



## STUDENT CODE OF CONDUCT



# Table of Contents

STUDENT CODE OF CONDUCT PREAMBLE.....	2
I. JUDICIAL AUTHORITY.....	3
II. PROSCRIBED CONDUCT.....	3
A. Jurisdiction of the College.....	3
B. Conduct – Academic Dishonesty Rules and Regulations.....	3
C. Conduct – General Rules and Regulations.....	4
D. Relationship between College Discipline and the Violation of Federal, State or Local Laws.....	6
III. JUDICIAL PROCEDURES.....	7
A. Allegations of Code Violations, Charges and Hearings.....	7
B. Sanctions.....	8
C. Interim Suspension.....	9
D. Appeals.....	9
E. Disclosure to Complainants.....	10
IV. INTERPRETATION AND REVISION.....	10
V. DEFINITIONS.....	10
ACADEMIC HONOR CODE.....	12
BIT – Behavior Intervention Team.....	13
Complaint Process.....	13

# STUDENT CODE OF CONDUCT

## PREAMBLE

All students at Joliet Junior College (JJC) are expected to demonstrate qualities of integrity, fair-mindedness, honesty, civility, tolerance and respect. These values are important to the learning environment and are expected to be exhibited in the conduct of the entire College community, both in and out of the classroom setting. JJC recognizes the rights of its students guaranteed by the Constitutions of the United States and the State of Illinois, which include a student's rights within the institution to freedom of speech, inquiry, assembly, peaceful pursuit of an education, and reasonable use of services and facilities of the College.

In the interest of maintaining civility on campus and guaranteeing the broadest range of freedom, students must comply with the College's Student Code of Conduct, which reasonably limits some activities and reasonably prohibits certain behavior which could interfere with the classroom setting, the orderly operation of the College, and the pursuit of the College's goals and core values of Respect, Integrity, Collaboration, Humor and Well-Being, Innovation, and Quality. In addition to the Code, students must also recognize and comply with the standards of classroom behavior as stated in their individual course syllabi. Further, students must understand that threats of violence are considered a serious infringement upon the learning environment and will be acted upon accordingly.

Each student is responsible for reading and complying with the Student Code of Conduct and the Academic Honor Code, which is made available on the JJC Web site and as a separate publication through the offices of the Vice President for Student Development (J-2053), the Dean of Students (D-1010) and Campus Police (G-1013).

The College further recognizes each student's procedural right to due process, which includes providing notice setting forth the alleged violation(s), and a speedy and fair hearing and appeal process. Any member of the College community can initiate an accusation of an alleged violation. If a student is accused and cited for an alleged violation, he or she will receive notice of the alleged violation. The notice will include a request for a review meeting that will include:

1. The specific code violations; and
2. Reference to the Student Code of Conduct process and rights of students as indicated in the Code.

Upon completion of the review meeting, the student, if necessary, shall have the right to exercise the following procedures in the sequential order as set forth below:

- A. Have a hearing conducted by the Student Conduct Board or a Student Conduct Administrator.
- B. Be provided a list of findings by the Student Conduct Board or a Student Conduct Administrator.
- C. Have sanctions imposed, if found in violation of the Student Code of Conduct.
- D. Request an appeal hearing of the decision or sanctions as provided for under Section III D 1 below.
- E. Make final appeal to the Vice President for Student Development. (Requests for final appeal will only be granted based on procedural error or availability of new evidence that was not available at the time of the last hearing.)

(Cases of academic dishonesty are also under the jurisdiction of the Dean of Students. See Judicial Authority, Section I).

## **I. JUDICIAL AUTHORITY**

The Vice President for Student Development or designee is named in JJC Board Policy as the person responsible for maintaining and implementing the Student Code of Conduct procedure. The Dean of Students is the primary person designated by the Vice President for Student Development as responsible for the administration and interpretation of the Student Code procedure. The JJC Police Department is named as the party responsible for enforcement action against criminal behavior. Criminal behavior is subject to Code referral.

JJC acknowledges the importance of honest academic behavior. The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one's academic behavior. Beyond the actions imposed by the instructor within the course where academic dishonesty has occurred, a student referred to the Dean of Students and found to be in violation of the Academic Honor Code will have his/her name entered into a database and held for five years time. Upon receipt of a referral, full conduct violation proceedings will be employed. All sanctions imposed will be determined by a Student Conduct Board or a Student Conduct Administrator and will be developmental in nature.

