



Illinois Eastern Community Colleges
Student Code of Conduct

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I. Introduction

IECCs Student Code of Conduct (SCC) communicates its expectations of students and establishes a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. This SCC ensures students receive prompt and equitable resolutions via guaranteed due process rights.

II. Definitions

Academic Record is the formal record that IECC maintains directly related to a student's academic performance.

Advisor is an individual chosen by a complainant or respondent that may or may not be legal counsel.

Appeal Authority refers to any individual(s) authorized by the Chancellor or President, to consider an appeal from a student conduct hearing or Student Disciplinary Committee's decision and/or the sanctions imposed.

Behavioral Incident Report is an official report of an accusation of alleged conduct that deviates from this code.

Clear and Convincing Evidence refers to the proof necessary to show that the facts are substantially more likely to be than not to be.

College community includes all students and college officials at IECC.

College Official includes any individual that is employed, volunteers, or serves on the Board of Trustees at IECC.

Complainant is the individual making the complaint.

Complaint is an alleged violation against an individual by an individual.

Conduct Officer is a college official appointed by the President to oversee the implementation of the Student Code of Conduct. Any college official that has received Conduct training may serve as a Conduct Officer.

Conduct Record is the formal record that IECC maintains directly related to a student's conduct complaints and determinations.

Days are defined as days in which IECC is normally open to conduct business.

IECC or College refers to Illinois Eastern Community College District 529 and includes all property and programs of Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College, Workforce Education, and the District Office.

IECC premises or means any property owned, leased, occupied, operated or otherwise controlled by Illinois Eastern Community Colleges, including but not limited to vehicles, academic and auxiliary buildings, entrances to buildings, classrooms, laboratories, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies, conference facilities, athletic complexes, exterior open spaces, lots, driveways, loading docks, sidewalks, and walkways.

Know, and tenses associated with the term, refers to reasonable awareness.

May is used permissively.

Off-Campus College Activity includes student to student or student to college official interaction that occurs off IECC premises.

Policy is the written rules of IECC, approved by the Board of Trustees, and can be found in the published IECC Policy Manual.

Procedure is the written method of implementing Policy, approved by the Cabinet, and can be found in the published IECC Procedure Manual.

Respondent is the individual against whom a complaint is filed.

Sanction is the disciplinary action that is imposed on a student by IECC.

Shall is used imperatively.

Student includes any individual enrolled in courses, receiving services, accepted for admission, or who has recently withdrawn due to the violation of the Student Code, at IECC.

Student Disciplinary Committee refers to a group of college officials appointed by the President to determine code of conduct violations.

Written is considered a formal means of communication and may be completed by mail or e-mail.

III. Student Code of Conduct Authority & Jurisdiction

The Chancellor has designated the Presidents as responsible for the oversight and administration of the Student Code of Conduct on their respective campuses. Each President shall appoint:

- The College Dean (or designee) as the Conduct Officer and members/Chair to serve on the Student Disciplinary Committee. Responsible for the interpretation of the Student Code of Conduct and the determination of sanctions against Student Code of Conduct violations.
- Investigators. Responsible for the investigatory process of a Student Code of Conduct Violation.
- Appeal Authority members. Responsible for reviewing challenged Student Code of Conduct cases, accepting/hearing additional evidence, and determining the outcome. (The Chancellor will appoint Appeal Authority members if the President is serving as the Conduct Officer.)

IECC Cabinet is responsible for approving procedural changes to the Student Code of Conduct.

The SCC and all related processes apply to the conduct of individual students and all college-affiliated student organizations.

IECC reserves the right to investigate incident reports of alleged conduct violations and impose sanctions on students who have committed an act of prohibited conduct on IECC property or where an off-campus college activity has occurred.

Students are subject to city, state, and federal law while at IECC. The IECC Student Code of Conduct should not be equated to local, state, or federal criminal codes. In the event that a student violates local, state, or federal law and the Student Code of Conduct, IECC may proceed with disciplinary actions, while criminal/civil proceedings are in progress, in order to protect the college community.

IECC is a recipient of federal financial assistance, requiring the compliance of all federal regulation. Therefore, in the event of conflict between local or state and federal law, the college community shall abide by the federal law on IECC property.

In cases where a prohibited conduct is governed by a dedicated IECC policy in which alternate authorities, jurisdiction, and processes have been established, the dedicated policy and procedure(s) will prevail, taking precedence over the Student Code of Conduct process.

IV. Prohibited Conduct

The following constitute violations for which students and are subject to disciplinary action. These are not designed to be all-inclusive, but offer examples of the types of prohibited conduct.

A. Academic Dishonesty ([Policy 500.25](#))

Students are expected to be honest in their academic endeavors and responsible for their own work. The following provides examples of prohibited actions. Course syllabi may additionally contain specific violations as well.

