

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
- E-mail studentcode@jjc.edu
- Call 815-280-2761