1. The Dean of Students will determine the composition of a Student Conduct Board or designate a Student Conduct Administrator and determine which will be authorized to hear each case. Student composition, if any, on the Student Conduct Board will be dependent upon availability of trained students and staff.
2. The Dean of Students will develop procedures for the administration of the judicial program and procedural rules for the conduct of hearings, which are not inconsistent with provisions of the Student Code.
3. Decisions made by a Student Conduct Board or Student Conduct Administrator will be final, subject to the appeal process.
4. A Student Conduct Administrator may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.
5. Student conduct discipline records are confidential, as provided by FERPA (Family Educational Rights and Privacy Act of 1974).

## **II. PROSCRIBED CONDUCT**

### **A. Jurisdiction of the College**

Discipline may be imposed for conduct which occurs on College premises, or Foundation Housing, LLC 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.

### **B. Conduct – Academic Dishonesty Rules and Regulations**

Students at JJC are expected to demonstrate qualities of fair-mindedness, honesty, civility, tolerance, honor and respect.

Conduct for which discipline may be imposed includes, but is not limited to, the following:

1. Acts of academic dishonesty:
  - a. **Cheating**—intentionally using or attempting to use unauthorized materials, information or study aids; use, or attempting to use, any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations and the acquisition, without permission, of a test or other academic material belonging to Joliet Junior College, to any department, to any staff, or use of online resource designated for faculty use exclusively.
  - b. **Plagiarism**—the reproduction of ideas, words or statements of another person as ones' own without acknowledgement or use of an agency, commercial service or any other third party engaged in providing or the selling of term papers or other academic materials.
  - c. **Unauthorized Collaboration** - intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.
  - d. **Falsification and Fabrication**—intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member or office.

- e. Facilitation of Academic Dishonesty** - permitting or assisting, attempting to permit or assist, another to violate the academic honor code; alteration or sabotage of another student's work, such as by way of illustration, but not by limitation, tampering with laboratory experiments.

**C. Conduct – General Rules and Regulations**

1. Personal Misrepresentation: Representing oneself as another, or giving false information to any College official, faculty member or office, with intent to obtain a benefit, or to injure or defraud the college or any agency or person.
2. Forgery, alteration or misuse of any document, record, electronic file, form, or instrument of identification.
3. Disruption or obstruction of any operation of the college, including but not limited to teaching, research, administration, technological proceedings, disciplinary proceedings, other College activities, including infringing upon or interfering with the civil rights of members of the College community, its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on the College premises.
4. 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.
5. Verbal abuse and/or abusive behavior, includes threats of harm, intimidation, harassment, hazing, coercion, and/or other conduct which threatens or endangers the health or safety of any person or which places them in fear of being physically harmed.
6. Conduct performed in such an unreasonable manner as to alarm or disturb another, and to provoke a breach of the peace.
  - a. Conduct that is disorderly, lewd, or indecent;
  - b. Aiding or abetting, or procuring another person to breach the peace on College premises or any members of the college community.
7. Deliberate attempts to use gang representation, signing, and recruitment.
8. Conduct which would constitute a violation or that which is determined to be an actual violation of federal, state or local law, or while at College-sponsored or supervised activities, if proven based on a preponderance of the evidence not beyond a reasonable doubt.
9. Sexual harassment or misconduct which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature including:
  - a. Deliberate touching of another's sexual parts without consent;
  - b. Deliberate sexual contact of another without consent;
  - c. 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;
  - d. Any sexual act 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;
  - e. 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;
  - f. 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.
10. Theft or attempted theft, possession of stolen items or the sale of stolen items from any source whatsoever.
11. 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.
12. Failure to comply with directions of College officials, faculty members, College staff, and law enforcement officers acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so by presenting a valid I.D.
13. Unauthorized possession, duplication or use of keys or other access device to any College premises, or unauthorized entry to, or use of, secured College premises.

