



Code of Conduct

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Mission

The Dean of Students Office
is responsible for ensuring
that students comply with
and understand college policies
related to student conduct
by promoting student learning
and development.



Core Values

The Dean of Students Office applies the Core Values of Illinois Central College to its mission:

Learning

Changing the world by increasing knowledge and skills –

Creating knowledge and skills through teaching and learning is the core of what we do. We recognize that learning continues throughout our lives and see learning as essential to competent citizenship in a democracy. We know that learning changes minds and lives. We change the world for the better by embracing and encouraging learning in our students, our colleagues, and ourselves.

Community

Changing the world by building relationships –

We build relationships as we live our mission. We are in, of, and part of our community, state, and world. We are good stewards of the resources we have been given. We recognize and appreciate that diverse people, ideas, thinking, and beliefs expand our perspectives and provide new insights for each of us. We work together as a team for a common purpose and share a mission and vision. Through these efforts, we serve our students, stakeholders, community, and world. We change the world for the better by building and supporting a sense of community.

Integrity

Changing the world by building trust –

Trust and honesty are the cornerstones of our college. We keep our commitments, act consistently and fairly, and do what we say we will. Our students and constituents know what to expect when they deal with us. We are ethical and forthright. We change the world for the better when we act with integrity every day.

Responsibility

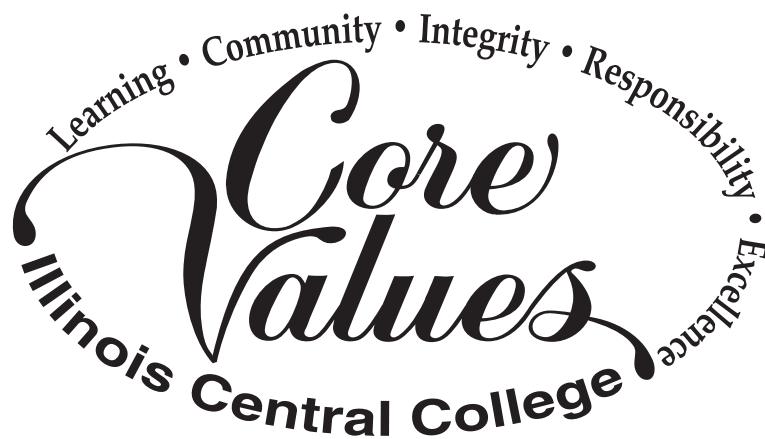
Changing the world by taking accountability for our actions –

All of us contribute to the success of our students and our college. It takes the best efforts of each one of us to assure the college achieves its mission and vision. We act with responsibility when we do our job well and help others do the same. We act professionally and respectfully. We are accountable for what we say and do. We change the world for the better when we act with responsibility in our work.

Excellence

Changing the world by achieving more –

We set and achieve ambitious goals, work constantly to improve, and are dedicated to helping our students realize success. Excellence means we invest time in understanding the needs and requirements of those we serve and find ways to delight them. We hold high expectations for ourselves, our colleagues, and our students. We recognize and celebrate the accomplishments of our students and our college. We change the world for the better when we strive for excellence by achieving more.



Code of Conduct

I. Purpose

Illinois Central College encourages the intellectual and personal growth of its students as scholars and as citizens. The College has both the authority and responsibility to maintain a campus community where the educational programs can flourish for all students and where individual rights, personal and collective safety, and College operations are appropriately protected. It is a choice to attend Illinois Central College and by doing so, students assume the obligations (including standards for behavior) imposed by the College.

Illinois Central College students and student organizations are expected to act in accordance with the policies, rules, regulations, laws, and requirements of Illinois Central College, municipalities and counties, the State of Illinois, and the United States. The policies and procedures set forth in this document are designed to be educational, fundamentally fair, and to provide students with the procedural protections that are appropriate for campus conduct proceedings. Students should be aware that they are responsible not only for the *intent* of their behavior, but also for the *impacts* of their actions. The student conduct policies and procedures are designed to provide an educational and developmental process that balances the interests of individual students with the interests of the Illinois Central College community.

II. Authority

The Code outlines the behavioral expectations for students and the procedures for determining and addressing violations. The Dean of Students (or designee) has the ultimate authority for interpretation of this Code, including the determination of a person's status with the institution in a particular situation. The Dean of Students serves as the primary investigator and hearing officer for reports of student misconduct. The Dean of Students may also serve and designate additional College officials to serve the College in one or more roles in the student conduct process, including investigator, hearing officer, appeals officer, and/or advisor. No college official will serve as both an investigator and a hearing officer in the same case. In the case that a College official is not available, his/her designee takes on the authority described for the duration of unavailability.

