

Curtis

Institute of Music

STUDENT CODE OF CONDUCT

INCLUDES POLICIES ON

DRUG AND ALCOHOL ABUSE PREVENTION

STUDENT INFORMATION TECHNOLOGY

ACADEMIC HONESTY

POLICIES IN THIS BOOK ARE ALSO LOCATED ON THE
CURTIS WEBSITE AT CURTIS.EDU

SEPTEMBER 2025

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CURTIS STUDENT CODE OF CONDUCT

I. Preamble

The Curtis Institute of Music educates and trains exceptionally gifted young musicians to engage a local and global community through the highest level of artistry. One of the world's leading music schools, Curtis provides full-tuition scholarships to all of its students, ensuring that admissions are based solely on artistic promise. A Curtis education is uniquely tailored to the individual student, with personalized attention from a celebrated faculty and frequent performance opportunities.

Curtis is a community in which musical and intellectual growth, learning by doing, mutual tolerance, and respect for freedom of thought and expression are principles of great importance. In an environment that promotes the free interchange of ideas, cultural diversity, and space for artistic, intellectual, and social growth, Curtis students are encouraged to take advantage of the range of opportunities available to them, thereby deepening their own insights and expanding their educational experience beyond Curtis. The Curtis community consists of students, faculty, staff, and those otherwise affiliated with the school, all of whom are invited to participate actively in the greater Philadelphia, state, national, and international communities in which they reside.

By accepting membership into the Curtis community, a student accepts an obligation to promote its welfare by assuming the rights and responsibilities listed below. Each member of this community is responsible for their own actions and is expected to respect the rights of others.

Whenever, in this Code, a particular Curtis officer is identified by title, a designee may be substituted with the approval of the Provost.

II. Rights of Student Citizenship

Membership in the Curtis community affords every student certain rights that are essential to the school's educational mission and its character as a community:

- A. The right to have access to and participate in the academic and nonacademic opportunities afforded by Curtis, subject to applicable standards or requirements and as judged appropriate by Curtis in its academic judgment.
- B. The right to freedom of thought and expression.
- C. The right to be free from discrimination on the basis of race, color, gender, gender identity, sexual orientation, religion, national or ethnic origin, age, disability, or veteran status.
- D. The right to a process in the determination of accountability for conduct that follows the procedures set forth in this Code, which Curtis has determined are fair and reasonable.

III. Responsibilities of Student Citizenship

Students are expected to exhibit responsible behavior regardless of time or place, both on and off campus. Failure to do so may result in disciplinary action. This policy specifically applies to all conduct occurring on Curtis' campus or Curtis sponsored activities, and to any conduct that occurs off-campus where that conduct affects the Curtis community. At Curtis, responsible behavior is a standard of conduct that reflects higher expectations than may be prevalent outside the Curtis community. Any student who violates this Code is subject to the disciplinary sanctions set forth here.

Responsible behavior includes but is not limited to the following obligations.

- A. Students shall:

1. Comply with all provisions of the Curtis “Academic Honesty Policy.” (Page 23)
2. Comply with all Curtis policies, procedures, regulations and instructions.
3. Respect the health, safety and well-being of others. This prohibits acts or threats of physical abuse, verbal abuse, threats, bullying, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health, safety or well-being of any person. This also includes any violation of the Curtis [Sexual and Gender-Based Harassment and Interpersonal Violence Policy, and any such conduct is addressed through the procedures set forth in that policy.](#)
4. Respect the rights of fellow students to participate in organizations and in relationships with other students without fear, threat, or any act of hazing. Hazing is any act which endangers the mental or physical health or safety of a student for the purpose of initiation and admission into, affiliation with, or as a condition of continued membership in any group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of this Code.
5. Comply and adhere to Curtis Student Technology Policy (page 18)
6. Be honest and truthful in dealings with Curtis about all matters, including one's own identity (e.g., name or Social Security number), and in the use of Curtis and other identification.
7. Cooperate fully and honestly in any student disciplinary matter or other Curtis proceeding.
8. Comply with all Curtis contracts, such as the Lenfest Hall Housing Agreement and other contracts.

9. Engage in responsible social conduct that reflects credit upon the Curtis community and to exemplify good citizenship in any community.
10. Comply with federal, state, and local laws, including complying with the directions of Curtis officials or law enforcement officers acting in performance of their duties.
11. Comply with state and local laws and regulations that prohibit the use, possession, or distribution of illegal drugs and alcoholic beverages to any person less than twenty-one (21) years of age.

B. Students shall not do or attempt to do any of these things:

1. Engage in conduct toward other students that infringes upon the Rights of Student Citizenship.
2. Steal and/or damage, deface or misuse of property or facilities of Curtis or of other members of the Curtis community or other personal or public property.
3. Possess, duplicate, or use keys on any Curtis premises or otherwise obtain entry without proper authorization.
4. Possess or use dangerous articles (such as firearms, explosive materials, other weapons, dangerous chemicals, etc.) on Curtis property or at Curtis events.
5. Use, possess, manufacture or distribute alcoholic beverages on Curtis premises, except as expressly permitted by Curtis regulations.
6. Use or consume any alcohol or controlled substance while on campus or representing Curtis at outside performances, concerts or any other Curtis function. This prohibition applies to every student regardless of age, and includes periods before the performance, regardless of place, and during or after the performance while at the performance venue. Under no

circumstances should a student appear at any performance or other Curtis functions while under the influence of alcohol or illegal drugs. For additional information, refer to the Drug and Alcohol Abuse Prevention Student Policy.

7. Possess, use, or distribute any controlled substance in violation of law. Refer to the Drug and Alcohol Abuse Prevention Student Policy.
8. Engage in the unauthorized entry into or transfer of any Curtis computer file or the file or computer of any member of the Curtis community; use another person's identification or password; use any computer or electronic device to interfere with the work of another member of the community and/or the normal operation of Curtis. Students are not permitted to use Curtis computers, email accounts, or labs for illegal purposes or for the transmission of material that is unlawful, harassing, libelous, invasive of another's privacy, abusive, threatening, harmful, vulgar, obscene, or otherwise objectionable, or that infringes or may infringe the intellectual property or other rights of a person or organization. This includes the use of electronic messaging, texting, Facebook, or any other social media outlet.
9. Distribute unauthorized copyrighted material, including peer-to-peer file sharing. Violation of this policy may subject the student to civil and criminal penalties, as well as Code of Conduct sanctions.
10. Disrupt or obstruct teaching, performance, or any disciplinary process, or other Curtis activity, including public service functions, whether on or off campus.

IV. Procedure for Complaint

Any member of the Curtis community may file a complaint against a student for a violation of the Student Code of Conduct by giving a written statement to the senior associate dean of student services or designee of student services. A complaint may also be initiated by Curtis through its administrators. Complaints

should be filed as soon as possible after the action upon which the complaint is based. In cases of sexual misconduct, refer to the [Sexual and Gender-Based Harassment and Interpersonal Violence Policy](#) Complaint Procedure.