14. Violation of published College policies, or procedures as stated in the JJC Board Policy, JJC procedures, departmental policies and procedures, and Campus Police procedures.
15. Gambling in any form (does not apply to authorized campus organization activities).
16. Use of tobacco and smokeless tobacco products (smoking) in unauthorized areas.
17. Use, possession, manufacturing, or distribution of narcotics or other controlled substances (as defined by state statute) or drug paraphernalia, except as may be expressly permitted by law.
18. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law during designated times and pursuant to College regulations, or being in a condition of public intoxication. No alcoholic beverages may be possessed, used by or distributed in any building owned by JJC. This shall not apply to a person who is acting as a waitstaff person at an event authorized by JJC in which alcoholic beverages are authorized to be served and such person otherwise complies with all statutory requirements in this regard. 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.
19. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
20. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities.
21. Obstruction of the free flow of vehicular traffic on College premises or at College supervised functions.
22. Obstruction or lack of regard for safe passage of pedestrian flow on College premises or at College supervised functions.
23. Parking in unauthorized areas and/or failure to respond to a parking citation or unauthorized use of staff or handicap parking permits.
24. Unauthorized occupancy of the College facilities or building other than during hours of operation.
25. For the safety of children on campus, children may not accompany students to class without prior instructor consent. Also, children may not be left unattended on the campus grounds, whether in college buildings, extension centers or at any college event.
26. Tampering with or engaging in voter fraud in the election of any College recognized student organization or the election of the Student Trustee.
27. Abuse of computer facilities, resources, technology policy including but not limited to:
  - a. Failure to comply with individual computer lab rules;
  - b. Acts of unauthorized computer usage;
  - c. Theft or other abuse of computer time;
  - d. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
  - e. Unauthorized transfer of a file;
  - f. The installation or use of a program whose effect is to damage the media or files;
  - g. Use of another individual's identification and/or password;
  - h. Use of computing facilities and resources to interfere with the work of another student, faculty member, College official, or member of the College community;
  - i. Use of computing facilities and resources to send or receive obscene or abusive material;
  - j. Unauthorized use of computer time for personal or business purposes;
  - k. Unethical/unlawful or irresponsible use of the Internet;
  - l. Use of computing facilities and resources to interfere with normal operation of the College computing system;
  - m. Use of computing facilities and resources in violation of copyright laws;
  - n. Any violation of the College Computer Technology policy.
28. Unauthorized or inappropriate use of college telephones, facsimile (fax) machines, copier machines, computers, printers or any other office communication devices.
29. Unauthorized use of electronic devices:
  - a. 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.
- b. 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.
30. Abuse of the judicial system, including, but not limited to:
- a. Failure to obey the summons of a Student Conduct Board or College official;
  - b. Disruption or interference with the orderly conduct of a judicial proceeding;
  - c. Attempting to discourage an individual's proper participation in, or use of the judicial system, or engaging in the act of threatening or intimidating witnesses.
  - d. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of the judicial proceeding;
  - e. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a judicial proceeding;
  - f. Failure to comply with the sanction(s) imposed under the Student Code;
  - g. Influencing or attempting to influence another person to commit an abuse of the judicial system.
  - h. Instituting a student conduct code proceeding in bad faith.
  - i. Making false allegations, falsification, distortion, or misrepresentation of information before or during a judicial hearing, bringing about charges without cause or with intent to harm another.
31. Initiation of, or participation in hate crime or incidence of bias.

**D. Relationship between College Discipline and the Violation of Federal, State or Local Laws**

In keeping with JJC'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 Foundation Housing, LLC 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.

- a. 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.
- b. 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.

### **III. JUDICIAL PROCEDURES**

STUDENT CONDUCT HEARINGS ARE BASED ON FUNDAMENTAL FAIRNESS PRACTICES AND PREPONDERANCE OF EVIDENCE. THEY ARE NOT FORMAL LEGAL PROCEEDINGS AND ARE NOT SUBJECT TO THE RULES THAT GOVERN CIVIL OR CRIMINAL HEARINGS INCLUDING BUT NOT LIMITED TO, THE RULES OF EVIDENCE.