III. Jurisdiction

Discipline may be imposed for conduct which occurs on College premises, or Campus Housing, in or out of the classroom setting, while using College technology, at off-campus instructional sites, during off-campus College-sponsored events and for off-campus conduct which materially and substantially interferes with the College's operational and educational programs.

Each student is responsible for his/her conduct from the time of application for admission to the College through the award of a degree/certificate or such other time as there is a formal termination of the student relationship. Each student is responsible for conduct occurring during the academic year and during periods between terms of enrollment of an academic year.

IV. Definition

1. The term “**college**” means Illinois Central College.
2. The term “**student**” includes all persons taking courses at Illinois Central College both full-time and part-time, credit or non-credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college or who have been notified of their acceptance for admission are considered “students.”
3. The term “**faculty member**” means any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
4. The term “**college official**” includes any person employed by the college, performing assigned administrative or professional responsibilities.
5. The term “**member of college community**” includes any person who is a student, faculty member, college official or any other person employed by the college.
6. The term “**college premises**” include all land, buildings, facilities, and other property in possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks). This includes on-campus housing, which is owned and controlled by the Educational Foundation Student Residence, LLC.
7. The term “**college sponsored or supervised activities**” includes, but is not limited to: field trips, off-campus social activities organized by the college, official activities of college clubs, any time a student is serving as a representative of the college, etc.
8. The term “**organization**” means any number of persons who have complied with the formal requirement for college recognition as a student club or organization.
9. The term “**Student Conduct Committee**” means any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.

10. The term “**chair of the Student Conduct Committee**” means a college official authorized on a case-by-case basis by the Dean of Students to impose sanctions upon any student(s) found to have violated the Student Code. The dean of students may authorize a college administrator to serve simultaneously as the chair of the Student Conduct Committee, either as the sole member or one of the members of the Student Conduct Committee. The Dean may authorize the same chair of the Student Conduct Committee to impose sanctions in all cases.
11. The “**Dean of Students**” is the person designated by the college Vice President of Student Services to be responsible for the administration of the Student Code.
12. The term “**policy**” refers to the written regulations, procedures, and policies of the college as found in, but not limited to, the Student Code of Conduct, the college website and catalog.
13. The term “**complainant**” means any person who submits a charge alleging that a student violated the Student Code of Conduct. When a student believes that she/he has been a victim of another student’s misconduct, the student who believes she/he has been a victim will have the same rights under the Student Code of Conduct as are provided to the complainant, even if another member of the college community submitted the charge itself.
14. “**Academic honesty**” is expected of all students. Academic honesty is ethical behavior in which students produce their own work and do not represent others’ work as their own, either by plagiarism, by cheating, or by helping others to do so.
15. “**Plagiarism**” is the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. “**Cheating**” may include, but is not limited to:
 - The use of any unauthorized assistance in taking quizzes, tests or examinations.
 - The use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
 - The acquisition, without permission, of tests or other academic materials belonging to a member of the college faculty or staff.
 - Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
 - Allowing or participating in cheating by other students.
 - Copying from someone else’s work.
 - Submitting others’ work as your own or submitting your work for others.
 - Altering graded work and falsifying data.
17. The term “**respondent**” is a student who is alleged of violating the Code and provided with the opportunity to respond to the complaint

18. An “**Advisor**” is a person who supports a complainant or respondent as he/she participates in the conduct process. The advisor’s supporting role is limited to conferring with and advising the student directly. The advisor may attend, but may not actively participate in the conduct process as a representative or advocate for the student. The College also reserves the right to have an advisor present to advise the College officials during the student conduct process. Students seeking an advisor may request a list from the Dean of Students of potential advisors who have received training about the campus conduct process.
19. The term “**sanction**” means a consequence imposed as a result of a finding of responsibility
20. The term “**outcome**” means the finding of responsible or not responsible for each alleged violation, as well as any sanction(s) imposed
21. The term “**separation**” which applies to College Suspension and College Expulsion means that student is denied access to the campus (including classes), to off-campus instructional sites, and/or to all other college activities or privileges for which the student might otherwise be eligible.
22. The term “**threat**” means any expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, or symbolic.
23. The term “**responsibility**” means that the student has been found to be responsible for the alleged action at some level based on the preponderance of the evidence standard.
24. “**Preponderance of evidence**” is simply defined by Black’s Law dictionary as “more probable than not.” Different standards of proof are used by various college and university tribunals. At Illinois Central College, the Code of Conduct process utilizes a preponderance of evidence. Colleges are not required to prove beyond a reasonable doubt in the same manner as criminal charges must be proven.

V. Student Rights and Responsibilities

While the campus conduct process is different than criminal or civil proceedings, the following rights are provided to students, along with the expectation that students fulfill their responsibilities in the process. Students or others who fail to respect the rights of others or the process may be excused from a meeting or proceeding and the process will continue in his/her absence.