After the complaint is received, the student against whom the complaint has been made (sometimes referred to here as “Respondent”) will be required to meet with the senior associate dean of student services [hereafter, “senior associate dean”]. The senior associate dean or designee will discuss the matter with the Respondent, present the Respondent with a statement of the substance of the complaint, and explain the procedure governing the consideration of a complaint. The Respondent may have an advisor, and if needed, an interpreter. The advisor is not an advocate, and may not be an attorney, but rather is a source of personal and moral support to the student and is to help ensure that the student understands the disciplinary process. Where appropriate the student making the complaint may also have an advisor.

After the initial meeting with the senior associate dean or designee, the Respondent then has the option to:

1. Admit the validity of the complaint and request a meeting with the senior associate dean or designee. The Provost and the senior associate dean or designee will determine the appropriate sanction to be imposed. The sanction may be appealed as outlined in section V. item E.
2. Deny the charges and request further proceedings. The senior associate dean or designee will then determine whether the case should be handled through the Minor Misconduct Procedure or referred to the Student Conduct Board. The Student Conduct Board hears all cases that may result in suspension or expulsion.

A. Minor Misconduct Procedures

For disciplinary violations where the resulting sanction would not be suspension or expulsion, the matter will generally be handled as a minor misconduct matter (although the senior associate dean or designee will always have the authority to refer the matter to the Student Conduct Board).

A minor misconduct process is typically conducted by the senior associate dean or designee and may include investigation and formal resolution, depending on the nature of the charges. The senior associate dean or designee will send the Respondent written notification of the allegations of misconduct and the aspects of the Student Code of Conduct that allegedly have been violated. In addition, the student will receive the date and time of a scheduled administrative review with the senior associate dean or designee to adjudicate the matter. During that initial meeting, the student will be given the opportunity to review all available information regarding the allegation(s) in question and an opportunity to respond to those allegations. If, during the course of the administrative review with the Respondent, the senior associate dean or designee determines the incident being discussed is more serious than was originally believed, the administrative review will be stopped immediately, and the incident will be referred to the Student Conduct Board.

After the administrative review and a review of the information available, including an opportunity for the respondent to respond, the senior associate dean or designee will make a determination as to whether it is more likely than not that the Respondent violated the Student Code of Conduct and, if so, issue sanctions or an educational response. Should the Respondent fail to attend the administrative review with the senior associate dean or designee, the student conduct administrator will consider the information available and

render a decision regarding the respondent's responsibility and sanctions, if any.

The Minor Misconduct Process is subject to appeal pursuant to the appeal procedures discussed below.

B. Student Conduct Board (SCB)

Cases that may result in suspension or expulsion or that are otherwise referred by the senior associate dean or designee will be adjudicated by the Student Conduct Board (SCB). The Provost will serve as the Student Conduct Board Administrator. The Student Conduct Board will consist of the Provost acting as chair and two impartial parties selected by the Provost. The students involved will be informed of the membership of the SCB and will have the opportunity to state whether they feel any member cannot act impartially with regard to the complaint. In such cases, the Provost will evaluate the concerns raised by the student and make a final decision as to the makeup of the SCB.

1. Initiation of Charges and Investigation

The senior associate dean or designee will oversee an investigation into complaints of misconduct appropriate to the nature of the allegations. A Respondent who is alleged to have violated the policy will be issued an allegation letter and provided an opportunity to respond in the course of the investigation, the pre-adjudication procedures, and the SCB adjudication. The allegation letter may be updated or amended during the course of the investigation based on information that is revealed during the investigation. In all instances, the respondent will have the opportunity to respond to the allegations during the course of the investigation. At the conclusion of the investigation, the senior associate dean or designee will collect the

relevant information to be used at the hearing, including any witness statements, and include such information in a report to be used at the hearing.

2. Formal Charge and Pre-adjudication Meeting

After the completion of any necessary investigation, the senior associate dean or designee will determine whether a hearing is warranted. If so, the senior associate dean or designee will send written notification to the Respondent setting forth all of the formal charges to be addressed at a hearing and a date for a hearing. This letter will generally be issued at least seven days before the date of the hearing. The senior associate dean or designee will also schedule a pre-adjudication meeting with the Respondent before the hearing, where the senior associate dean or designee will reiterate the process of the hearing and answer any questions the respondent may have about the process. The Respondent will have the opportunity to review the report to be used during the hearing before the commencement of the hearing, typically at least three days before the hearing. Where appropriate, and depending on the nature of the charges, the student bringing the complaint may also have the opportunity for a pre-adjudication meeting and the opportunity to review some or all of the report, as appropriate.

During the course of the investigation, the parties will have the opportunity to identify witnesses. If any party wishes for witnesses to appear to offer live testimony at the hearing, they should identify those witnesses to the senior associate dean or designee at least three days before the hearing with an explanation as to why the student believes the witness is appropriate. Witnesses will only be called at the hearing if the SCB decides it is appropriate to call them.

3. Hearing Procedures

The SCB will provide for the administration and conduct of any hearing in a manner consistent with this Code to determine whether a student has violated the Code and whether sanctions are to be imposed. The specific procedure for a hearing will be determined by the SCB, taking into account the nature of the allegations and any other relevant information. Any such hearing will not be open to the public or members of the Curtis community. Due to the sensitive nature of this process, members of the SCB and all participants are expected to keep all proceedings strictly confidential. A record will be made of the hearing, typically through audio recording.

Typically, the hearing will consist of the Provost calling the hearing to order and explaining the process to be used during the hearing. The senior associate dean or designee will typically present a summary of the charges and may provide a brief overview of the report.

Depending on the nature of the charges, the complaining student may also be given the opportunity to make a statement. If the complaining party makes a statement, the SCB will have the right to ask questions and the Respondent will have the opportunity to pose written questions directed at the Complainant which, if relevant and appropriate, will be asked by the SCB. The respondent will be given an opportunity to address the charges through an oral or written statement. The SCB will have the opportunity to ask questions of the Respondent and, if appropriate, the complainant may have the opportunity to pose written questions directed at the Respondent which, if relevant and appropriate, will be asked by the SCB. The SCB will then determine what witnesses to call and will have the opportunity to ask them questions. Typically, the Respondent will have the right to pose questions to witnesses through written

questions which will be asked by the SCB if deemed relevant and appropriate. The SCB may offer the Parties the opportunity to provide closing statements.

4. Deliberation and Outcome

The SCB will then deliberate. The standard to be applied is whether the information presented at the hearing establishes that it is more likely than not that a policy violation occurred. The SCB will seek to arrive at a consensus; if it cannot, the outcome will be determined by vote. If the SCB determines that the student is responsible, it will deliberate on the appropriate sanction, taking into account all relevant information including the nature of the allegations and the Respondent's prior disciplinary history. The outcome of the SCB hearing will be provided to Respondent in written form. If legally permissible, the outcome will also be shared with the complaining partner.