#### **A. Allegations of Code Violations, Charges and Hearings**

1. Any member of the College community may file charges against any student for misconduct. Charges of academic dishonesty are also under the jurisdiction of the Dean of Students. (See the full Academic Honor Code and Procedures at the end of the Code of Conduct.) Allegations of code violations can be presented in writing or in person to the Vice President for Student Development or designee, the Dean of Students, or any member of the Campus Police department.
2. A Student Conduct Administrator will be appointed and may conduct a review meeting and investigation to determine if the charges have merit, and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition will be final and there will be no subsequent proceedings.
3. If the charges cannot be disposed of by mutual consent, a Student Conduct Board will be formed to hear the charges. A Student Conduct Administrator may be authorized to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. All charges will be presented to the accused student in written form by the Student Conduct Administrator. 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 Student Conduct Administrator with the consent of the Dean of Students.
4. Hearings will be conducted by a Student Conduct Board according to the following guidelines:
  - a. Hearings normally will be conducted in private.
  - b. A chairperson, who may also be the Student Conduct Administrator, shall be identified.
  - c. Admission of any person to the hearing with the exception of those named in sections (d) and (e) below, will be at the discretion of the chairperson. Hearings are not considered open to the public.
  - d. In hearings involving more than one accused student, the chairperson of the Student Conduct Board may permit the hearings concerning each student to be conducted separately.
  - e. The complainant and the accused have the right to be assisted by any one advisor they choose at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Board.
  - f. The complainant, the accused, and the Student Conduct Board may present witnesses. All witnesses are subject to cross-examination.
  - g. Pertinent records, exhibits and written statements may be accepted as evidence by a Student Conduct Board at the discretion of the chairperson.
  - h. All procedural questions are subject to the final decision of the person designated by the Student Conduct Administrator as chair of the Student Conduct Board.
  - i. After the hearing, the Student Conduct Board will determine (by majority vote if the Student Conduct Board consists of more than one person) whether the student has violated each section of the Student Code, which the student is charged with violating.
  - j. The Student Conduct Board's determination will be made on the basis of the preponderance of evidence.

5. In each case in which a Student Conduct Board determines that a student has violated the Student Code, the sanction(s) will be determined and imposed by the Student Conduct Administrator. In cases in which persons other than or in addition to the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of all members of the Student Conduct Board will be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the hearing, the Student Conduct Board and the Student Conduct Administrator will advise the accused in writing and/or orally of its determination and of the sanction(s) imposed, if any.
6. There may be a single verbatim record, such as a tape recording of all hearings before a Student Conduct Board. Access is limited to reviewing the verbatim record only on the College premises. The verbatim record will be the property of the College.
7. No student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Board. In all cases, the evidence in support of the charges will be presented and considered.
8. Students who fail to obey a summons of a Student Conduct Board or College official, will be additionally charged, found in violation and sanctioned accordingly.

**B. Sanctions**

More than one of the sanctions listed may be imposed for any single violation.

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, Department Chair and/or Vice President of Academic Affairs:

**a. Minor Sanctions**

- (1). Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
- (2). Probation - A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- (3). Discretionary Sanctions – Work assignments, service to the College or neighboring communities or other related discretionary assignments (such assignments must have the prior approval of the Student Conduct Administrator).

**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 (such assignments must have the prior approval of the Student Conduct Administrator).
- (5). Withdrawal from class.
- (6). Limited Access - Administrative restriction to various parts/locations of campus sites.
- (7). Alcohol/Drug Sanctions – any of the following may be applied:
  - Online education program at own expense.
  - Community service hours.
  - Notification of parents of students under the age of 21.
  - Additional discretionary sanctions up to suspension from classes.
  - Attend a Student Assistance Program workshop.
  - Fines for possession and use of drug paraphernalia from \$50-\$500 and may include criminal action.

**c. Severe Sanctions**

- (1).College Suspension - Separation of the student from the College for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified. Students will be withdrawn from their classes of record for the semester. Faculty will be notified of the suspension. When applicable, the official start date of a suspension will be the date of the interim suspension, if one was imposed prior to the resolution of a hearing.
- (2).College Expulsion - Permanent separation of the student from the college.
2. Disciplinary sanctions will not be made part of the student's permanent academic record, but will become part of the student's confidential discipline record maintained by the Office of the Vice President for Student Development or designee, usually maintained in the Office of the Dean of Students. These records are confidential and protected under the Family Rights and Privacy Act (FERPA). See the most recently published College catalog for complete details.
3. Suspension and expulsion findings are maintained as a permanent part of a student's confidential discipline record at JJC. Other behavior found to be in violation of the Code may become part of the student's academic record as determined by the Vice President for Student Development or designee for a period up to seven years from the time of sanctioning.
4. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above in Section III, B. 1, a, (1) through (3).
  - b. Deactivation - loss of all privileges, including College recognition, for a specified period of time.

**C. Interim Suspension**

In certain circumstances, the Vice President for Student Development, or a designee, may impose a College suspension prior to the hearing before a Student Conduct Board.

1. Interim suspension 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 well-being; or
  - c. If the student poses a threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, students will be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the Student Conduct Administrator may determine to be appropriate.