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
To be treated with respect and dignity	To treat others with respect and dignity
To be informed of the policies and procedures in the Student Code of Conduct, published online and available in hardcopy from the Office of the Dean of Students	To review and abide by the Student Code of Conduct, including both policies and procedures
To be provided with notice of charges, if the student conduct process is initiated, and to be informed of the procedures for resolution	To review the notice and seek clarification if there are any questions about the process
To be provided with the opportunity to review materials, information, and relevant case information in a timely fashion	To follow the procedures (including deadlines) to request such a review
To be provided with an opportunity to be heard through the appropriate resolution process	To follow the process as outlined by the College, as failure to do so does not constitute grounds for an appeal
To be free from compulsory self-incrimination regarding behaviors that may also be the subject of criminal charges, and that the decision not to share information does not create a presumption of responsibility	To understand that, if he/she chooses not to participate, the conduct process will still proceed and that decisions about responsibility and any sanctions will be made based on the available information
To have an advisor of choice present with him/her to support/offer advice in any student conduct hearing or meeting. Students seeking an advisor can request a list of potential advisors (i.e. faculty and staff who have received training about the student conduct process) from the Dean of Students.)	To notify the College if an advisor will be present, and to understand that if the advisor does not comply with the College's expectations, he/she will be asked to leave the proceeding or meeting, which will continue without the advisor's presence
To contact and present witnesses to the incident(s) being investigated or reviewed	To present only those who have relevant information to the incident/behavior in question (i.e. no character witnesses) within the guidelines presented by the College
To have his or her educational records related to the conduct process maintained as confidential except as otherwise required by law or permitted by College policy, to have all conduct proceedings and meetings be closed, and to inspect and review student conduct records, in accordance with FERPA.	To understand the recordkeeping policies and that any information related to other students will be redacted from any records that are released, unless otherwise required by law
To have the information reviewed by an unbiased, trained, hearing body/officer who will use the preponderance of the evidence standard of proof	To understand that the conduct process is designed to be educational, not adversarial, and that it is different than a court proceeding
To request appeals based on the grounds described in this Code of Conduct	To submit appeals as instructed when applicable

VI. Prohibited Conduct

Enrollment at Illinois Central College includes obligations with regard to conduct both in and out of the classroom. Students are expected to conduct themselves appropriately with in the academic community.

When a student or group of students, either on or off campus (as stated in IV) fail to observe the general standards of conduct established by the College, the student(s) shall be liable to disciplinary action.

Matters which might result in disciplinary action include, but are not necessarily limited to the following:

1. Violation of published College policies, rules, regulations, guidelines, or procedures.
2. Failure to comply with the direction of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
3. Use, possession, or distribution of alcoholic beverages or be in a condition of public intoxication. No alcoholic beverages may be possessed, used by or distributed in any building owned by ICC. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age on College premises.
4. Use, possession, manufacturing or distribution of any controlled substance, drug, or other chemical substance except as expressly permitted by law, or possession of drug paraphernalia.
5. Disruption or obstruction of any operation of the college, including, but not limited to, teaching, student conduct proceedings, college activities, public service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.
6. Damages, defaces, or deforms the property of the College or property of a member of the College community without his or her consent, on or off campus.
7. Actions endangering life and/or property.
8. Intentionally or recklessly interfering with the educational environment and/or normal operations of the College including but not limited to studying; teaching; research; guest presentations; college administration; or fire, police or emergency services.

9. Bullying and Cyber Bullying: Bullying is defined as: Any severe or pervasive physical or verbal act or conduct, including communications made in writing, verbally, or electronically, directed towards a student or students that places the student(s) in reasonable fear of harm to them or their property; causes a substantially detrimental effect on the student's physical or mental health; or substantially interfering with student's academic performance or ability to participate in school activities or privileges provided by the school. Bullying, as defined, can take various forms, including but not limited to, harassment, threats, intimidation, physical violence, sexual harassment, slurs, drawings, theft, public humiliation, or destruction of property. Bullying can be motivated by physical or clothing appearance, socioeconomic status, sexual orientation, race, religion, or marital status. Bullying is characterized by being repeated and intentional as well as having a power or size difference between victim and bully.
10. Inappropriate online behavior or behavior in online communities that negatively impacts the college community, including, but not limited to the following:
- Use of or posting of copyright material and infringement of privacy. By way of example, it is a violation of the Student Code of Conduct to infringe on someone else's rights of publicity, privacy, copyright, trademark, or other intellectual-property right by reproducing, sending a screen-shot, modifying or redistributing content (text or images) that does not belong to the person posting, without permission;
 - Illegal file sharing;
 - Use of ICC logos in any endorsements, without permission of the College (which does not include the sharing of ICC posts/tweets if shared without modification);
 - Using inappropriate or offensive language in comments, videos, and other postings that involve or incite threats of violence or derogatory comments in regards to age, race, religion, sex, sexual orientation, gender, ethnicity, nationality, disability, or other protected class, status, or characteristic or material that is otherwise offensive, malicious, demeaning, obscene, abusive, harassing, threatening, or intimidating;
 - Posting photos, videos and comments that are sexual in nature, including links to websites that are pornographic, or
 - Posting of photos, videos, or comments when the individual posting identifies himself or herself as representing the College, purports to be representing the College or gives the appearance of representing the College in some capacity, including, by way of example and not by way of limitation a student athlete or a student employed by the College posting or commenting on a matter relevant to their representative capacity, without a disclaimer that indicates that such individual's opinions, comments, interpretations, etc., are his or her own and not those of the College and may not represent current or accurate information.
 - Posting videos or photos of persons using illegal drugs.