5. A decision of the SCB is final unless written notice of intent to appeal is filed with the senior associate dean or designee within 48 hours of receiving the written outcome letter.

6. Appeal Procedure: The Respondent may file a written appeal within 7 days of having filed notice of intent to appeal with the senior associate dean or designee receiving the outcome letter.

Dissatisfaction with the outcome of the proceeding is not a ground for appeal. Appeals will be limited to the grounds of new evidence that would affect the finding of the adjudication and that was unavailable at the time of the investigation; procedural error(s) that had a material impact on the outcome; and the sanctions imposed were grossly disproportionate to the violation committed. The appeal shall be in writing and clearly set forth the grounds that support the appeal.

The appeal will be decided by a designee in Senior Administration who has not had any direct role in the SCB's decision. The decision on appeal may affirm the original findings, amend the findings, and/or revise the sanctions, depending on the basis of the requested appeal. If a procedural error is identified, the matter may be sent back for additional review. The decision of the designee on the appeal is final.

V. Parallel Proceedings

Curtis disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and the Student Code of Conduct. Proceedings under this Code may move forward without regard to whether criminal or other proceedings are pending. Sanctions will not be subject to change because of the outcome of any other external proceeding, whether criminal or civil.

VI. Sanctions

A. These sanctions (one or more) may be imposed upon any student found to have violated this Code:

1. Warning – written notice of violation, no further sanctions
2. Written reprimand with conditions
3. Loss of privileges
4. Monetary penalty and/or restitution
5. Deferred suspension – the student will be given restrictions on privileges and put on notice that any further violations while the student is on deferred suspension will result in more serious consequences, up to and including expulsion.

6. Suspension- separation of the student from Curtis. Conditions for readmission may be specified.
7. Expulsion – permanent separation from Curtis
8. Withholding of the degree or diploma
9. Other sanctions – for example: work assignments, essays, service, etc. This is not meant to limit the available sanctions, which will be determined on a case-by-case basis.
10. Revocation of admission and/or degree or diploma – admission and/or a conferred degree or diploma may be revoked for fraud, misrepresentation, or other violation of the Curtis Student Code, or other violation of Curtis standards in obtaining the degree, or other serious violations by a student prior to graduation.

B. The SCB will decide whether a determination and/or sanction will be made part of the student's permanent academic record. In those cases, in which the determination and/or sanction is made a part of the student's disciplinary record, the student may ask that the Provost expunge the record after 18 months, if there has been no other allegation of a Code violation. The Provost, whose decision on the request will be final, will take into account the student's entire record and the offense itself in deciding whether to grant the request to expunge the record. Even where a record is expunged, Curtis may be required to provide information about the disciplinary matter where legally permissible or required to do so.

VII. Interim Suspensions

The senior associate dean, designee, or Provost may impose an interim suspension when, in the sole discretion of that official, it is necessary to protect the health and safety of a student or of the community.

VIII. No Contact Orders

At any time during this process, the Provost, and senior associate dean, or designee may determine that an Administrative Order to Refrain from Contact be issued. While violation of such an order is independent grounds for disciplinary action, its issuance carries no presumption of culpability for either party.

IX. Withdrawal

The Provost, in consultation with the senior associate dean or designee, may immediately withdraw a student if it is determined, by a preponderance of the evidence (that it is more likely than not) that the student is engaging in or likely to engage in behavior which poses a substantial danger of causing imminent harm to the student, to others or to substantial property rights, or which renders the student unable to engage in basic required activities necessary to obtain an education, or that substantially impedes the lawful activities of others.

Curtis reserves the right to exclude at any time students whose conduct it regards as unsatisfactory, or students who experience medical or behavioral needs requiring a level of support that cannot reasonably be provided while living in residence or participating in an academic program. In no case will a student's mental or physical condition itself be the basis for a withdrawal required by Curtis.

Such conduct includes, but is not limited to: a student engages in, or is at significant risk of engaging in, behavior that could result in physical harm to self or other(s); manifests an inability to attend to personal needs related to food, shelter, personal safety and general wellbeing, such that there is a reasonable possibility of serious physical harm; behaves in a manner that interferes substantially with the rightful daily activities of members of Curtis or surrounding community, with the educational and/or residential environment, or with the orderly operation of Curtis, including behavior that imposes an unreasonable burden on Curtis' human resources needed for continued management of such behavior; fails to pay term bill by the stated due date; fails to provide required immunization records by the

stated deadline; and fails to register as required at the beginning of each term or fails to complete all course work and have all course grades recorded for the prior term.

Before placing any student with a documented disability on a mandatory leave of absence, Curtis will conduct an individualized assessment to determine if there are reasonable accommodations that would permit the student to continue to participate in Curtis' campus community without taking a leave of absence.

A committee, comprising two administrators selected by Curtis, makes the decision to require withdrawal from Curtis. The Evaluation Committee will review the identified behavior and may consult with any other appropriate official when making its decision. Decisions of the committee may be appealed to the Provost

The provisions in this involuntary withdrawal policy does not take the place of disciplinary actions that are in response to violations of Curtis' policies and regulations, and they do not preclude the removal or dismissal of students from Curtis or campus housing as a result of violations of Curtis' policies and rules and regulations.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

Drug Free Campus

Curtis has adopted a Drug- and Alcohol-Abuse Prevention Policy in order to provide and maintain a campus free of the unlawful use of drugs and alcohol. Parts of that policy are based upon the Drug-Free Schools and Communities Act Amendments of 1989, the Drug-Free Workplace Act of 1988, and applicable regulations issued by the United States Department of Education. For purposes of this policy, drugs are defined as any substance which is defined, listed, or identified as a controlled substance under federal statutes and regulations. Further, drugs are defined as a controlled substance under federal statutes and regulations, including, but not limited to, marijuana, methamphetamines, cocaine, amphetamines, barbiturates, methadone, methaqualone, hallucinogens [including, but not limited to, PCP, LSD, and psilocybin (mushrooms)], narcotics or opiates (including, but not limited to, heroin, morphine, opium, Demerol, and Percodan), and Fentanyl. Curtis intends through this policy to promote a safe learning and work environment for its community and to discourage and prevent unlawful conduct and activities relating to drugs and alcohol. This policy and the procedures implementing it are applicable to all members of the Curtis community, including students and employees.

All members of the Curtis community are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, purchasing, transferring, selling, or using a controlled substance (sometimes called an illicit drug) and/or alcohol on Curtis property, or during participation in any activities sponsored by Curtis regardless of whether such activities take place on or off the property of Curtis, including student-sponsored social activities or professional meetings attended by employees that Curtis authorizes and/or use any Curtis resources. Also, all members of the Curtis community are required to be at Curtis without having engaged in the current, illegal use of any controlled substance and free of the unlawful presence of any controlled substance in their body systems. All

members of the community are prohibited from storing in a locker or desk, or other repository on Curtis property, any controlled substance that is not lawful for him or her to possess.

