

Joliet Junior College

Academic Honor Code Violations Procedures Rights of the Responding Student

The Rights of the Student

Constitutional due process rights require that a student charged with an act of academic dishonesty has the right to know what evidence supports the charge, the right to present information on their behalf, and the right of appeal. A student may accept an administrative decision of a charge by waiving his or her right to an academic-administrative meeting/hearing. Under any circumstance, however, a student has the right to one level of appeal. There are special circumstances where an additional level appeal may be given in cases; the criteria are listed in number 5.

1. The student must be notified by the instructor of the specific academic honor code violation, with a detailed explanation of the violation, and the evidence the instructor has to support their allegation. The notification should be in person. In the notification meeting it should also be explained what course academic sanction(s) will be applied. This should correspond with the information provided in the course syllabus. *A report form for Academic Honor Code Violations needs to be completed.*
 - Students will be asked to sign this form. By signing the form the student doesn't admit responsibility; it only says that he/she was informed and had the required meeting with the instructor. On the form students have the option to check the box-Appeal. That will start the process at the department chair's level. Students have 5 days to request an appeal. If no appeal is requested, the student should just sign the form and they will receive a letter stating they were found in violation, and the sanction(s) imposed.
2. The student has the opportunity to appeal in writing to the department chair within 5 calendar days of notice. The student should be directed to the departmental office to make an appointment.
 - Students must go and make an appointment with the department secretary to arrange for an appeal meeting with the department chair. During an appeal meeting a student has the right to bring an advisor of their choice to support them during the process. This advisor does not have the right to speak on behalf of the student. (See advisor role on webpage.) Students should have a FERPA release on file for the individual attending the appeal meeting. For more information visit the Office of the Dean of Students, A1100.
3. The instructor notifies the department chair and the dean of students about the academic violation.
 - When an instructor notifies the department chair, the Academic Honor Code Violation form should be signed and all supporting documentation should be sent to

- the department chair. When the Office of the Dean of Students is notified, a “hold” is placed on the academic records of the student. This is to ensure that the student does not drop the class; especially in cases where an “F” is the academic sanction. In addition, the hold will remain until the case is concluded, including sanctions if appropriate.
4. If the department chair refuses or fails to meet with the student, the student has the ability to meet with the dean of the academic department.
 - The department chair should meet with the instructor prior to the meeting to go over the documentation and rationale for the referral for an academic violation. If requested, students should be able to review information prior to appeal meeting. The department chair will give the student the opportunity to state their side of the incident. During that time students should be prepared to state why their actions did not violate the Academic Honor Code. It should not be a forum to state reasons or rationale why they violated the Academic Honor Code. The department chair needs to use a standard of evidence called the “preponderance of evidence” to find a student in violation. Students: this “preponderance of evidence” is a standard of, more likely than not, the academic violation occurred based on the documents and evidence provided to the department chair. Students: it is not the criminal standard of beyond a reasonable doubt. If you need more concrete examples of these standards, please visit the Office of the Dean of Students. The department should provide in writing their decision on the outcome of the academic violation referral.
 5. The student can make a final appeal in writing within 5 days to the dean of the department.
 - The final appeal to the dean of the academic area should be limited to the following situations to determine:
 - a. That the previous levels of review were conducted fairly in light of the accusations and evidence presented;
 - b. That it conformed with proscribed procedures giving the referring party a reasonable opportunity to prepare and document evidence that the Academic Honor Code was violated;
 - c. To determine if the accused student had a reasonable opportunity to prepare and respond to those allegations.
 - To determine whether the decision reached for the accused student was based on the preponderance of the evidence; that is, whether the facts were sufficient to establish that a violation occurred.
 - To determine whether the sanction(s) imposed were appropriate for the violation of the Academic Honor Code (i.e., “F” for the course, removal from academic program, etc.).
 - Lastly, to consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearings/meetings, in cases where the student appealing did not know such information/evidence existed at the time of the original hearings/meetings.
 6. The dean of the academic department has the option to work with the dean of students in conducting an investigation and determining responsibility. The academic dean’s decision is final.
 - The Office of the Dean of Students only gets involved with the assistance of an investigation, when there is a suspicion of large scale academic dishonesty, or a very

complex case. It is at the discretion of the dean of students to determine the level of involvement. In situations where the student has requested assistance through an advisor from the Office of the Dean of Students, a member of the staff that has no connection with the referral will be assigned to assist the student. Information gathered by the advisor with respect to the responsibility of the student will not be shared with the other members of the staff or faculty.

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.
 - The Academic Honor Code Violation Form with all appropriate signatures, documentation, and copies of letters stating outcome and academic sanctions shall be delivered to the Office of the Dean of Students.
9. *Notice* is sent from the Office of the Dean of Students to student.

First Offense – Student's name is added to the database of violators that is maintained for 5 years, and the student will be required to attend and complete an ethics/academic integrity workshop along with a homework assignment.
Second Offense – Full Code of Conduct discipline proceedings are initiated.

10. Upon an outcome of second offense proceedings, the student will have a right to appeal through the Student Code of Conduct process.
 - See full Student Code of Conduct available online at <http://jjc.edu/academics/academic-behavior-standards/Pages/code-of-conduct.aspx>