11. Acts of dishonesty, including, but not limited to:
 - Furnishing false or misleading information to any college official, faculty member or office.
 - Forgery, alteration or misuse of any college account, record, form, or instrument of identification.
 - Alteration or sabotage of another student's work, such as tampering with laboratory experiments.
 - Tampering with the election of any college-recognized student organization or the student trustee election.
 - The misuse or unauthorized use of college funds or student organization funds.
 - Misrepresenting oneself as a college official.
12. Theft of, tampering with, and/or damage to college property or property of a college community member, or possessing stolen property.
13. Verbal abuse and/or abusive behavior, includes written, electronic, or verbal behavior, such as a epithet, slur, insult, or other expressive behavior, that is directed at a particular person or a group of persons and that creates an environment wherein the verbal behavior is inherently likely to provoke a violent reaction, whether or not it actually does so.
14. Physical abuse, includes physical contact, or which by its nature is provoking or endangers the health or safety of any person. This contact can be either through direct physical contact or through the use of any object.
15. The use, possession, or carrying of weapons, including but not limited to, pistols, rifles, shotguns, airsoft guns, paintball guns, pellet guns, dangerous knives (with fixed blades three inches or more in length), ammunition, any stun device, or other dangerous weapons. Students who have authorization for concealed carry are NOT able to concealed carry a gun on campus, in accordance with state law. A Licensee may transport a firearm into an unrestricted parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. For further information please visit: icc.edu/around-campus/files/2013/11/ICC-Weapons-on-Campus-and-Firearm-Concealed-Carry-Policy.pdf

16. Sexual harassment, sexual assault, or sexual misconduct which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature including:
- Deliberate touching of another's sexual parts without consent;
 - Deliberate sexual contact of another without consent;
 - Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury;
 - Any sexual act or sexual assault that occurs without the consent of the victim, or that occurs when the victim is unable to give knowing consent due to drug or alcohol intoxication or mental incapacity;
 - Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would be reasonably offensive to others;
 - Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's (I) academic pursuits, (II) College employment; (III) participation in activities sponsored by the College or organizations or groups related to the College, or (IV) opportunities to benefit from other aspects of College life
- To report sexual assault, sexual harassment or sexual misconduct, contact Dr. Rita Ali, (309)694-5515 or icc.edu/students/student-services/sexual-and-other-harassment for options including confidential reporting.
- For further information please contact Title IX Coordinator. All disciplinary action related to sexual misconduct violations will be processed through the Title IX office.
17. Unauthorized occupancy of the College facilities or building other than during hours of operation.
18. Gambling
19. Unauthorized or inappropriate use of college telephones, facsimile (fax) machines, copier machines, printers or any other office communication devices.
20. Gang activity, including wearing of apparel intended to indicate gang membership or to communicate gang behavior including the use of gang symbols or slogans.
21. Any conduct which constitutes a violation of the terms of any discipline imposed in accordance with the procedure.
22. Violation of federal, state, or local law whether on or off campus, when such violation has or may have an adverse impact on the college community.

23. Abuse of computer facilities, resources, technology policy including but not limited to:

- Theft or other abuse of college computing resources
- Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
- Unauthorized transfer of a file;
- Installation or use of a program whose effect is to damage the media or files;
- Use of another individual's identification and/or password;
- Use of computing facilities and resources to interfere with the work of another student, faculty member or, College official;
- Use of computing system to send obscene, abusive or inappropriate messages;
- Unauthorized use of computer time for personal or business purposes;
- Unauthorized or inappropriate use of the computer;
- Use of computing facilities and resources to interfere with normal operation of the College computing system;
- Use of computing facilities and resources in violation of copyright laws;
- Unauthorized or inappropriate use of the Internet from a computer on campus or at a designated campus facility.
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually explicit, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.