Consequences of Policy Violations

Any student or employee who is convicted of a violation of a criminal drug statute must notify the senior associate dean of student services, in writing, of such conviction within five (5) calendar days after such conviction. Any student or employee who violates Curtis policies or applicable law, or who does not give the required notice of conviction, will be subject to disciplinary sanctions, as determined by Curtis, in its discretion, up to and including dismissal from Curtis and/or referral for prosecution. Faculty, staff, and other non-students found to be in violation of this policy or applicable law may be subject to Curtis disciplinary procedures which may impose sanctions up to and including termination of employment and/or referral for prosecution. Curtis also supports enforcement, by applicable law enforcement agencies, of all local, state and federal laws.

Also, anyone who engages in conduct prohibited by this policy may be required to successfully complete a rehabilitation or treatment program, determined to be appropriate by Curtis, in its discretion, in order to be eligible to remain at Curtis. Curtis has the discretion whether or not to accept the determination made by the rehabilitation or treatment program that the student successfully completed such program. Reinstatement with Curtis, either during or upon successful completion of a rehabilitation or treatment program, is not guaranteed. The decision whether or not to reinstate at any time will be made solely by Curtis, in its discretion.

Federal, State, and Local Sanctions

All members of the Curtis community are reminded that existing federal, state, and local laws prohibit the unlawful manufacture, distribution, dispensing, possession, purchase, transfer, sale, or use of controlled substances (i.e., illicit drugs) and/or alcohol. An employee or student who violates Curtis' Drug and Alcohol Abuse

Prevention Policy is subject both to Curtis' sanctions and to criminal sanctions provided by federal, state, and local law. Curtis may refer any violations of law to local, state, or federal law enforcement authorities for prosecution.

The following is a summary description of the legal sanctions under state and federal law for the unlawful possession or distribution of illicit drugs and alcohol.

1. Drugs

Both federal and state laws impose sanctions for the possession, use, and distribution of illegal drugs. The sanctions for any given offense depend on the type and quantity of the drug involved and whether the offense is possession, use, or distribution.

Under federal law, simple possession of a controlled substance carries a penalty of imprisonment for up to one (1) year, plus a minimum fine of \$1,000. If the controlled substance contains a cocaine base and the amount exceeds five (5) grams, the first-time offender will be imprisoned for not less than five (5) years and not more than twenty (20) years and fined. Also under federal law, any person 18 or more years old who distributes drugs to anyone under age 21 will be imprisoned or fined, or both, up to twice what is otherwise provided by law, with a minimum prison sentence of one (1) year. This same penalty applies to any person who distributes or possesses with intent to distribute drugs to anyone within 1,000 feet of a college campus.

Pennsylvania law imposes similarly strict sanctions on the unlawful use, possession, and distribution of drugs. In addition to imposing fines and imprisonment for violation of its drug laws, Pennsylvania will seize all of the violator's property that was used in committing the crime.

State penalties and sanctions for illegal possession, sale, or delivery of a controlled substance:

- a. The Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. § 780-101 et seq. sets up five schedules of controlled substances based on potential for abuse, dangerousness, and medical uses. The act prohibits, among other things, the manufacture, distribution, sale, or acquisition by misrepresentation or forgery of controlled substances except in accordance with the act, as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the act range from thirty (30) days imprisonment, a \$500 fine, or both, for possession or distribution of a small amount of marijuana or hashish, but which was not for sale, to fifteen (15) years imprisonment, a \$250,000 fine, or both, for the manufacture or delivery of a schedule I or II narcotic. Fines and terms of imprisonment may be doubled under certain circumstances, including the distribution of a controlled substance to a person under 18 years of age or a conviction for a second or subsequent offense.
- b. 18 Pa. C.S. §§ 6314, 6317. A person over 18 years of age who is convicted for violating the Controlled Substance, Drug, Device and Cosmetic Act shall be sentenced to a minimum of at least one (1) year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which is located a public, private, or parochial school or a college or university or within 250 feet of the real property on which is located a recreation center or playground or on a school bus (“drug free school zones”), the person shall be sentenced to an additional minimum sentence of at least two (2) years total confinement. Such offenses not involving minors in drug-free school zones are subject to a mandatory minimum of two (2) years of total confinement.

- c. The Pharmacy Act of 1961, 63 P.S. § 390-8 prohibits, among other things, procuring or attempting to procure drugs by fraud, deceit, misrepresentation, or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one (1) year of imprisonment, a \$5,000 fine, or both. For each subsequent offense, the maximum penalty is three (3) years of imprisonment, a \$15,000 fine, or both.
- d. The Vehicle Code, 75 Pa. C.S. § 3802 et seq. prohibits driving, operating, or being in actual physical control of the movement of a vehicle while under the influence of alcohol or a controlled substance, or both, if the driver is thereby rendered incapable of safely driving, operating, or being in actual physical control of the movement of the vehicle or if the alcohol concentration in the individual's blood or breath exceeds the stated limits. Penalties for first-time violators of the act range from a mandatory term of six (6) months' probation, a \$300 fine, or both, to a maximum of seventy-two (72) hours' imprisonment, a \$5,000 fine, or both. Penalties for subsequent violations increase to a maximum of not less than one (1) year imprisonment, a \$10,000 fine, or both. In addition to the above penalties, the court has discretion to order any or all of the following: highway safety training, drug or alcohol treatment, community service, attendance at a victim-impact panel, use of an ignition interlock device, and/or suspension of operating privileges.
- e. Philadelphia Ordinance 10-2100 (Marijuana Possession, Title 10 - Regulation of Individual Conduct and Activity) identifies the penalties for possession and use of small amounts of marijuana. Small amount of marijuana means thirty grams or less of marijuana. The penalty for possession of a small amount of marijuana by an adult or minor under

the age of 18 shall be a civil fine of \$25.00 for each violation. The penalty for smoking a small amount of marijuana by an adult or minor under the age of 18 shall be a civil fine of \$100.00 for each violation. The court may, in its discretion, suspend the fine imposed if the person found liable agrees to and does in fact perform such community service, as the court deems appropriate, up to nine hours.

Federal penalties and sanctions for illegal possession or trafficking of a controlled substance:

- a. 21 U.S.C.S. § 844(a). For the first conviction: up to one (1) year of imprisonment and fine of at least \$1,000, or both. After one (1) prior drug conviction: at least fifteen (15) days' imprisonment, not to exceed two (2) years, and fine of at least \$2,500. After two (2) or more prior drug convictions: At least ninety (90) days' imprisonment, not to exceed three (3) years, and fine of at least \$5,000.

The special sentencing provisions for possession of flunitrazepam (the "date rape drug") include imprisonment not to exceed three (3) years and fine of at least \$1,000.

