



HARVARD COLLEGE COMMUNITY COUNCIL

INTRODUCTION/CONFIDENTIALITY

Introduction: We have asked you to come to this meeting because we are concerned that your actions may have violated the College's [Residential Community Compact](#). The Community Council applies the community standards that all Harvard College students living in Harvard College residential housing agree to in the [Residential Community Compact](#). The Council is based on shared community responsibility, and it is comprised of an equal number of students and faculty and staff members.

Confidentiality: We start our conversations with an explanation of the College's confidentiality rules because we both want you to know how seriously we take our students' privacy and because Harvard College has important confidentiality rules and expectations that apply to all students. You are expected to respect the privacy of others involved in the matter under review. You must refrain from discussing information you learn as a result of the review and from sharing Community Council materials with anyone other than those who have a need to know, such as family members, your Community Health Lead (CHL), your Resident Dean or Summer Director/Assistant Director, your proctor or tutor, licensed mental health professionals, clergy, or legal counsel. There are no restrictions on what you may share with this group of people, but they may not share with others the information you learn as a result of the review or Community Council materials provided to you. Community Council materials include copies of statements, letters, reports, images, and any other case materials provided to you by the Community Council. Sharing these materials beyond those people with a need to know is a violation of these rules and may lead to further disciplinary action by the Administrative Board. Finally, while we expect to conclude this review quickly, the confidentiality obligations remain in place even after the review.

Should there be any questions or concerns about the appropriate people with whom students may discuss the matter, students should consult with the Chair of the Council, their CHL, or their Resident Dean or Summer Director/Assistant Director before taking any action.

Name: _____

Class Year: _____

House/Yard Affiliation: _____

I certify that I have read and discussed this document with the above-named student:

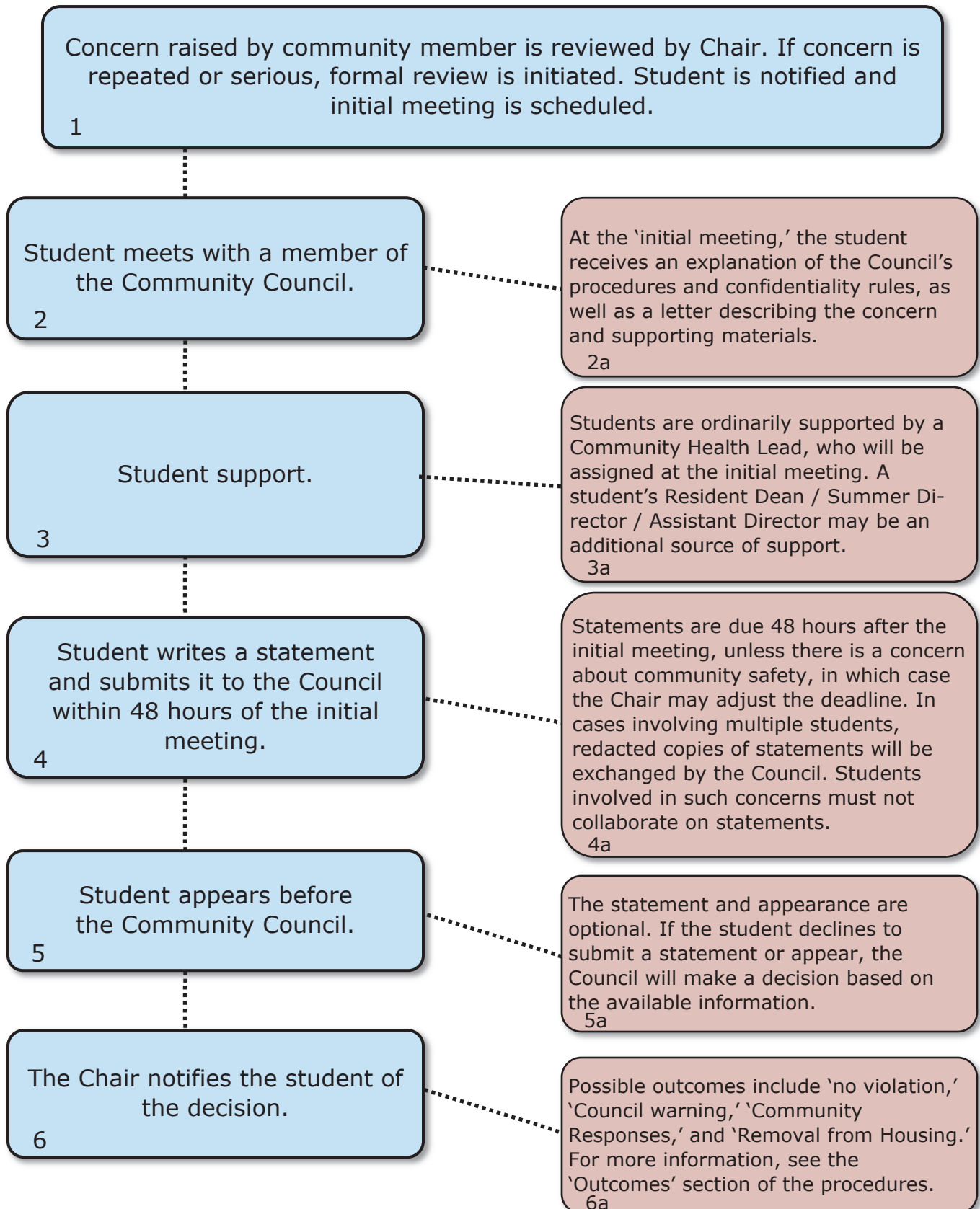
College Official Signature: _____

Name (print): _____

Date: _____

Accompanied by: _____

A copy of this is to be filed in the student's file. An additional copy to be made available to students for their records.





HARVARD COLLEGE COMMUNITY COUNCIL

PROCEDURES

Introduction: The Community Council applies the community standards that all Harvard College students living in Harvard College residential housing agree to in the [Residential Community Compact](#). The Council is based on shared community responsibility, and it is comprised of an equal number of students and faculty and staff members. The Council has four co-chairs: Laura Chivers, Brett Flehinger, Meghan Lockwood, and Lauren Mulcahy.

Reporting and Notifications: All Council reviews begin with a report from a member of the community. The Council maintains a reporting tool [here](#), and any member of the community may report a concern. Reports are also received by email at communitycouncil@fas.harvard.edu. All reports are reviewed by one of the co-chairs (hereafter referred to as “the Chair”). At the Chair’s discretion, less significant concerns may result in an oral warning by the Community Health Lead (CHL) or Chair, while more serious and/or repeated concerns may lead to a formal review of a student’s behavior by the Council.

If a formal review is initiated by the Council, the student will be notified by a representative of the College, and during an initial meeting the student will be provided with the report and any additional, relevant materials that will be considered by the Council. Students will also be provided with information on the College’s confidentiality expectations and the Council’s procedures. A review does not necessarily mean that the Residential Community Compact has been violated.

Confidentiality: Students are expected to respect the privacy of others involved in the matter under review. Students must refrain from discussing information they learn as a result of the review and from sharing Community Council materials with anyone other than those who have a need to know, such as family members, their Community Health Lead (CHL), their Resident Dean, the Summer Director/Assistant Director, their proctor or tutor, licensed mental health professionals, clergy, or legal counsel. There are no restrictions on what students may share with this group of people, but they may not share with others the information students learn as a result of the review or Community Council materials provided to the student. Community

Council materials include copies of statements, letters, reports, images, and any other case materials provided to the student by the Community Council. Sharing these materials beyond those people with a need to know is a violation of these rules and may lead to further disciplinary action by the Administrative Board. Finally, while we expect to conclude this review quickly, the confidentiality obligations remain in place even after the review.

Should there be any questions or concerns about the appropriate people with whom students may discuss the matter, students should consult with the Chair of the Council, their CHL, or their Resident Dean or Summer Director/Assistant Director before taking any action.

Support: Students will ordinarily be supported and accompanied by a CHL assigned to them. The CHL may accompany the student to any meetings with the Council. The CHL does not participate in any Council review, but may answer the student's questions, review materials with the student, and suggest a pause in the meeting to confer with the student. If a student believes that the CHL assigned to them is not the most appropriate source of support, a list of alternates will be provided.