24. Planning, facilitating, participating in, or supporting or encouraging an act of misconduct.

25. Unauthorized use of electronic devices:

- Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in the gym, locker room, or restroom. Taking photographs by students of individuals against their will or knowledge is strictly prohibited.
- Cellular phones and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or any other posted or deemed areas on College-owned or College operated facilities.

26. Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student organization or other student group. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

27. Abuse of the student conduct process, including but not limited to:
- Failure to comply with a request to attend a meeting with a student conduct body;
 - Making false allegations, falsification, distortion, or misrepresentation of information before or during a student conduct proceeding, bringing about charges without cause or with intent to harm another
 - Disruption or interference with the orderly conduct of a student conduct proceeding;
 - Knowingly initiating a false complaint;
 - Attempting to discourage an individual's participation in or use of the student conduct process;
 - Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of the student conduct proceeding;
 - Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during and/or after a student conduct proceeding;
 - Failure to comply with the sanction(s) imposed under the Code; or
 - Influencing or attempting to influence another person to commit an abuse of the student conduct process.
28. The carrying, using, burning, inhaling, or exhaling of any kind of tobacco product, including but not limited to, cigarettes, cigars, pipes, cigarillos, smokeless tobacco, chew, snuff, herbs, hookah-smoked products, cannabis (including medical marijuana) and electronic nicotine delivery systems including all forms of 'e-cigarettes' and personal vaporizers. (ICC Board of Trustees Smoke-Free Policy)

This list is not all-inclusive and may be modified at any time by campus administration.

VII. Violation of Federal, State, or Local Laws and College Discipline

In keeping with ICC's commitment to educate our students in becoming responsible community citizens, the college routinely addresses off-campus student misconduct. This includes any arrests or citations made by non-college law enforcement agencies. The following represents the college's general response to alleged off-campus misconduct. The college may elect to respond differently dependent upon the circumstances and the gravity of the alleged reported misconduct.

The Dean of Students reviews each case and determines if a college judicial referral will be issued. In most cases students are also charged through the judicial process. A letter is sent from the College judiciaries to the students informing them to schedule the date and time of an administrative hearing to resolve the matter of the Code of Conduct violation.

1. College discipline may be imposed on students charged with an off-campus violation of federal, state or local laws - but not with any other violation of the Code. This action is necessary to provide for the safety and welfare of the College community. Disciplinary action may be taken and sanctions imposed only for serious misconduct, which demonstrates flagrant disregard for the College community. Any charges on Campus Housing property shall not be deemed to be off-campus.
2. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state or local law which is also a violation of this Student Code, that is, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. Student conduct proceedings and actions are not subject to challenge or postponement on the grounds that criminal or civil charges involving the same incident have been dismissed, reduced, or are pending in court. No individual can force charges to be dropped.
4. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Student Conduct Board under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of law on campus, and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they consider appropriate.
 - Students arrested or cited for an alcohol or drug violation off-campus may be referred for a judicial review. This includes, but is not limited to, underage possession, underage consumption, intoxication, and possession/use of illegal drugs or paraphernalia.
 - Students arrested or cited for serious acts of off-campus misconduct are routinely charged with an offense under the college's code of conduct. Examples of such behavior include, but are not limited to, violence, drugs, sexual assault, and civil disturbance. In such cases, the college judicial referral can be issued prior to the resolution of the criminal case.

VIII. Student Organization Responsibility

Student organizations are expected to conduct themselves in a manner consistent with the College's function as an educational institution. Student organizations must observe all federal, state and local laws and college policies, including the Code, both on and off campus. A student group will be responsible for the actions and conduct of its members when one or more of its members, acting in the capacity of their membership, commit a violation of the Code. Student organizations found in violation of the Code will be subject to student conduct procedures and sanctions in the same manner as individual students.

Any Notice of Complaint regarding alleged misconduct involving a student organization will be delivered to the Dean or other officers and to the organization's advisor. Student organizations are responsible for responding to all Notices of Complaint within 5 days and failure to respond may result in resolution of the matter in the absence of any representative of the organization.

A complaint filed against a student organization does not preclude the possibility of complaints being filed against any or all individual students involved in the alleged misconduct.

