Violation of the Carnegie Mellon University Computing Policy
- Other acts that compromise the integrity of the academic process
- Theft
- Violation of the Pre-College Code of Conduct or the Carnegie Mellon Code
- Providing false information to a university official
- Intentional misrepresentation of another individual through electronic communication or any other means

Carnegie Mellon University Policies on Integrity and Academics

In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:

- [Academic Integrity Policy](#): Please note: for Pre-College students, the procedures for handling violations of academic integrity will differ from the Undergraduate and Graduate students process. All violations will be investigated and an

administrative summary decision will be made regarding appropriate disciplinary sanctions for the student which may include expulsion.

- [Computing Policy](#)
- [Concessions, Solicitations, Lotteries, and Raffles](#)
- [Fair Use](#)
- [Freedom of Expression Policy](#)
- [Licensing and Trademark](#)
- [Make up of Absence from Class Due to Illness](#) – Please note: Pre-College students must notify their academic department directly and notify their representative from Pre-College Student Affairs if they are ill and cannot attend class.
- [Political Activities](#)
- [Publications](#)
- [Separation of the Individual's and Institution's Interest](#)
- [Student Privacy Rights](#)
- [Trademarks – Use of Carnegie Mellon](#)

Pre-College Policies on Integrity and Academics

1. Attendance and Participation

Students are expected to fulfill all the requirements of the program in which they are enrolled, including, without limitation: attending and participating in all classes; completing all assigned coursework, homework, projects, exams; and any other program requirements. Students who fail to attend class and/or to meet program requirements without explicit approval from their program directors may face an academic expulsion. If students have a legitimate circumstance, illness or emergency that affects their ability to attend class or fulfill the requirements of the program, they must give notice to the academic program directors as soon as reasonably possible.

2. Grading Policy (Pre-College Computer Science Scholars, Summer Session and SAMS only)

Each instructor will have their own pre-announced policy for determining letter grades (A, B, C, D, and R, with no + or – grades) for student performance in the courses. Courses cannot be taken on an Audit or Pass/Fail basis. At the end of the program, instructors will submit all grades on grade report sheets to Enrollment Services. However, Enrollment Services will record only A and B grades for permanent record on the official Carnegie Mellon transcript of grades. No C, D, nor R grades will be recorded. It will be possible to have C grades officially recorded on a student's Carnegie Mellon transcript, but a request to do this must be made by the student to the University Registrar within one year after the program ends. A grade of C is generally an “average” grade for a course and is considered a passing grade. The C grade will count for academic credit at Carnegie Mellon, but may not count as transfer credit depending on the policy of other institutions. This is not the normal grading policy for Undergraduate Carnegie Mellon students, rather a special policy for Pre-College students seeking to test their backgrounds and skills in challenging university courses without the penalty of failure or low grades.

In order to retain the option of not having a grade recorded for a particular course or courses for whatever reason, students must attend and participate fully in class on a regular basis, meeting the faculty member's standard for student engagement. Otherwise, the option to remove low grades from the official academic transcript will not apply.

Students will receive their transcript or evaluation approximately eight weeks after the program ends. Grade report sheets with actual grades and an official Carnegie Mellon transcript of grades with A and B grades (C also if requested) recorded will be sent to you. Additional copies of transcripts may be ordered from The HUB at the standard fee structure.

Programs that provide an evaluation (AI4All @ CMU, Architecture, Art, Computational Biology, Design, Drama, Music, NHSGA, and Writing & Culture) will be sent approximately eight weeks after the program ends. Evaluations will be kept on file in the Pre-College Office for 1 year after the evaluation has been sent. If a student loses their copy,

they may request a copy for up to 1 year. After the year has expired, a student may only receive a verification of enrollment from the Registrar's Office.

Pre-College Summer Session students ONLY: Students that wish to exclude/include grades from their official academic record will need to take that action by October 31.

Pre-College SAMS and Computer Science Scholars students ONLY: Students will receive two different academic records, the official Carnegie Mellon transcript for the credit-bearing course, and the general grade report summary with your academic performance in all courses/projects/seminars regardless of credit/non-credit or grades earned. Students interested in keeping their (C, D, R) or redacting A or B grades, will need to submit a request in writing to the University Registrar no later than July 1 of the following year. Please include your Andrew ID, full name, date of birth, request being made, and sign the letter. Please mail your request to the address on the following page:

John Papinchak, University Registrar
Carnegie Mellon University
5000 Forbes Ave
Pittsburgh, PA 15213

3. Financial Obligations

Tuition must be paid in full by May 15. Enrollment will be cancelled for any student who does not submit the full payment by May 15. Payments may be made by visiting [the SIO \(Student Information Online\) website](#).

Welfare of Others

Carnegie Mellon University and the Pre-College Program holds as its highest priority the welfare of its community members. Any behavior that places individuals in any kind of risk will be addressed through the Pre-College student conduct process. The sanctions that may result from this type of behavior may be severe.