Statement: After their initial meeting, the student will have the opportunity to respond in writing to the issues raised in the initial concern and to provide context and information to broaden the Council's understanding of the circumstances. This statement must ordinarily be submitted to the Council within 48 hours of the initial meeting, although if there are significant concerns regarding community safety, the Chair may adjust the deadline. A student may consult with their family members, their CHL, their Resident Dean or Summer Director/Assistant Director, their proctor or tutor, as well as a licensed mental health professional, clergy, or legal counsel for advice on preparing this statement; the statement, however, must be written by the student. Once the statement is completed, it should be emailed directly to communitycouncil@fas.harvard.edu. The statement may be submitted as an email attachment or written in the body of an email. If the statement is sent as an attachment, it must be sent as a PDF or a Microsoft Word file. Please do not submit Google documents or Pages files.

If the review involves more than one student who may have violated the Residential Community Compact, redacted versions of each students' statements will ordinarily be exchanged between the students before formally meeting with the Council. It is the clear expectation of the Council that students involved in the same case will write their own statements

separately without discussion with each other. Communication about or collaboration on statements between students involved in the same concern is a potential violation of these procedures and may result in referral to the Administrative Board for disciplinary action. A student may choose not to submit a statement, and if so, the Council will make a decision based on the available information.

Additional Information: If a student believes that there are other community members who have relevant information, they should include their names in the initial statement. The Chair has discretion to decide which, if any, community members should be contacted. The Council, at the discretion of the Chair, may invite other members of the community who may have information that is relevant to the matter under review to share such information with the Council. When possible, the names of such community members, and, if applicable, written statements from them, will be provided to the student in advance of the Council meeting. In situations where advance notice is not possible, the student will receive this information at the Council meeting. Students will always have access to the same information that the Council reviews.

If the Council desires additional or specialized assistance, the Chair may request, for example, aid in analyzing case documents or consultation during Council deliberations, from faculty or staff who possess the requisite level of expertise but are not members of the Council. Any written reports provided to the Council by these individuals will be shared with the student, and students will be apprised of the identities of the individuals asked to assist the Council with its work.

Council Meeting: After reviewing the statement, or if a student declines to submit a statement after the initial meeting, the Chair will determine whether the full Council should review the student's actions to determine if the Residential Community Compact has been violated and, if so, to determine the proper response. In the event the Council reviews the student's actions, the student will be provided a chance to meet with the Council. The student may decline the meeting and the Council will make a determination without the student's participation. Ordinarily, eight members of the Council are scheduled for each meeting and six must be present and eligible to vote for the Council to proceed.

In the event that the concerns are, in the opinion of the Chair, especially complicated, the Chair may appoint members of the Community Council as a Subcommittee to investigate and report back to the Council for resolution.

Meeting with the Council is an opportunity for the student to explain the situation and to augment the initial statement. It will also be an opportunity for the members of the Council to ask questions and engage with the student on the concern that has been raised. The student may, at any time, decline to answer questions or end their participation in the meeting and the Council review will continue. The Council and the student will have access to the same written materials.

Following the assigned Council team's meeting with the student, the team will determine by simple majority of all members present and eligible to vote whether the Residential Community Compact was violated and what outcome is appropriate. The Chair votes only in the case of a tie vote. Students will ordinarily be notified of the Council's decision by the Chair.

Recusal/Conflicts: Council members are expected to adhere to high standards of equity and impartiality. If any member of the Council believes that they have a conflict in participating in the deliberations and vote, the Chair of the Community Council will select another member as their replacement. Similarly, if the Chair of the Council believes a member has a conflict, the Chair will excuse that member from the inquiry. A student who believes that a member has a conflict should contact the Chair of the Council. In the event that the student or the Chair believes that the Chair has a conflict, the other co-chair will determine whether recusal is appropriate, and if so, serve as Chair for the remainder of the proceedings.

Outcomes: The Council will respond to notifications of potential violations with the following actions (listed in ascending order of severity):

- 1) No violation;
- 2) Council Warning;
- 3) Community Responses;
- 4) Removal from housing.

For less serious concerns, the Council may use these responses in a sequential fashion and/or following a warning from the CHL and/or Chair. For example, a minor violation of the Residential Community Compact might lead to an oral CHL warning, a second to an oral warning by the Chair, and

third to a written Council warning, and a fourth to Community Responses. However, some actions may be deemed so serious as to merit a more significant response for a single or first action.

