

## UCLA Academic Code of conduct and guidelines

- Student Academic Commitment. Students are expected to make a strong commitment to academic studies and related activities, and to strive for personal excellence in all classes. Classes present academic challenges and may have homework and outside readings.
  - Student Academic Code of Conduct
    - Students are required to attend all classes unless medically excused by their Campus, Residence, or Course Director. Students must arrive for class on time, be prepared for class, and be positive participants.
      - Note: Students are responsible for waking themselves up; there are no wake-up calls.
    - Students must respect their instructor and classmates by paying attention and participating in class. If there is a short break during class, students must return immediately after the break. Students may not disrupt class activities at any time. This includes extraneous talking or other discourteous behavior.
    - Cell phones, iPads, laptops and other electronic devices must be powered off during class and all group meetings. Text messaging or answering a cell phone during class is grounds for confiscation of said phone and removal from class.
    - Unauthorized absence from class, lateness to class, disruptive behavior in class, and/or a disregard for class assignments will result in appropriate disciplinary action. The student will be restricted to the residence hall and will not be allowed to participate in optional evening activities. Repeated offenses are grounds for dismissal from the Junior Program with no refund.
  - Advising System/Support. Resident Counselors coordinate support for students. Counselors will lend a hand to students, and will help students find resources, or make decisions. Teachers and other staff are also available to discuss problems relating to study.
  - Grades. Although classes are for enrichment, students who satisfactorily complete the program without excessive tardies, absences, disciplinary issues, or participation issues will receive a certificate of completion at the end.

## Residence Hall and Campus Guidelines

- It is the obligation of each student to be familiar with and to comply with UCLA regulations and procedures.
- **Room Condition and Damages.** Participants are responsible for the general upkeep and cleanliness of their residence hall rooms and common areas. At the conclusion of the program, rooms should be cleaned and in the same condition as upon the student's arrival. All linens issued to the student should be accounted for and returned. If this is not the case, a room-cleaning fee will be assessed. Damage to a student's room or to UCLA property is the financial responsibility of the student and his or her parents. Replacement fees for lost keys and/or access cards will also be the responsibility of the student and/or his or her parents. Reckless behavior that results in damage at the university or during any excursion or activity will not be tolerated and will be subject to disciplinary action.
- **Evening Activities and Free Time.** After dinner, students will have an option to remain on campus and/or participate in an evening activity. During orientation students will be given a campus map with clearly defined campus boundaries ("local area"). Each evening, Resident Counselors will serve as a resource in the local area to ensure student safety and compliance with boundaries. Students must be in groups of two or more within the local area. Leaving the boundaries of the local area designated will result in disciplinary action.
- **Residence Hall and Room Time.** Students are required to be in the residence hall by 10:00 p.m. Students must be in their own rooms by 11:00 p.m. Students must sleep in their own rooms. Sleepovers are not permitted. Students found outside of their room or in another student's room after 11:00 p.m. will be subject to disciplinary action.
- **Visiting and Socializing in Residence Halls.** Group visitation and socialization is permitted. If a student visits a room in which he or she does not reside, the door must be kept open and the lights kept on. Students are prohibited at all times from using (or entering) the restrooms of the opposite sex, including restrooms of the opposite sex inside residence hall rooms.
- **Safety Ordinances.** Fire codes and safety ordinances prohibit the misuse of, the removal of, or tampering with safety equipment. This includes fire hoses, extinguishers, smoke detectors, window screens and windows. Opening any alarmed doors or windows, entering any prohibited access areas such as a roof or emergency staircases, and leaving the residence hall via a window or emergency exit is strictly forbidden and will result in immediate expulsion from the residence hall by the University of California, Los Angeles (UCLA) and dismissal from the Junior Program. Setting off a false fire or smoke alarm is also grounds for dismissal and possible arrest. Any open flame objects, such as candles, incense, cigarettes, lighters and matches are prohibited.
- **Quiet Hours.** All students are required to honor quiet hours and times as posted by UCLA and/or staff.
- **Meals and Nutrition.** Students will be provided three meals/day each weekday, two on Saturday, and one on Sunday at campus dining halls. Students are responsible for paying for meals eaten off-campus, including meals on optional trips and excursions. Any special dietary needs, eating problems or disorders, and/or restrictions must be described on the Medical Form.
- **Lost, Damaged, or Stolen Property.** The Junior program's staff is not responsible for the personal property, personal effects, and lost or stolen baggage at any time, in the residence hall or anywhere on or off campus. Students are expected to manage their belongings responsibly.

## Policies, Procedures, Rules and Regulations

- **Rules Are Enforced.** Students enrolled in UCLA's Summer Junior Program must abide by the rules and regulations at all times during their enrollment, whether or not they are actively participating in an activity, program, event, or class.
- **Conduct and Discipline/Dismissal from the Program.** Students are expected to conduct themselves as mature, law-abiding, responsible, and cooperative members of the Summer Junior Program and UCLA community. Students must respect and obey the rules, regulations, property, academic standards, attendance requirements, and residential life policies. These rules and regulations are strictly enforced during the entire program, both on and off campus.

Any student whose behavior is inconsistent with the policies and objectives of the Junior Program, the rules and regulations of UCLA, and/or local, state, or federal laws, may be subject to legal and disciplinary action and may be removed from the program.