**D. Appeals**

1. A decision reached or a sanction imposed by the Student Conduct Board or the Student Conduct Administrator may be appealed by accused students or complainants to a hearing board, or any person or persons authorized by the Vice President for Student Development or the Dean of Students within five college class days of the receipt of the decision (excluding Saturday and Sunday). Such appeals will be submitted in writing to the Dean of Students.
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. A final

appeal to the Vice-President of Student Development may not result in more severe sanctions for the accused students.

4. A decision reached by a hearing board may be appealed by accused students or complainants to the Vice President for Student Development within five college class days (excluding Saturday and Sunday) of the decision. Such appeals will be submitted in writing to the Vice President for Student Development, or designee. Conditions to D. 2. "a" through "d" apply.

The Vice President for Student Development may, upon review of the case, reduce, but not increase, the sanctions imposed by either the Student Conduct Administrator and/or a hearing board.

5. The decision of the Vice President for Student Development shall be final.

**E. Disclosure to complainants**

FERPA regulations prohibit the release of names and of information regarding conduct proceedings without the written permission of the student(s) involved.

**IV. INTERPRETATION AND REVISION**

- A. Any question of interpretation regarding the Student Code of Conduct will be referred to the Vice President for Student Development or Dean of Students for final determination.

- B. The Code may be periodically reviewed and amended as necessary under the direction of the Vice President for Student Development, or Dean of Students.

**V. DEFINITIONS**

1. The term "College" means Joliet Junior College.
2. The term "Foundation Housing, LLC" means the residential premises which are commonly referred to as "Centennial Commons" owned by Foundation Housing, LLC, or its successor, located at 1524 Centennial Drive, Joliet, Illinois 60431.
3. The term "student," for the purposes of the Code, includes all persons applying for admission or taking courses provided by the College both full-time and part-time.
4. The term "faculty member" means any person hired by the College to conduct classroom/laboratory practicum activities.
5. The term "official" includes any person employed by the College performing assigned administrative or professional staff duties.
6. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by or visiting the College. The Vice President for Student Development or the Dean of Students will determine a person's status in a particular situation.
7. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the College.
8. The term "organization" means any collective group that has complied with the formal requirements for College recognition.
9. The term "Student Conduct Administrator" means a College official authorized on a case-by-case basis by the Vice President for Student Development or the Dean of Students to impose sanctions upon students found to have violated the Student Code. A Student Conduct Administrator may be authorized to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board.
10. The term "Student Conduct Board" means any person or persons authorized by the Vice President for Student Development or the Dean of Students to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
11. The term "hearing board" may consist of two faculty members, two students, and two college staff members. The hearing board will consider an appeal from the Student Conduct Board's determination that a student has violated the Student Code or from sanctions imposed by the Student Conduct Administrator.
12. Academic year is defined as fall, spring and summer terms.
13. The term "will" is used in the imperative sense.
14. The term "may" is used in the permissive sense.

15. “Trained advisors or hearing board” refer to those who participate in the judicial process upon completion of a group or one-on-one judicial affairs orientation.
16. “Preponderance of evidence” refers to, when considering all the evidence in the case, the proposition on which such party has the burden of proof is more probably true than not true.
17. The phrase “authorized campus organization” refers to events sponsored by officially recognized student groups.
18. The term “bias incident” refers to behavior/actions discriminating against another based on race, religion, sexual orientation, ethnicity, national origin, gender, age, disability, or veteran status.
19. The term “hate crime” refers to a bias incident that has risen to the level of a criminal statute, which includes but is not limited to assault, property damage, or other illegal conduct.
20. The term “obscene matter” means any matter which an average person, applying contemporary community standards would find it to be, taken as a whole, appealing to the prurient interest in the way in which the works depicts or describes sexual conduct in a patently offensive way, and whether the matter, taken as a whole, lacks serious literary, artistic, political or scientific value.
21. The term “matter” means any book, magazine, newspaper or other printed or written material or any picture, drawing, photograph, motion picture or other pictorial representation or any recording or transcription thereof delivered by electronic communication by the transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole, or in part by wire, radio, electromagnetic, photoelectric, or photo optical system through a device known as a computer.

*In adopting its Student Code of Conduct, Joliet Junior College is intellectually indebted to Edward N. Stoner II, Model Code of Conduct, as well as Moraine Valley Community College and Oakton Community College. (2002)*

# ACADEMIC HONOR CODE

Joliet Junior College acknowledges the importance of honest academic behavior. The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one's academic behavior.