“No Violation” means that the Residential Community Compact was not violated.

“Council Warning” means that the Council is sufficiently persuaded that the Residential Community Compact was violated. The student will receive a formal warning letter.

“Community Responses” means that the Council is sufficiently persuaded that a serious violation of the Residential Community Compact has occurred. The Council will assign educational engagement, such as restorative justice or other educational assignments as an alternative to removal from housing. If the student fails to complete the assigned engagement, they will be subsequently removed from housing.

“Removal from housing” means that the Council is sufficiently persuaded that a very serious violation and/or a series of repeated, less serious violations of the Residential Community Compact has occurred, and the student is no longer eligible to live in Harvard College’s residential housing. The Council has the option to remove a student from housing for one or two semesters. A student removed from housing is not removed from courses and may remain enrolled as a Harvard College student and may continue in their Harvard-affiliated remote extracurriculars. In order to return to eligibility for Harvard College’s Residential Housing a student will need to submit a statement to the Council Chair and the Dean of Students addressing the cause for their removal and suitability of their return to housing. The Dean of Students Office will determine whether the student is eligible for return to residential housing.

Honesty: In interacting with the Council, students should keep in mind the College’s commitment to honesty, as expressed in the *Handbook for Students*, “The College expects that all students will be honest and forthcoming in their dealings with the members of this community. Further, the College expects that students will answer truthfully questions put to them by a properly identified officer of the University.”

Dishonesty may result in a referral by the Council to the Administrative Board for disciplinary action.

Reconsideration: Students have the option to request that the Council reconsider any of its decisions on one or both of the following grounds:

- New, materially relevant information becomes available, and/or
- There is reasonable evidence of a procedural error

All reconsiderations must be submitted to the Chair within 48 hours of the Council's meeting, and the Chair will respond to the reconsideration request within 24 hours of receipt of the reconsideration request. If the reconsideration is granted, the review will be returned to the Council with instructions from the Chair for further action. If the reconsideration is declined, the Council's decision is final.

Appeal: Students removed from housing by the Council may appeal to the Dean of Students. Students may appeal on one or both of the following grounds:

- There is reasonable evidence of a procedural error, and/or
- The student believes that the Council's decision to remove the student from housing is disproportionate to the violation of the Residential Community Compact.

Disagreement with the factual basis for the Council's decision is not a basis for appeal. All appeals must be submitted within 72 hours of the Council's meeting, and the Dean of Students will respond to the appeal within 48 hours. If the appeal is granted, the review will be returned to the Council with instructions from the Dean regarding further action. If the appeal is declined, the Council's decision is final.

In the event both a reconsideration and an appeal are filed, the reconsideration will be resolved first. A student who is submitting a reconsideration and wants to appeal must submit the appeal within the 72 period and should not wait to hear the decision on the reconsideration. In the event that reconsideration is granted, the appeal is withdrawn. Students may request reconsideration only of a Council decision and only once per Council decision. Students may request appeal only on a "removal from housing" decision and only once per decision.

Exigent Circumstances for Removal from Housing: If the Council removes you from housing and you are facing exigent circumstances that make it infeasible for you to continue your studies without living on campus,

please let us know. This is not a basis for appeal, but you can request an accommodation from the Dean of Students. Please note that such an accommodation will likely come with conditions and may be temporary. Accommodation for exigent circumstances can be made only in the event that a student is removed from housing; it will not be available in the event of other outcomes, such as Community Responses.

Disabilities/Accommodations: In keeping with Section 504 of the Rehabilitation Act of 1973, a student with a disability who believes that the Community Council did not properly consider any claims pertaining to their disability may seek further review from the Office of the University Disability Coordinator, including in Community Council case decisions. For information on grievance procedures, visit the Harvard Accessibility Office [website](#).

Persons with disabilities (including those with mental and physical conditions) who would like to request any type of accommodation during the Council process or who have questions about physical access, should contact Grace Moskola, the Director of the Accessible Education Office (AEO), at moskola@fas.harvard.edu or the Chair of the Community Council in advance of the Council meeting.

