



JOLIET JUNIOR COLLEGE

ACADEMIC HONOR CODE VIOLATIONS PROCEDURES

1. The student must be notified in writing by the instructor of the specific academic honor code violation. A detailed explanation of the violation and the evidence the instructor has to support the violation should be included as well as the academic sanction that will be applied. This should correspond with information provided on the course syllabus. *A Report Form for Academic Honor Code Violations* needs be completed.
2. The instructor notifies the department chair and the dean of students about the academic violation.
3. The student has the opportunity to appeal the faculty member's decision to the department chair in writing within 5 calendar days of receipt of the written notice. The student should be directed to the departmental office to make an appointment with the department chair.
4. If the department chair refuses or fails to meet with the student, the student has the right to meet with the dean of the academic department.
5. If the student meets with the department chair but does not agree with the chair's decision the student can make a final written appeal, within 5 calendar days, to the dean of the department.
6. The dean of the academic department has the option to work with the dean of students to conduct an investigation and affirm the original findings or determine a different outcome. The academic dean's decision is final.
7. The dean of the academic department will notify the student in writing as to the final outcome.
8. The final decision is forwarded to the dean of students.
9. *Due Notice* will be sent from the dean of students office to the student including the following information:
 - a. If it is a first offense the student's name will be added to a database of violators that is maintained for 5 years. The student will also be referred to and must complete an ethics/academic integrity workshop.
 - b. If it is a second offense disciplinary proceedings will be initiated through the dean of students' office. Following the outcome of disciplinary proceedings for a second offense, students will have the right to appeal through the Student Code of Conduct process.