The special sentencing provisions for possession of a mixture or substance that contains a cocaine base (i.e., crack) are: a mandatory minimum of at least five (5) years' imprisonment, not to exceed twenty (20) years, and fine of at least \$1,000, if: (i) this is a first (1st) conviction and the amount possessed exceeds five (5) grams; (ii) this is a second (2nd) conviction and the amount possessed exceeds three (3) grams; or (iii) this is a third (3rd) or subsequent conviction and the amount possessed exceeds one (1) gram.

In addition to the above penalties, the court has discretion, upon conviction, to order a fine in the amount of the reasonable costs of the investigation and prosecution of the offense.

- b. 21 U.S.C.S. §§ 853(a) and 881(a). This statute allows for the forfeiture of personal and real property used, or intended to be used, to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year of imprisonment (see special sentencing provisions above for cocaine-based drugs, such as crack).

Additionally, this allows for the forfeiture of money, controlled substances, drug paraphernalia, firearms, books and records, vehicles, boats, aircraft or any other conveyance used, or intended to be used, to transport or facilitate the transportation, sale, receipt, possession, or concealment of a controlled substance or any raw materials, products, or equipment of any kind which are used, or intended for use, in manufacturing, compounding, processing, delivering, importing, or exporting any controlled substance.

- c. 20 U.S.C.S. § 1091(r). A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any grant, loan, or work assistance under federal law, shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified as follows. If convicted of an offense involving the possession of a controlled substance: first (1st) offense, the student is ineligible for one (1) year; second (2nd), offense, the student is ineligible for two (2) years; third (3rd) offense, the student is ineligible indefinitely. If convicted of an offense involving the sale of a controlled substance, the penalty for the first (1st) offense is an ineligibility period of two (2) years; the penalty for a second (2nd) offense is ineligibility for an indefinite period.

A student whose eligibility has been suspended under the above paragraph may resume eligibility before the end of the ineligibility period if (a) the student satisfactorily completes a drug rehabilitation program that (i) complies with such criteria as prescribed by regulations and (ii) includes two (2) unannounced drug tests; (b) the student successfully passes two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as prescribed by regulations; or (c) the conviction is reversed, set aside, or otherwise rendered not valid.

- d. 21 U.S.C.S. § 862. The following penalties are for possession of a controlled substance. Penalties are increased for trafficking. Denial of federal benefits, such as grants, contracts, loans, and professional and commercial licenses, up to one (1) year for the first (1st) offense and up to five (5) years for the second (2nd) and subsequent offenses
- e. 18 U.S.C.S. § 922(g). Under this statute, one who is an unlawful user of, or addicted to, controlled substances is ineligible to own or possess firearms or ammunition.
- f. Miscellaneous statutes. Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.
- g. See this [chart](#) describing Federal Trafficking Penalties.

3. ALCOHOL

Under Pennsylvania state law, a person less than 21 years of age may not purchase, consume, possess, or transport alcohol. Any person convicted of

violating this law will have her/his driver's license suspended for ninety (90) days. A second offense will result in a one-year suspension of driving privileges and a fine up to \$500. Additionally, any person who intentionally provides alcohol to a person less than 21 years of age is guilty of a misdemeanor of the third degree, which carries a fine of at least \$1,000 for the first (1st) offense.

Pennsylvania state law allows a driver to be considered intoxicated and charged with driving under the influence (DUI) if she/he has symptoms of intoxication and a blood-alcohol content (BAC) greater than 0.08 percent. A BAC of 0.08 percent can be obtained by consuming a little less than one (1) drink per hour. A driver will be charged with DUI if her/his BAC exceeds 0.08 percent.

Additionally, Pennsylvania state law penalizes public drunkenness and defines it as: "A person is guilty of a summary offense if he/she appears in any public place manifestly under the influence of alcohol to the degree he/she may endanger himself/herself or other persons or property or annoy persons in his/her vicinity." It is also a violation of Philadelphia Ordinance § 10-615 for anyone to appear in any public place manifestly under the influence of alcohol to the degree that they may endanger themselves or other persons or property or annoy persons in their vicinity. Philadelphia police will enforce these laws on and off campus.

State penalties and sanctions for illegal possession or other violations include:

The Pennsylvania Liquor Code, 47 P.S. § 1-101 et seq., controls the possession and sale of alcoholic beverages within the commonwealth. The code (in conjunction with portions of the Pennsylvania statutes pertaining to crimes and offenses involving minors, 18 Pa. C.S.A. § 6307 et seq.) provides as follows:

- a. It is a summary offense for a person under the age of 21 to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor or malt or brewed beverages. The penalty for a first (1st) offense is suspension of driving privileges for ninety (90) days, a fine up to \$300, and imprisonment for up to ninety (90) days; for a second

(2nd) offense, suspension of driving privileges for one (1) year, a fine up to \$500, and imprisonment for up to ninety (90) days; and for a subsequent offense, suspension of driving privileges for two (2) years, a fine up to \$500, and imprisonment for up to ninety (90) days. Multiple sentences involving suspension of driving privileges must be served consecutively.

- b. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish any liquor or malt or brewed beverages to any minor (under the age of 21). “Furnish” means to supply, give, or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. The minimum fine for a first (1st) violation is \$1,000; \$2,500 for each subsequent violation; and imprisonment for up to one (1) year for any violation.
- c. It is a crime for any person under 21 years of age to possess an identification card falsely identifying that person as being 21 years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. The penalty for a first (1st) offense is suspension of driving privileges for ninety (90) days, a fine up to \$300, and imprisonment for up to ninety (90) days; for a second (2nd) offense, suspension of driving privileges for one (1) year, a fine up to \$500, and imprisonment for up to one (1) year; and for a subsequent offense, suspension of driving privileges for two (2) years, a fine up to \$500, and imprisonment for up to one (1) year.
- d. It is a crime intentionally, knowingly, or recklessly to manufacture, make, alter, sell, or attempt to sell an identification card falsely representing the identity, birth date, or age of another. The fine is up

to \$2,500 for the first (1st) violation; up to \$5,000 for subsequent violations; and imprisonment for up to two (2) years for any violation.

- e. It is a crime knowingly to misrepresent one's age to obtain liquor. Penalties are as stated in (c) above.
- f. It is a crime for any person to appear in any public place manifestly under the influence of alcohol to the degree that she/he may endanger herself/ himself or other persons or property or annoy persons in her/his vicinity. The penalty is a fine of up to \$300 and imprisonment for up to ninety (90) days.
- g. It is a crime knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. The penalty is a minimum fine of \$300 and imprisonment for up to one (1) year.
- h. It is a crime to hire, request, or induce any minor to purchase liquor or malt or brewed beverages. The penalty is a minimum fine of \$300 and imprisonment for up to one (1) year.
- i. Sales without a license or purchases from an unlicensed source of liquor or malt beverages are prohibited.
- j. It is unlawful to possess or transport liquor or alcohol within the commonwealth unless it has been purchased from a Pennsylvania State Liquor Store or in accordance with Liquor Control Board regulations.