IX. Student Conduct Authority

1. The Dean of Students has the authority to issue sanctions for Code of Conduct violations, up to suspension, without a student conduct committee. In these cases, a student would have the option to appeal a decision to the appropriate appeal committee.
2. The Dean of Students will determine the composition of student conduct and appeal bodies and will determine which student conduct body and/or appeal body will be authorized to hear each case.
3. The Dean of Students will develop procedures for the administration of the student conduct program and rules for the conduct of hearings that are consistent with provisions of the Code.
4. Decisions made by the student conduct body will be final, unless the student initiates the appeal process.
5. A student conduct body may be designated as arbiter/mediator of disputes within the student community in cases that do not involve a violation of the Code. All parties must agree to arbitration/mediation and to be bound by the decision with no right to appeal.
6. In certain circumstances, the Dean of Students may impose an interim suspension prior to a hearing before the Student Conduct Committee. Circumstances could include but are not limited to theft or other abuse of College property, or students posing a danger to themselves or others.

X. Student Conduct Proceedings

A. Charges and Hearings

1. Any member of the College community may file a complaint against any student for misconduct. Complaints will be prepared in writing and directed to the Dean, who is responsible for the administration of the college student conduct process. Any complaint should be submitted as soon as possible after the event takes place.
2. The Dean will (or appoint a student conduct body who will) determine if the charges warrant an investigation. If the complaint is not found to warrant an investigation, the complaint will be dismissed.
3. If the charges cannot be disposed of by mutual consent, a Student Conduct Committee will be formed to hear the charges. The Dean of Students may be authorized to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Committee. All charges will be presented to the accused student in written form by the Dean of Students. The hearing date will be set not less than three, nor more than 15 college class days (excluding Saturday and Sunday) after the date of notice to the student. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Students.
4. Any student may seek advice about the Code, hearing procedures, and/or student rights and responsibilities from the Dean of Students Office at any time. Any student who wishes to have an advisor assigned to them may request one from the Dean reasonably in advance of any hearing. Assigned advisors may be faculty, staff, or students who are trained by Dean of Students Office. Students may not delay the regular student conduct process with failed or untimely efforts to secure an advisor.
5. Hearings are conducted by a student conduct body to provide the accused student an opportunity to respond directly to the alleged violation and to offer a response. The hearing is an educational forum designed to enable the student conduct body to determine if there has been a violation of the Code. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in the student conduct process. Hearings will be conducted according to the following guidelines:
 - a. hearings normally will be conducted in private;
 - b. admission of any person to the hearing will be at the discretion of the student conduct body. Hearings are not considered open to the public;
 - c. in hearings involving more than one accused student, the student conduct body may permit the hearings concerning each student to be conducted separately;
 - d. the complainant and the accused student have the right to be assisted by any advisor they choose, at their own expense. The complainant and/or the accused student is responsible for presenting his or her own case and, therefore, while advisors may be present, they are not permitted to speak or to participate directly in any hearing before a student conduct body;

- e. the complainant, the accused, and the Student Conduct Committee may present witnesses. All witnesses are subject to cross-examination. Advisors may not, in any circumstances, question the complainant, accused student, or student conduct body;
 - f. pertinent records, exhibits, and written statements may be accepted as information at the discretion of the student conduct body;
 - g. all procedural questions are subject to the final decision of the student conduct body;
 - h. at the conclusion of the hearing, the student conduct body will determine (by majority vote if the body consists of more than one person) whether the student violated each section of the Code that the student was alleged to have violated;
 - i. the body's determination will be made on the basis of preponderance of the evidence (whether it is more likely than not that the accused student violated the Code.)
 - j. For conduct hearings that involve sexual assault, rules may be modified to be in compliance with state and federal laws.
6. In each case in which a Student Conduct Committee determines that a student has violated the Student Code, the sanction(s) will be determined and imposed by the Dean of Students. In cases in which persons other than or in addition to the Dean of Students have been authorized to serve as the Student Conduct Committee, the recommendation of all members of the Student Conduct Committee will be considered by the Dean of Students in determining and imposing sanctions. The Dean of Students is not limited to sanctions recommended by members of the Student Conduct Committee. Following the hearing, the Student Conduct Committee and the Dean of Students will advise the accused in writing and/or orally of its determination and of the sanction(s) imposed, if any.
 7. There will be a record of all hearings maintained by the Dean. Student Conduct Committee hearings will be audio-recorded. Access is limited to reviewing the record only on the college premises. The record will be the property of the College.
 8. Except in the case of a student charged with failing to comply with a request to attend a meeting with a student conduct body, no student may be found to have violated the Code solely because the student failed to appear. In all cases, if an accused student, with notice, does not appear at a hearing, the information in support of the complaint shall be presented and considered, and the hearing will proceed in the student's absence.
 9. The student conduct body may accommodate concerns for the personal safety, wellbeing and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, video technology, telephone, or other means approved by the Dean.

B. Sanctions

The following sanctions may be imposed upon any student found to have violated the Code.

