

Code of Conduct & Grievance Procedure

The Creative Exchange & Life Skills Code of Conduct follows [CUNY policy](#). Every member of The City University of New York ("CUNY") community, including students, employees and visitors, deserves the opportunity to live, learn and work free from harassment.

CUNY's College of Staten Island Creative Exchange and Life Skills programs deliver a harassment free experience for everyone regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, or nationality.

The Creative Exchange and Life Skills program follow the New York Education Law, Section 11 (<https://www.nysenate.gov/legislation/laws/EDN/11>) definition of "Harassment" and "bullying," which includes, but is not limited to, "the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being".

Program Values:

1. We respect one another's boundaries, opinions, and feelings. We respect our instructors and peers in the classroom.
2. The program fosters belonging for all members.

If a Creative Exchange or Life Skills student does not adhere to the Code of Conduct, the following procedures will take place and could result in program suspension or dismissal:

First Offense: Instructor/or Program Assistant intervenes, providing students with verbal developmental guidance

Second Offense: The student will meet with the Program Assistant to put a corrective action plan in place. The corrective action plan is intended to prevent the behavior from happening again.

Third Offense: If the behavior continues the Program Assistant will review the collective behaviors with the program lead. Together they will assess if additional measures are needed up to suspension and/or dismissal of the student. The length of a suspension will be based on the seriousness of the offenses.

The Creative Exchange and Life Skills programs reserve the right to immediately dismiss a student whose behavior puts the safety of anyone at risk. **Any act or serious threat of violence will result in immediate suspension with a corresponding review of the continued participation in the program.**

For a copy of CSI's campus behavior code, also known as the Henderson Rules, please [CLICK HERE](#)

Grievance Procedure & Disciplinary Appeal Procedure

The College respects the rights of individuals and informs all individuals of their rights as individuals in the Program. Students, primary providers, and legal guardians can report problems in accessing or receiving services to the Program Assistant. The grievance disposition will go before a committee made up of the Divisional administrators. The Committee will review the appeal and the student's file including any prior code of conduct violations, if applicable. Following the review, the committee will meet with the student, primary provider, and/or their legal guardian so that a decision and explanation is communicated to the student, primary provider, and/or legal guardian. The appeal and decision will be filed. The program's Code of Conduct and Grievance Procedure is posted on the Creative Exchange & Life Skills webpage and is reviewed during student orientation.