Health Risks of Alcohol and Other Drugs

In addition to Curtis disciplinary actions, criminal penalties, and workplace hazards, all members of the Curtis community are reminded that there are serious health risks associated with the unlawful use of controlled substances and the abuse of alcohol. All drugs, including alcohol, can cause marked changes in behavior and have side effects. Their influences can affect the safety and well-being of the users as well as those around them.

Alcohol is a central nervous system depressant that is absorbed into the blood stream and transmitted to all parts of the body. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that a driver will be involved in an accident. Low to moderate doses reduce physical coordination and mental alertness, while increasing the incidence of aggressive behavior. Moderate to high doses of alcohol drastically impair an individual's ability to function, sometimes rendering them unconscious. Long-term drinking of large quantities of alcohol can increase the risk of developing liver and heart disease, circulatory and stomach problems, various forms of cancer, and may cause irreversible brain damage.

Illicit drugs, including but not limited to stimulants, depressants, hallucinogens, narcotics, or inhalants, can interfere with important brain activities, including coordination, memory, and learning. They increase the risk of lung cancer, destroy liver cells, initiate severe weight loss, and may weaken the immune system. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat, and irregular breathing. Convulsions, coma, and death are also possible. Combining drugs can be fatal.

See this [site](#) for more information. Please note this does not contain a complete list of all substances that are regulated or illegal, or that have health risks.

Education and Prevention

Students sometimes think about changing their drinking habits for any number of reasons. Alcohol and drugs can affect music performance, academic progress, and can lead to serious legal or judicial consequences. If you are thinking about cutting back or quitting, for whatever reason, or you would like to help a friend who exhibits worrisome behavior, students are encouraged to know the facts and get educated. Suggestions and available resources for students and/or employees include:

1. **Curtis Counselors** - A confidential option for students who are experiencing negative consequences as a result of their alcohol and other drug use is to make an appointment with a Curtis counselor. Refer to the Wellness Resources: Student Guide to Health and Well-Being at Curtis for names and contact information for the counselors and a comprehensive list of Frequently Asked Questions.
2. **Penn Student Health Services** - Make an appointment. The clinical professionals at Penn are happy to help and can provide advice and good counsel. They can also provide you with helpful information about the consequences of excessive drinking and abundance of educational tools available through Penn's Alcohol and Other Drug Program Initiatives.
3. **Rock Resource Library** – Resources on student health and well-being are among the wellness holdings at the library. [The Musicians Health and Wellness Guide](#) is a continually updated page dedicated to the resources from the library in print and electronic form. Library staff members are happy to help and assist you.
4. **The Web and Curtis Portal**- Links for websites on alcohol and drug addiction, education, and prevention are available in the Student Services section of the Curtis Portal. Among them is College Drinking: Changing the Culture,

created by the National Institute on Alcohol Abuse and Alcoholism (NIAAA)
at www.collegedrinkingprevention.gov/

Students should refer to the Curtis Student Code of Conduct for information about the student disciplinary procedure or meet with a member of the student services staff.

Drug and Alcohol Amnesty

In cases of intoxication and/or alcohol poisoning, the primary concern is the health and safety of the student(s) involved. Students are strongly encouraged to call for medical assistance (dial 9-1-1) for themselves or for a friend/acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to Curtis Student Code of Conduct disciplinary procedures for the sole violation of using or possessing alcohol or drugs. This policy shall extend to another Curtis student seeking help for the intoxicated student.

No Smoking

In compliance with applicable laws, smoking inside Curtis (all buildings), all walkways or alleys or spaces between its buildings, Lenfest Hall terrace, fire stairs, and near emergency exits is strictly prohibited. Smoking also is strictly prohibited outdoors within twenty (20) feet of any entrance or exit of any Curtis buildings, out of consideration for the health of Curtis students, faculty, staff, and visitors. This includes the entrances to 1720 and 1726 Locust Street, Lenfest Hall, Rubenstein Centre, as well as the handicapped-accessible entrance to Field Concert Hall and all emergency exits.

Further, cigarette butts should be properly disposed of, rather than dropped outside the buildings as smokers enter. We encourage all smokers to consider becoming nonsmokers.

Any student who is violating this policy will be informed that smoking is prohibited by law in those areas (referred to as the no-smoking areas) and will be requested to immediately refrain from smoking or leave the no-smoking areas. Applicable law provides for reporting to appropriate authorities if a person does not comply with a request to immediately refrain from smoking or leave the no-smoking areas. Any student engaged in smoking in any building or facility of Curtis, or other no-smoking areas, will be subject to disciplinary action under the Student Code of Conduct. The word “smoking” includes inhaling, exhaling, burning, or carrying any lighted cigarette, cigar, pipe, or other such device that contains tobacco or other smoke-producing products including “e-cigarettes”.

STUDENT INFORMATION TECHNOLOGY POLICY

Policy Title	Information Technology & Systems Support and Usage Student Policy
Policy Owner	Senior Director of Academic and Information Technology
Date	August 2025

Section 1 Scope and Purpose

This policy must be followed in conjunction with other policies of the Curtis Institute of Music (“Curtis”) governing appropriate conduct and behavior. The Curtis Institute of Music complies with all applicable federal, state, and local laws and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

Security is everyone’s responsibility. Our students, faculty, staff, board, patrons, and donors are the life blood of our organization. Protecting their personal and confidential information must be of the utmost concern for every member of our Curtis community. The following policy is designed to outline the minimum steps each student is expected to take to help maintain our technological security. This policy is neither exclusive nor all-inclusive as technology changes rapidly. Each student is charged with using their best judgment when using Curtis’s hardware and applications and accessing Curtis systems and data.

If you have questions regarding the appropriate use of Curtis electronics, communications equipment, systems, software, applications, or technology, including e-mail and the Internet, please contact your supervisor, manager, or the IT department.

Section 2 Computer, Phone, Printer, and other Usage

1. All technology provided by Curtis, including computer systems, communications networks, related work records, and other information stored electronically, is the property of Curtis. In general, use of Curtis technology systems and electronic communications should be for educational purposes only. Students receiving Curtis's devices will sign a Mobile Device Policy which clearly defines how Curtis owned property should be used.

Section 3 Internet and Email

1. Curtis Institute of Music recognizes that use of the Internet and e-mail has many benefits and can make student communication more efficient and effective. However, students are expected to use the Internet and e-mail systems appropriately.
2. Students may not use Curtis Institute of Music's Internet, e-mail, or other electronic communications to transmit, retrieve, or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference may be transmitted. Harassment of any kind is prohibited. Disparaging, abusive, profane, or offensive language, materials that might adversely or negatively reflect on Curtis or be contrary to its legitimate business interests, any illegal activities, including, without limitation, piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail are forbidden. Use of Curtis computers for any unapproved activity may be traced to the registered IP addresses.
3. Students are personally responsible for the content they publish on blogs, social media sites, or any other form of user-generated media, whether it is

sent from Curtis Institute of Music controlled hardware or software. Disrespectful and offensive posts, including inappropriate or degrading remarks about Curtis, its students, or its employees, will have the same disciplinary result as if those remarks were made in person at the organization.