Examples of violations of community standards in relation to the welfare of others include, but are not limited to:

- Harassment, including discriminatory harassment
- Violation of the Carnegie Mellon University Policy against Sexual Harassment and Sexual Assault

Carnegie Mellon University Policies on Welfare of Others

In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:

- [Discriminatory Harassment](#)
- [Policy Against Retaliation](#)

Pre-College Policies on Welfare of Others

1. Bullying

A summer Pre-College student is expected to conduct him/herself in a mature, responsible and thoughtful manner. 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, and sexual harassment, and/or disruption of class.

2. Sexual Harassment and Sexual Assault

Pre-College students are expected to understand and follow the [Carnegie Mellon Sexual Harassment and Sexual Assault Policy](#). This policy will be explained in detail during Pre-College Orientation.

All reports involving sexual harassment or sexual assault will be provided to the Carnegie Mellon Office of Title IX Initiatives. In the event of an incident involving a Pre-College student(s), the process for handling complaints will be through a summary action process as opposed to the University Community Standards process. If child abuse is suspected, the university will report it to the county of jurisdiction consistent with our [Policy for the Protection of Children](#).

Health, Safety, and Security

Carnegie Mellon has established basic guidelines that have been approved by students, staff and faculty. These policies ensure the safe and functional operation of the university. Pre-College students are expected to abide by these policies at all times. Failure to abide by these guidelines will be addressed through the Pre-College student conduct process.

Examples of violations of community standards in relation to health, safety, and security include, but are not limited to:

- Failure to comply with a request to produce identification
- Disorderly or disruptive behavior
- Failure to comply with a reasonable request of a university official

Pre-College Policies on Health, Safety, and Security

1. Emergency Contact

Every student is expected to designate emergency contacts on the emergency contact information online form for the university to contact in the case of a personal emergency or conduct situations. This form must be completed in full in order to comply with registration for the Pre-College program. In the event of an emergency, or conduct issue, the first emergency contact will be contacted. If that person is unavailable, the second will be contacted and so on. Additionally, students are able to submit a confidential contact for notification through the missing student protocol.

2. Mandated Reporting

In accordance with Pennsylvania law, all school employees and volunteers are required to report any suspected child abuse including sexual harassment and sexual assault.

Community Standards Disciplinary Process and Sanctions

A designated Pre-College Student Affairs staff member will respond to violations of community standards. The following forums exist for investigation and resolution of violations:

- Student Affairs Investigation
- Police Investigation
- Title IX Investigation
- Administrative Resolution Meeting with the Pre-College Student Affairs Office
- Administrative Resolution Meeting with Pre-College academic program directors

For incidents that pose immediate concerns for the safety and welfare of the campus community, during the pendency of student conduct proceedings, the university administration may take summary action or implement interim measures that limit a Pre-College student's ability to participate in the program, and/or interact with specific members of the university community until resolution is reached.

Conduct Violations

If a student is alleged to be in violation of this code of conduct or any academic program policy they will be subject to immediate disciplinary action, up to and including expulsion from the program. Carnegie Mellon handles all disciplinary matters, up to and including required withdrawals and expulsion via summary action by the Office of Pre-College Student Affairs or the relevant academic program director. The disciplinary action will be final and binding. Due to the temporary and short-term nature of the program, Pre-College students will not be granted the opportunity to appeal a summary action for violations. Parent/guardian will be provided notification of serious violations.

Expulsion

Students may be expelled for violating the terms of this code of conduct or any academic program policy. Students who are expelled from the program will be banned from participating in the program at the time of their expulsion. Students who are expelled at any time will NOT be granted refunds in whole or in part and will not receive evaluations/grades.

Academic Expulsion is the result of poor academic performance or violation of academic regulations and is imposed by the student's academic program.

Disciplinary Expulsion is the result of serious personal misconduct and is imposed by the Office of Pre-College Student Affairs.

Withdrawal

Students in the Pre-College Program who wish to withdraw from the program for any reason must contact the Pre-College Student Affairs office at pc-life@andrew.cmu.edu. The request must be made in writing and will require a conference with the Pre-College Office and the parent/guardian.

Mandatory Withdrawal: Students may be asked to withdraw from the program for failure to comply with established policies.

Refund schedule for Withdrawals:

Date of Withdrawal Request:	Refund amount:
May 15 - May 31	50% of Program Cost
On or after June 1	No refund given

Record Retention and Reporting

Records of student conduct proceedings are confidential and are not released without the consent of the current/former student or as otherwise required or authorized by law or court order. With the exceptions as noted below, records of student conduct proceedings are retained for either the period of time required under the federal Clery Act (which in most cases is six to seven years after the date the incident was reported to the university), or three years after final separation of the student from the university, whichever is longer, and then are subsequently destroyed. For purposes of student conduct record checks, information from these records is only provided, with appropriate authorization as necessary, for three years after final separation from the university provided the student has fulfilled all obligations to the university. If a student has not fulfilled all obligations, the file may be maintained indefinitely and reported longer than three years after the student separates from the university. Records of student conduct proceedings resulting in the expulsion of a student will be maintained and reported indefinitely. Case-specific questions regarding timeframes for student conduct records retention and reporting can be directed to the Office of Pre-College Student Affairs.