Intersection with other policies: Harvard College maintains a Help-Seeking Policy that is intended to encourage students to seek help for themselves or others who are intoxicated by alcohol or drugs. Students seeking medical treatment for themselves or another person for the effects of drug or alcohol use will not be subject to disciplinary action from the College for violations pertaining to the use or provision of drugs or alcohol (<https://handbook.fas.harvard.edu/book/drugs-and-alcohol#nine>). Although a student will not be subject to disciplinary action, they could still face non-disciplinary consequences if they are found to have violated the Residential Community Compact. In the event that student seeks medical treatment for their or a friend's intoxication by alcohol or drugs in relation to an incident that potentially violates the Residential Community Compact, the Council will consider the help seeking as a mitigating circumstance. Similarly, failure to seek help may be considered as an aggravating factor.

The priorities of the Community Council are the health and safety of our students in all circumstances. If the Community Council becomes aware of a concern that may be related to sexual harassment or misconduct, the Community Council will work with the Title IX Resource Coordinator to ensure that students receive the necessary support. The Community Council

will consider concerns about sexual harassment or misconduct to be contextual factors that it will take into account in its review.

Multiple Charges: In the event that a student may have violated both the Residential Community Compact and the rules of the *Handbook for Students*, the Dean of the College (or their designee) has discretion to determine which body (Community Council or Administrative Board/Honor Council) will resolve the appropriate matter first or whether to designate one body to consolidate the matters. In the event that a student may have violated both the Residential Community Compact and any of the [policies related to sexual harassment and other sexual misconduct](#), the Dean of the College (or their designee) will work with the Office for Dispute Resolution (ODR) to determine which body (Community Council or ODR) will resolve the appropriate matter first or whether to designate one body to consolidate the matters. If, in the course of an Administrative Board, Honor Council, or ODR investigation, it becomes apparent that the Residential Community Compact may have also been violated, the relevant body may refer to the Residential Community Compact concern to the Community Council. Additionally, the Community Council may refer a concern to the appropriate body. In all instances, the Dean of the College (or their designee) may direct the boards or offices within the College (or otherwise request boards or offices outside of the College) to share information with each other so they have a complete and accurate picture of the student's disciplinary status or record.

Updates: As the Residential Community Compact may be updated as circumstances evolve, so too may these procedures. Any changes or modifications will be promptly published and available to students.



HARVARD COLLEGE COMMUNITY COUNCIL

MEMBERSHIP

Chairs

Brett Flehinger, *Chair and Associate Dean of Academic Integrity and Student Conduct, Lecturer on History*

Meghan Lockwood, *Chair and Interim Allston Burr Resident Dean, Cabot House*

Lauren Mulcahy, *Chair and Case Manager, Office of Academic Integrity and Student Conduct*

Laura Chivers, *Chair and Dudley Community Resident Dean*

Members

Christian Bray, *Associate Director of Athletics*

Nathan Fry, *Associate Director of Athletics*

Maryam Hradfar, *Research Village staff*

Kalos Chu, *Class of 2022, Dunster House, English & Anthropology*

Evangelos Kassos, *Class of 2023, Quincy House, Molecular & Cellular Biology, Government*

Sabastian Mandell, *Class of 2024, Ivy Yard*

Winston Michalak, *Class of 2022, Quincy House, Pforzheimer House, Electrical Engineering*

Heather McLetchie-Leader, *Proctor and Member of the Board of First-Year Advisors*

Carina Myteveli, *Director of Housing, Residential Operations, and Student Life*

Meera Nair, *Class of 2023, Cabot House, Molecular & Cellular Biology*

Nidhi Patel, *Class of 2022, Eliot House, Government*

Xavier Perez Roman, *Class of 2024, Pforzheimer House.*

Sheehan Scarborough, *Senior Director of the Harvard Foundation*

Nekesa Straker, *Senior Assistant Dean of Residential Life and First-Year Students*

Elijah Suh, *Class of 2022, Kirkland House, Chemistry*

Tarun Timulsina, *Class of 2022, Pforzheimer House, Economics*

Gwen Volmar, *Associate Director, Undergraduate Research and Fellowships*



HARVARD COLLEGE COMMUNITY COUNCIL

COMMUNITY HEALTH LEADS

Scott Jones, *Off-campus and Community Health Lead At-Large*

John Nowak, *Dunster House*

Chika Okafor, *Leverett House*

Jordan Wilson, *Winthrop House*