1. The following sanctions may be imposed upon any student found to have violated the Student Code. Classification of sanctions from minor to intermediate or severe may be imposed. All sanctions will be issued in writing. Sanctions in the intermediate to severe classifications will be placed in the student's confidential discipline file as an official part of a student's educational record for seven years beyond the student's departure from the college. Severe sanction classifications will become part of the student's permanent discipline record. Acts of academic dishonesty will be made part of the permanent discipline record as determined by the faculty member, Academic Department Dean and/or Provost:

A. Minor Sanctions

- (1) *Warning* – a notice that the student has violated the Code and that any repetition of the behavior will result in more severe sanctions.
- (2) *Probation* – a written reprimand that expires automatically after a specified time but includes the probability of a more severe sanction if a student violated the code again during the probationary period.
- (3) *Educational sanctions* – reflection, research or other written assignments, apology letters, workshops, programs, or other assignments designed to educate a student of the potential impact of student misconduct and to prevent reoccurrence.

B. Intermediate Sanctions

- (1) *Loss of privileges* – denial of specified privileges for a designated period of time
- (2) *Fines* - Previously established and published fines from Campus Police may be imposed. Citations and fines may also be issued for violations of certain College policies.
- (3) *Restitution* - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- (4) *Discretionary sanctions* - work assignments, service to the college or neighboring communities, or other related discretionary assignments.
- (5) *Limited access* – administrative restriction to selected parts/locations of campus sites.
- (6) *No contact order* - student is prohibited from having any contact with specified member(s) of the college community due to a conflict or perceived threat. Means of contact include face-to-face, email, social media, and telephone. Friends, relatives, and other acquaintances are also prohibited from contact on behalf of either party. This is not the same as a legal no contact order.
- (7) *Withdrawal from class* – administrative withdrawal with consequent loss of tuition and fees from a class or classes.

- (8) *Hold* – a block on a student’s privileges, such as registering for classes or obtaining transcripts.
- (9) *Referral* – an order to access or utilize a campus resource or service, such as Counseling, Career Center Lab, Academic Advising, Access Services.
- (10) *Parental notification* – a letter or phone call notifying a parent or guardian of a student who is under 21 years old (at time the letter is sent) that he/she has committed a violation of law or college policy pertaining to drugs or alcohol.
- (11) *Deferred suspension* – a suspension that is delayed pending specified behavioral performance. A definite period of observation and review occurs during deferred suspension. If a student is again found responsible for violating the Code, the suspension will take place immediately without appeal.

C. Severe Sanctions

- (1) *College suspension* – separation of the student, with consequent loss of tuition and fees, from the college for a definite period of time, after which the student may be eligible to return. Students will be denied access to the campus (including classes), to college activities or privileges for which the student might otherwise be eligible. Conditions for readmission may be specified.
 - (2) *College expulsion* – permanent separation with consequent loss of tuition and fees, of the student from the college. Students will be denied access to the campus (including classes), to college activities or privileges
- 2. More than one of the sanctions listed above may be imposed for any single violation.
 - 3. Sanctions will not be made part of the student’s permanent record, but will become part of the student’s conduct record.
 - 4. The following sanctions may be imposed upon clubs, groups or organizations:
 - a. those sanctions listed in Section A 1 through 3 and B 1 through 6
 - b. Deactivation – loss of privileges, including college recognition, for specified period of time.

C. Interim Suspension

In certain circumstances, the Dean may impose a sanction prior to the hearing before a Student Conduct Committee, including but not limited to no contact orders, loss of privileges, limited access, or suspension.

1. Interim sanctions may be imposed only:
 - a. to ensure the safety and well-being of members of the college community or preservation of college property;
 - b. to ensure the student's own physical or emotional safety and wellbeing; or
 - c. to avoid a threat of disruption of or interference with the normal operations of the college.
2. During an interim suspension, students will be denied access to the campus (including classes), to college activities or privileges for which the student might otherwise be eligible, as the Dean determines appropriate.
3. The interim suspension does not replace the regular student conduct process, which will proceed on the normal schedule.

D. Appeals

1. A decision reached or a sanction imposed by the Student Conduct Committee may be appealed by accused students to an appeals body within five college days of receipt of the decision. Failure to respond within the five college days after the receipt of the decision will result in the implementation of the recommended sanction(s).
2. Except when explaining the basis of new evidence, an appeal will be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing:
 - (1). was conducted fairly in light of the charges and evidence presented;
 - (2). conformed with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated;
 - (3). gave the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the accused student was based on the preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
 - d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.