## Classroom Behaviors Covered by Honor Code

Acts of academic dishonesty include:

- **Cheating**—intentionally using or attempting to use unauthorized materials, information or study aids; use of any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations and the acquisition, without permission, of a test or other academic material belonging to Joliet Junior College, to any department, or to any staff.
- **Plagiarism**—the reproduction of ideas, words or statements of another person as one's own without acknowledgement, or use of an agency engaged in the selling of term papers or other academic materials.
- **Unauthorized Collaboration**—intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.
- **Falsification and Fabrication**—intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member or office.
- **Facilitation of Academic Dishonesty**—permitting or attempting to help another to violate the academic honor code; alteration or sabotage of another student's work, such as tampering with laboratory experiments.

## Responsibilities

An academic environment has expectations of both students and faculty. Academic honesty requires a shared commitment to the highest standards for learning.

Students have the responsibility to:

1. Be fully knowledgeable of the Academic Honor Code
2. Produce their own work
3. Encourage honesty among their fellow students

Faculty has the responsibility to:

1. Review classroom expectations with respect to all aspects of academic honesty
2. Inform the student directly about any charges of academic dishonesty
3. Refer students to the Dean of Student's Office in a consistently applied manner

## Procedures

1. Student notified by instructor of academic honor code violation
2. Instructor notifies the Dean of Students
3. Due Notice is sent from Office of the Dean of Students to student and Code of Conduct proceedings are initiated (see Student Code of Conduct)
  - First Offense – if found in violation student's name is added to the database of violators and student is referred to an ethics/academic integrity workshop.
  - Subsequent Offense(s) – Code of Conduct proceedings are initiated.
4. Upon outcome of proceedings, student will have a right to appeal.

## Sanctions

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

*We are intellectually indebted to Oakton, Pueblo Community College and Truman College in the creation of this academic honor code.*

# 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 the Vice President of Student Development, JJC Chief of Police, Chair of the Team / Dean of Students, Dean of Career and Tech Education, Chairperson of Counseling or designee, Coordinator of STAR, Director of Student Activities, and Coordinator of Judicial Affairs and Residence Life.

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 JJC Campus Police.

## Complaint Process

Students are obligated to respect the rights of others and to refrain from any actions endangering the health, safety, welfare, or property of others. Students are expected to comply with the policies, procedures, and regulations. All employees and students have the right to a working and educational environment free from harassment. If any member of the campus community feels their rights are being violated they are welcome to file a formal complaint with the Dean of Students' office.

Conduct system complaints may be generated by:

- students
- staff and faculty
- landlords
- campus security reports
- law enforcement reports
- individuals and entities not affiliated with the college community.

An individual who wishes to make a complaint should speak to the administrative staff of the Office of the Dean of Students or the JJC Police Department.

The Dean of Students manages complaints of major conduct code violations, regardless of where they occur. As a preliminary step, the conduct process is explained to the complainant, options are discussed, and the complainant decides whether to pursue the complaint. If the complainant decides to do so, and in instances in which the college is the complainant, the process continues through the following steps:

- The investigating administrator or JJC Police Department meets with the complainant, the accused student, and other individuals involved in the case as warranted.
- The investigating administrator or JJC Police Department determines whether there is sufficient cause for charges to be initiated against the accused student.
- If the accused student is charged, the Office of the Dean of Students evaluates whether the case should be handled administratively, or referred to the Student Conduct Board.

- When warranted, the investigating officer works with the complainant and respondent to identify witnesses and to assemble information relevant to the case.

An administrative hearing is with an individual judicial advisor serving as the sole person responsible for determining the outcome of the complaint.

A student conduct board is a hearing panel that consists of faculty, staff, and students. It hears the case directly from the complainant, respondent, and witnesses, all on the same day through a formal hearing presentation.

Cases of high sensitivity and complexity may be referred to an administrative hearing with the Dean of Students or designee, including cases alleging sexual assault or sexual harassment.

This code document is published by the office of the Dean of Students and is subject to change in accordance with College procedure regulations.

For more information on the Student Code of Conduct, contact the office of the Dean of Students, D-1010 at Main Campus:

- Online at [www.jjc.edu/info/students](http://www.jjc.edu/info/students)
- E-mail studentcode @jjc.edu
- Call 815-280-2761