4. Every student of Curtis is responsible for the content of all text, audio, or image files that he or she places or sends over Curtis's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. Curtis's corporate identity is attached to all outgoing e-mail communications, which should reflect Curtis values and appropriate language and conduct.
5. Students must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with written permission or as a single copy for reference only. Sharing the URL (uniform resource locator or "address") of an Internet site with other interested persons for business reasons is permitted.
6. Students may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and "spamming" (sending e-mail to thousands of users) except as pre-approved mass communication.
7. E-mail and other electronic communications transmitted by Curtis equipment, systems and networks are neither private nor confidential. All such transmissions are the property of Curtis.
8. To help reduce organizational hosting and labor costs, the following policy will be applied to all graduating students. Accounts will be converted to

alumni.curtis.edu accounts upon graduation. If you do not access your alumni account at least once a year, it will be disabled.

Section 4 Sensitive Information and Passwords

1. Sensitive information is any information that could be used by criminals to conduct identity theft, blackmail, stalking, or other crimes against an individual. This includes your sensitive personal information, the information of the board, donors and patrons, activity participants, students, and the public at large. The Curtis Institute of Music requires that all State and Federal laws and regulations be followed in addition to all requirements of this policy.

Sensitive information includes, according to the Department of Homeland Security, but is not limited to following:

- Social security numbers and alien registration numbers,
- Bank account numbers,
- Passport information,
- Healthcare-related information,
- Medical insurance information,
- Credit and debit card numbers,
- Driver's license and State ID information,
- Racial or ethnic origin,
- Political opinions,
- Religious or other similar beliefs,
- Membership of trade unions,
- Physical or mental health or condition,
- Sexual orientation and/or activities,
- Full date of birth, and

- Authentication information such as mother's maiden name or passwords.
2. Never leave sensitive information in hard copy (on paper, note cards, etc.) unattended and unsecure, such as on a desk, network printer, fax machine, or copier. Secure such information, in a locked drawer, cabinet, desk, or safe, when not in use or not otherwise under your control.
 3. Do not send sensitive information unprotected. If possible, scan and then encrypt or password protect the document(s). If the attachment is password protected, provide the password separately (e.g., by phone, another email, or in person).
 4. Avoid discussing sensitive information in person or over the telephone when you are within earshot of anyone unauthorized to possess the information. If you must discuss sensitive information using a speakerphone, phone bridge or video teleconference, do so only if you are in a location where those unauthorized cannot overhear. Keep in mind that phone conversations are easily overheard between workstations. Sensitive information is most securely discussed in an office, conference room, or behind a closed door.
 5. Passwords must not be shared with anyone. All passwords are to be treated as confidential information.
 - Do not insert passwords into email messages or other forms of electronic communication.
 - Do not reveal passwords over the phone to anyone.
 - Do not reveal a password on questionnaires or security forms.
 - Do not hint at the format of a password (for example, "my family name").
 - Do not share Curtis Institute of Music passwords with anyone.
 - Do not write passwords down and store them anywhere near your equipment.

- Do not store passwords in a file on a computer system or mobile devices (phone, tablet) without encryption.
 - Do not use the "Remember Password" feature of applications (for example, web browsers). Instead use a password management tool (LastPass, Keychain)
 - Do not use the same password for Curtis Institute of Music accounts as for other non-Curtis Institute of Music access (for example, personal email accounts, social media accounts, gaming console accounts, etc.)
6. Any user suspecting that student passwords may have been compromised must report the incident to IT and change all passwords. IT team or its delegates may perform password cracking or guessing on a periodic or random basis. If a password is guessed or cracked during one of these scans, the user will be required to change it. Under no circumstances may an individual, department, or outside group perform such scans. Such actions would be considered a cyber-attack against Curtis and dealt with accordingly.

Section 5 Acceptable Use

1. Personal devices may not be used at any time to:
 - Store or transmit proprietary information belonging to either Curtis, one of its employees, directors, or any another business without written prior permission.
 - Store or transmit illicit materials.
2. All computers (including personally owned) connecting to the network, whether through hardline or wireless connection, VPN, or wireless are required to install and enable anti-virus software. Installation, troubleshooting, and maintenance of the anti-virus software are the

responsibility of all utilizing personal computers or other BYOD devices connecting to the network. IT may require proof or validation of such anti-virus software being present on a device before permitting access to any Curtis Institute of Music network or application. Failure to demonstrate sufficient anti-virus protection may result in the device being disallowed from accessing an application, a particular network (such as guest only, no wireless access), or any access to Curtis systems.

3. This policy does not preclude IT from implementing a more stringent requirement.
4. Curtis reserves the right to disconnect devices or disable services without notification. The student is expected to always use their devices in an ethical manner and adhere to the Curtis Institute of Music's acceptable use policy as outlined above.

Section 6 Loss, Right to Monitor, and Consequences of Violations

1. Lost or stolen devices, whether personal or Curtis Institute of Music owned, must be reported to the IT Department within 24 hours. This applies to all types of devices able to access Curtis's network or other Curtis data such as email and OneDrive data.
2. All Curtis-supplied technology, including computer systems, equipment, and Curtis Institute of Music-related work records, belong to The Curtis Institute of Music and not to the user.
3. Curtis routinely monitors network traffic patterns, and students should observe appropriate discretion in their use and maintenance of such Curtis property.

4. E-mail and other electronic communications transmitted by Curtis's equipment, systems and networks are not private or confidential, and they are the property of Curtis. Therefore, Curtis reserves the right to examine, monitor and regulate e-mail and other electronic communications, files, and all other content, including Internet use, transmitted by, or stored in its technology systems, whether onsite or offsite. Monitoring may occur during litigation, for audit related purposes, or for a cybersecurity or personnel investigation. All monitoring would be approved by the appropriate parties.
5. Because all the computer systems and software, including e-mail and Internet connections, are the property of Curtis, all policies apply to their use and are always in effect. Violations of the word or spirit of any part of this policy will be reviewed on a case-by-case basis. Consequences include, but are not limited to, revocation of privilege of use or access to Curtis equipment, networks, applications, and individual disciplinary actions. Additionally, by failing to follow any of these provisions, students assume full liability for risks including, but not limited to, the partial or complete loss of Curtis and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render a device unusable.
6. Any student who abuses Curtis-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action in accordance with this policy. Consequences of violating the anti-virus provision include the computer being blocked from the network in addition to the other potential disciplinary measures in this policy. Computers will not be unblocked until the machine is cleaned and brought into compliance.

Section 7 Best Practices for Social Media for Curtis Employees & Students

This section is meant as a set of recommendations or best practices for social media use to help you maintain a professional online profile.