3. In cases involving appeals by students accused of violating the Student Code, review of the sanctions by a hearing board may result in more severe sanctions for the accused students. An appeal to the Dean of Students may not result in more severe sanctions for the accused students.
4. A decision reached by a hearing board is final and no appeals can be made. The Dean of Students may, upon review of the case, reduce or increase, the sanctions imposed by either the Dean of Students and/or a hearing board.
5. The Dean will notify the student of the appeals body's decision in writing. This notification will include final charges, sanctions, and/or instructions for a new hearing.
6. The decision of the Dean of Students shall be final.

XI. BIT – Behavior Intervention Team

The Behavior Intervention Team is an interdisciplinary alliance that flags and reviews students deemed to be at risk to themselves or others, socially, mentally, and/or physically. The primary role of the team is to make recommendations for intervention or action for the referred student. The team members are a Police Lieutenant, Chair of the Team / Dean of Students, Counseling Coordinator, Director of Trio, Faculty, Counselor/ Advisor, and Assistant Athletic Director.

Any member of the campus community can refer a student to the BIT team by completing a referral form available from the Dean of Students' Office. Once a completed referral is received, the team reviews the referral and determines if the referral is warranted. If so, the appropriate team member will contact the student for an in-person meeting to discuss the concern. If warranted, the student will receive recommendations for intervention. In an incident in which immediate action is required, you should contact ICC Campus Police.

XII. Academic Misconduct

Matters relating to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for the assignment, test, or course.

Based on the severity of the offense, the instructor may recommend failure for an assignment or failure for the course. Multiple instances of academic misconduct could include sanctions up to dismissal from the college.

A common form of academic dishonesty is plagiarism. This is the use (whether deliberate or unintentional) of an idea or phrase from another source without proper acknowledgment of that source. The risk of plagiarism can be avoided in written work by clearly indicating, either in footnotes or in the paper itself, the source of any other major or unique idea which the student could not or did not arrive at independently. These precise indications of sources must be given regardless of whether the material is quoted directly or paraphrased. Direct quotations, however brief, must be enclosed in quotation marks as well as properly documented.

Another form of plagiarism is copying or obtaining information from another student. Submission of written work, such as laboratory reports, computer programs, or papers, which have been copied from the work of other students, with or without their knowledge and consent, is plagiarism.

Obtaining an examination prior to its administration or use of unauthorized aids during the examination are clear acts of academic dishonesty. It is also academically dishonest to knowingly aid another student in performing an act of academic dishonesty. Thus, in cases of inappropriate collusion on academic work, the provider of inappropriately used material is guilty of academic dishonesty, as well as the actual perpetrator.

Listed below are examples which may be confusing to students, especially freshmen who are accustomed to working on projects in laboratories with fellow students in high school.

1. Sharing information in the preparation of a report or paper, unless approved by instructor.
2. Turning in the same paper for two different courses with slight modification.
3. The illegitimate uses of written material such as laboratory reports and computer programs or the obtaining of information from other students while an examination is in progress.

In brief, any act which represents work not one's own as one's own is an academically dishonest act.

If a student is ever in doubt about an issue of academic dishonesty, or has any hesitation about a contemplated course of action, the student should consult his or her instructors. The penalties for academic dishonesty can be very painful and can affect the entire educational experience at Illinois Central College.

Procedures

1. Student notified by instructor of academic honor code violation.
2. Instructor notifies the Dean of Academic Department and Vice President of Student Services.
3. Notice is sent via ICC email from the Vice President of Student Services to student and Code of Conduct proceedings are initiated if needed (see Student Code of Conduct).

First Offense – if found in violation, the violation is noted in the conduct database and the student is referred to an educational sanction process.

Subsequent Offense(s) – Failure to complete educational sanction will initiate Code of Conduct.

4. Upon receipt of the letter, student will have a right to appeal as defined in the letter.

Sanctions

All sanctions imposed will be determined by judicial hearing and will be developmental in nature.

XIII. Records

1. Documents that are created and maintained as part of the student conduct process are subject to the protections of the Family Education Rights and Privacy Act. Student conduct records will be maintained by the Dean for a minimum of seven years in accordance with the records retention guidelines of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
2. Records of students who have been suspended, expelled, or who have unresolved cases or outstanding sanctions shall be retained indefinitely.
3. A student may request that the Dean eliminate an incident or incidents from his/her student conduct record. This request must be in writing and must include the specific basis for the request. The request may not be submitted earlier than one year from the time of the original incident(s). The decision to eliminate a record will be based on the violation(s), the individual's student conduct history, and evidence of appropriate behavior since the violation occurred. The decision of the Dean will be final.

XIV. Interpretation and Revision

1. Any question of interpretation regarding the Code will be referred to the Dean or a designee for final determination.
2. The Code may be periodically reviewed and amended as necessary under the direction of the Dean of Students.

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- Edward N. Stoner II, Model Code of Conduct
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Student Conduct Process Flowchart