- Disciplinary actions may include, but are not limited to: Loss of optional activity privileges, early curfew, cleaning details, office work, and/or expulsion from the program. In the event that ELC determines that a student should be removed from the program and sent home, the student/parent(s) are not entitled to any refund whatsoever of unused tuition, room and board, supplements and fees for excursions, and academic courses. The student/parent(s) are responsible financially for the student's immediate trip home. If a student is sent home, he or she will be withdrawn from and unable to complete his or her program. Students may be disciplined and/or dismissed from the ELC Junior Program for violations of any of the rules detailed above, as well as those listed immediately below.
- **Inappropriate Behavior.** The following constitutes inappropriate behavior that is subject to disciplinary action as part of the Junior Program. This list is not exhaustive.
  - Unauthorized absence from classes or other required events, profane, lewd, or indecent behavior, tardiness, rudeness, or other recurring manifestations of "negativity", Violation of Residence Hall Guidelines, Violation of Academic Code of Conduct, Violation of the Student/Parent Handbook as defined herein.
- **Breaking the Law.** Students will be sent home immediately, with no exceptions, no warnings, and no second chances if they engage in any illegal activities. These include, but are not limited to:
  - **Alcohol**
    - In the U.S., use, possession, or storage of any alcoholic beverages by persons under the age of 21 is prohibited. Any purchase or attempt to purchase alcohol by persons under the age of 21 is prohibited. This includes so-called "non-alcoholic beer." The minimum legal drinking age is strongly enforced throughout the U.S. Being in a room or an area where alcohol is consumed constitutes grounds for dismissal. Any attempt to use false identification for any reason, including alcoholic beverage purchases, gaining admission to bars, clubs, or other adult establishments, is prohibited. Students may not attend activities and/or visit establishments that serve alcoholic beverages. This includes fraternity and sorority houses, bars, dance clubs, etc. (excluding normal restaurant operations). The staff reserve the right to conduct a room and/or personal effects search if alcohol possession or use is suspected.

- o **Drugs**
  - Any use, attempt to purchase, or possession of any illegal drugs (including Marijuana which is prohibited for persons under the age of 21) in any quantity is prohibited and subject to legal action. Being in the company of anyone using or possessing illegal drugs in any quantity is prohibited and subject to legal action. The use or possession of any drug paraphernalia is prohibited. Being in a room or an area where drugs are being consumed will also constitute grounds for dismissal. Staff members reserve the right to conduct a room and/or personal effects search if drug possession or use is suspected.
- o **Smoking**
  - In the U.S., the purchase of tobacco products by those under the age of 18 is against the law. Smoking in most public spaces is also prohibited. Due to the severity of the current drought in California, violating smoking regulations is considered incredibly serious and will be subject to strict enforcement. Students who smoke in the residence hall, or on public property where smoking is prohibited are subject to university discipline and/or law enforcement intervention, which may result in expulsion from the program.
- o **Prescription Drug Use/Abuse**
  - All prescription drugs must be noted on the Medical Form, and must be used only as prescribed. The possession or use of any unauthorized prescription drugs or the sharing of any prescription drugs is prohibited and will constitute grounds for dismissal.
- o **Stealing/Shoplifting**
  - The removal of public or private property, and/or another student's property is a crime. Stealing from the university will result in direct disciplinary action. Stealing of any kind will not be tolerated and is subject to dismissal from UCLA's Summer Junior Program.
    - Note: University stores vigorously prosecute shoplifters.
- o **Hazardous Objects**
  - Students are forbidden to purchase or possess firearms, knives, weapons, fireworks, laser pointers, and other potentially dangerous and/or hazardous objects. Possession or purchase will result in dismissal from the program.
  - Additional Conduct That Constitutes Grounds for Dismissal
    - Endangerment: Students may not place themselves or others in any situation that endangers any party involved. Students that jeopardize the safety, security, and health of themselves or others are subject to dismissal. This includes leaving the campus area without a Resident Counselor, departing the residence hall after residence hall time, verbally or physically threatening or assaulting another person, fighting, and/or taking any modes of transportation without the permission of the staff.
    - Sexual, Racial, or Personal Harassment and Bullying
    - Intolerance and/or sexual, racial, or personal harassment and bullying of any kind are prohibited and can result in dismissal from the program. Respect for different people's religions, ethnicities, cultures, gender and sexual orientations is an integral part of the summer junior program experience.
    - Gambling: Gambling of any kind is not permitted. Card playing is permitted, provided no wagering takes place.

UCLA junior program has a **"Zero Tolerance"** policy regarding smoking, alcohol, illegal and/or prohibited drugs theft, inappropriate behavior, lewd and indecent behavior, assault, sexual, racial and personal harassment or intolerance, or absence from the group/residence hall at unauthorized times.

If the student violates the rules and regulations and responsibilities listed in this academic code of conduct and guidelines, parents understand and accept that the student may be dismissed from the program and sent home, will receive no refund whatsoever of the unused portion of the tuition, room and board, and fees for excursions, and will be financially responsible for all additional transportation costs to return home, including airline-imposed fees or the purchase of a new plane ticket, if necessary.

If the student does not abide by the guidelines herein and he or she is dismissed from the program, he or she must leave the UCLA residence hall and campus within 24 hours, will be unable to complete his or her program, and immediate arrangements will be made for his or her transportation home.