







chat room, an Internet Web page or any similar form of social networking site or communication over the Internet.

Bloggers must comply with the CBS policies and under no circumstances may a CBS student post, by blogging any comments which are discriminatory or harassing in violation of the Harassment Policy.

Students may not blog using CBS property (including but not limited to the CBS name, logos, data, charts, pictures, information about students, pictures of students, faculty or staff, course materials, and/or syllabi) without the express written approval of the Dean of Students and for purposes consistent and not in conflict with CBS business.

Students are assigned a CBS student email account. CBS uses this email as an official means of contact with students; students are expected to check their emails regularly.

Classroom disruption by cell phones or other electronic devices is prohibited. All cell phones and similar electronic devices must remain on silent or vibrate mode. Electronic devices utilized in a learning context, such as laptops and language interpreters, may be permitted at the professor's discretion. A student may face a zero and/or failure in the class if an electronic device is used for any purpose not related to the class or for cheating during a test. Cheating at CBS is not tolerated and may result in expulsion.



which submission to or rejection to such conduct is made a condition of an individual's employment, and/ or educational evaluation or used as basis for tangible employment or educational decisions affecting such individual

Is an interaction between individuals of the same or opposite sex that is characterized by unwelcomed sexual conduct that is so severe or pervasive that it creates an environment that a reasonable person would find intimidating, hostile or offensive

If a student has reason to believe that he or she has been discriminated against and/or harassed

1. The student should contact the [Dean of Students](#) immediately.
2. Individuals will be asked to submit in writing an incident report for a formal complaint.
3. The Dean of Students will be prepared to discuss the incident(s) creating concern and the charge may lead to further action depending on the facts and the wishes of the individual.
4. If an investigation is found necessary all parties involved will have an opportunity to present pertinent

classified as an interim suspension from the College to allow for review, final decision, and appeal regarding the conduct.

In such cases, the appropriate action will be administered within three to five days of the removal of a student. Students are required to read the Student Code of Conduct and become familiar with its content. Lack of knowledge of the Student Code of Conduct is no excuse for failing to adhere to the code. Students who participate in college sponsored programs and activities off campus must also follow the rules and regulations of the Student Code of Conduct and they are subject to sanctions if violations occur.

Any CBS official or student may refer violators of the Student Code of Conduct to the Dean of Students. Witness statements, documentation, or other proof of the alleged offense may be required. The student will be informed of the report of the alleged violation within three (3) working days and will have three (3) working days to respond unless the Dean of Students determines that immediate response and action is required.

The primary reason to review, investigate or hear a student conduct issue is to ensure that the environment of the College remains a wholesome and inviting atmosphere for students. It is also important to ensure that measures are in place to protect the rights of the student and anyone adversely affected by unacceptable behavior. The student conduct process is concerned with violations of the College's regulations. Legal and formal rules of evidence as prescribed in a court of law may not be interjected and any charge from customary procedures of a court of law will not mean that a decision is not valid.

The student conduct process is concerned with violations of the College's regulations. Legal and formal rules of evidence as prescribed in a court of law may not be interjected and any charge from customary procedures of a court of law will not mean that a decision is not valid. The focus on student conduct reviews is to ensure that the student learns from their violation of the Student Code of Conduct and that a satisfactory response is directed to anyone who is adversely affected by the student's violation of the Student Code of Conduct.

If student conduct violations occur, the following actions will take place:

1. The Dean of Students will send a letter of notification to the student.
2. The student may be required to report to the Office of the Dean of Students immediately or he/she may have three business days to respond to the letter in writing.
3. If no response is submitted, the Dean of Students may assume that the allegations have merit and issue a notice of the sanction(s).
4. If the student responds in writing (or otherwise) to the letter of notification, an appointment will be arranged to discuss the violation.



The name and address of the federal office that administers FERPA is Family Policy Compliance Office, US Department of Education, 400 Maryland Ave SW, Washington DC 20302-8520

A student should make written requests to any offices that maintain student education records, identifying the record(s) the student wishes to inspect. Though not comprehensive, as a guide for students, this is a list of offices that maintains student education records: Office of Admissions, Office of the Registrar, Office of the Dean of Students,