Do

- Be respectful and positive. Respect the views of others, even if you disagree. Remember, many different audiences view your posts including potential students, audiences, donors, alumni, children, parents, faculty, etc. Take the high ground. If you identify your affiliation with Curtis in your comments, readers will associate you with the school, even with the disclaimer that your views are your own.
- Be responsible. Think twice before posting. If you wouldn't want your colleagues, parents, or a future employer to see your post, don't post it.
- Think ahead. The internet is permanent. Even if you delete something, it's still out there somewhere. Potential employers sometimes use these social media websites to screen candidates.
- Remain transparent. If you choose to promote Curtis, please identify yourself as a Curtis employee or student. Don't hide your identity for the purpose of promoting Curtis through social media.
- Protect others. Do not share personally identifiable information about other students, faculty, alumni, or staff without permission.
- Protect yourself. While you want to be honest about yourself, don't provide personal information that scam artists or identity thieves could use against you. Don't list your home address, telephone number, or email address. Be aware of "phishers" or those who might try to hack your account and reset your password in the event of a breach. Always log out of your account when using public computers.

- Link back. You are welcome to link from your social media site to the Curtis homepage and Curtis social media sites.
- Follow the rules. Remember that laws and Curtis' policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by Curtis students, faculty, and staff through social media. Obey the Terms of Service of any social media site or platform on which you participate. Violation of the [Student Code of Conduct](#), the terms of the staff and faculty handbooks, or Curtis' employment policies may result in disciplinary action.

Do Not

- Do not use Curtis' logos without approval. Additionally, do not create or develop social media accounts, profiles or initiatives bearing Curtis' name without prior approval. Social media accounts, profiles, and initiatives must be approved by the communications and marketing departments.
- Do not modify or use the Curtis logo or name for personal endorsements or to promote a product, cause, political party, or candidate.
- Do not represent your personal opinions as endorsed by Curtis.
- Do not establish an email account using the Curtis name without authorization. E.g., curtisathleticdepartment@gmail.com.

ACADEMIC HONESTY POLICY

The Curtis Institute of Music expects all students to work, learn, and perform with the highest degree of academic honesty and integrity.

Curtis Community Learning Expectations

By virtue of enrolling at the Curtis Institute of Music, you have signaled your desire to learn and to grow as a person and as an artist. Learning and growth require effort and sometimes discomfort and difficulty. Challenges are part of the learning process, as are excitement, joy, and fulfillment. There are no shortcuts to becoming an independent thinker and artist.

Therefore, fundamental to the work you do at Curtis is the expectation that you will make choices that reflect personal integrity and responsible behavior. You may feel overwhelmed while at Curtis. You will need to complete thoughtful academic work, attend lessons and classes, practice your instrument or craft, and participate in concerts and programs. Support for students experiencing difficulties is available through the staff members of the Office of Student Life, and Curtis faculty members are available for academic consultation as well. No matter the stress you may find yourself experiencing, Curtis expects you to complete your work with the highest degree of academic integrity.

Responsibilities of the Student

Students are responsible for familiarizing themselves with this policy in all its components listed below and should bring any questions or concerns they have about the policy and its application to the attention of an academic faculty member or academic department chair.

Any student who is uncertain about the application of any part of the policy to any particular assignment has the responsibility to ask their instructor for clarification and for more explicit directions.

Violations of the Academic Honesty Policy

Violations of The Academic Honesty Policy occur when a student attempts to receive academic credit or a grade in a way that is dishonest, or otherwise engages in conduct that is deceptive, deceitful, or misrepresents the student's work.

Dishonesty misrepresents a student's knowledge and abilities and undermines the instructor's ability to honestly and fairly assess a student's knowledge and abilities. Violations will be judged seriously and thoroughly. The following actions are some examples of academic dishonesty. This list is not designed to be exhaustive: The Academic Honesty Policy constitutes the principle by which infractions will be evaluated:

- Cheating: using or giving unauthorized assistance or material in examinations or any other academic work, for example by using a cheat sheet during an exam, copying from a colleague, or referencing online materials without permission.
- Plagiarism: presenting work from another source as your own, including using the ideas or language of another person, without full acknowledgment. Published and unpublished material, websites, and material generated wholly or in part through the use of artificial intelligence (unless specifically permitted for an assignment by an instructor) are included in this definition.
- Self-Plagiarism: re-using your own work (whether that work was submitted for the same course, another course at Curtis, or a course at another institution) without specific instructor permission and full citation.
- Fabrication of sources.
- Dishonesty regarding absences, lateness, or missed work.
- Unauthorized collaboration with, or assistance from or to, other students in the completion of assignments or examinations.

Process and Sanctions

If an instructor suspects that a student has violated the policy, the instructor will request a meeting with, and an explanation from, the student. If the student admits the infraction or the instructor determines that a violation has occurred, the instructor may choose to require the student to re-do the work, or may conduct oral exams to test a student's proficiency with course material if an assignment has been deemed to include plagiarized material or has been generated with unauthorized use of AI. Faculty may choose to reduce the grade for the assignment in question, including by assigning an F for the assignment, or may choose to fail the student for the course. Further penalties, including academic probation, expulsion from the Bachelor of Music program, or expulsion from Curtis, may be determined by the Senior Associate Dean of Academics.

A report of the infraction, written by the instructor, shall be placed in the student's file.

Option for a Hearing

In cases where a student's sanction includes suspension, expulsion, or failure of a course, a student who disputes the finding of a violation of the Academic Honesty Policy and/or the sanction has the right to a hearing before the Academic Honesty Student Conduct Board. To initiate such a hearing, the student must submit a request for a hearing within fourteen calendar days of being informed of the determination of the violation. The only issues that may be raised by the student are (1) Did a violation of the Academic Honesty Policy occur? and (2) Was the sanction determined by the instructor inappropriate? The instructor shall respond in writing to the student's request for a hearing within seven calendar days and notify the department chair.

Hearings shall follow the same procedure for lodging an appeal to the Student Conduct Board, as outlined in the Student Code of Conduct, with the caveats below.

In all academic honesty cases, the Senior Associate Dean of Academics shall oversee the hearing process. The Academic Honesty Student Conduct Board shall consist of the Senior Associate Dean of Academics, two faculty members, the registrar, and a student. After the AHSC Board hears the matter, it submits a recommendation to the Provost, with a copy to the student involved. The Student involved has seven days to respond to the recommendation in writing. The Provost shall then decide whether to accept, reject or modify the recommendation and the Provost's ruling shall be final.

Sources:

This Academic Honesty Policy was developed by a faculty committee that reviewed the policies of numerous institutions, including the University of Pennsylvania, the Pennsylvania State System of Higher Education, Lock Haven University, Drexel University, The Juilliard School, MIT, and the University of California, San Diego.

In order to promote the finest educational experience possible, Curtis has established high standards of conduct for its students. Individual students are expected to know and comply with the Student Code of Conduct and policies of the school. Students who violate, attempt to violate, or aid others in violating its provisions may face sanctions for their actions.