1. Uses or obtains unauthorized assistance in any academic work.
 - Copying from another student's exam;
 - Using notes, books, electronic devices, or other aids of any kind during an exam when prohibited;
 - Stealing an exam, reconstructing an exam, or possessing a stolen copy of an exam.
2. Gives fraudulent assistance to another student.
 - Completing graded academic activity or taking an exam for someone else;
 - Giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity;
 - Sharing answers during an exam by using a system of signals.
3. Knowingly represents the work of others as his/her own or represents previously completed academic work as current.
 - Submitting a paper or other academic work for credit that includes words, ideas, data, or creative work of others without acknowledging the source;
 - Using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source;
 - Submitting the same paper or academic assignment to another class without the permission of the instructor.
4. Fabricates data in support of an academic assignment.
 - Falsifying bibliographic entries;
 - Submitting any academic assignment that contains falsified or fabricated data or results.
5. Inappropriately or unethically uses technological means to gain academic advantage.
 - Inappropriately or unethically acquiring material via the Internet or by any other means;
 - Utilizing any form of Artificial Intelligence;
 - Using any electronic or hidden devices for communication during an exam.

B. Disrespectful, Insubordinate, or Disruptive Action

1. Indecent, loud, obstructive, or disruptive action that interferes with teaching, service delivery, administration, disciplinary proceedings, or other college activities on or off IECC premises;
2. Engaging in behavior that is specifically prohibited by faculty or staff.

C. Discrimination

Prohibited behavior directed at a person in a protected category. All alleged violations of discrimination will be addressed in accordance with the [Nondiscrimination Policy/Procedure 100.8](#).

D. Sexual Misconduct

Prohibited Sex-based misconduct including:

1. Dating Violence
2. Domestic Violence
3. Sexual Assault
4. Sexual Exploitation
5. Sexual Harassment
6. Sexual Violence
7. Stalking

All alleged violations of sexual misconduct will be addressed in accordance with the [Preventing Sexual Misconduct Policy/Procedure 100.31](#).

E. Retaliation

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging discrimination, harassment, or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting, or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by IECC's Policy.

F. Hazing ([Policy 500.28](#))

Hazing of any kind, whether by an individual or organization, is contrary to IECC policy and illegal in Illinois. Policy prohibits many activities that have traditionally been associated with hazing, such as alcohol use and abuse, vandalism, theft, verbal or physical abuse or threat of harm, sexual harassment, and other forms of harassment. In addition to those activities and conduct expressly prohibited elsewhere, examples of prohibited individual/group activities that may constitute hazing include, but are not limited to:

1. Encouraging, forcing, or coercing the use of alcohol, illegal drugs, or other substances;
2. Shaving, tattooing, piercing, or branding;
3. Engaging in, or simulating sexual acts;
4. Threatening or causing physical restraint;
5. Nudity;
6. Throwing substances or objects at individuals;
7. Assigning unreasonable chores or acts of servitude;

8. Causing excessive exercise, sleep deprivation, or excessive fatigue;
9. Interfering with adequate time for study; or
10. Requiring the wearing of apparel or acting in a way that is conspicuous and not within community norms.

Additionally, “passive participation” in hazing is expressly prohibited, and may include:

1. Witnessing hazing taking place as a group member, affiliate, or guest;
2. Participating in or being present in person or via technology in discussions where hazing is being planned.

G. Endangering Behavior

1. Intentionally, knowingly, or recklessly causing physical harm to any person;
2. Threats or threatening behavior, intimidation, coercion, detainment, or other conduct that threatens or endangers the health or safety of any person.

H. Tobacco ([Policy 100.15](#))

1. Use of all tobacco products on all IECC property, both indoors and outdoors;
2. Littering the remains of tobacco waste.

I. Alcohol and Controlled Substance ([Policy 100.9](#))

Unlawful possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis, or any controlled substance. Under federal jurisdiction, the possession, sale, transfer, purchase, or use of cannabis, including medical marijuana, is unlawful.

Therefore, although Illinois state legislation permits the authorized use of marijuana, the possession, sale, transfer, purchase, or use of all cannabis, is prohibited on IECC property or on the premises where college activity is occurring. Violations by minor students will result in notification of parent(s) or legal guardian. (Reference IECC’s FERPA Policy.)

J. Unauthorized Animals/Pets

Allowing or keeping animals/pets on IECC property, except as provided for in the [Americans with Disabilities Act Policy/Procedure](#).

- Service animals are an extension of the student and must abide by conduct policies and procedures;
- Emotional support animals are not considered service animals and are not allowed on campus.

K. Unauthorized Access to IECC Property

1. Entering (or remaining on) IECC property without valid authorization or permission.
2. The use of skateboards, roller blades, roller skates, bicycles, and similar wheeled devices inside IECC buildings or on railings, curbs, benches or any fixtures that could be damaged by such actions.

L. Weapons

1. Illegal or unauthorized possession of weapons on IECC property or on the premises where college activity is occurring;
2. For individuals with a Concealed Carry License, concealed firearms must remain within the guidelines defined in [Policy 100.28](#).

M. Theft or Property Damage

Attempted or actual theft of and/or damage to property of IECC or property of a member of the college community or personal or public property, on or off campus.

N. Failure to Comply

Failure to comply with directions 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.

O. Misrepresentation

Misrepresenting information or furnishing false information to a college official.

P. Falsification

Forging, altering, misrepresenting, counterfeiting, or misusing any IECC document, identification/authentication method/mechanism or access device or process.

Q. Inappropriate Use of Technology ([Policy 200.2](#))

1. Copy and forwarding, downloading, and/or uploading to the IECC network or Internet server any copyrights, trademarked, and other intellectual property without express authorization from the owner of the trademarks, copyrights, or intellectual property right;
2. Peer-to-peer file sharing applications on its network, including wireless network services, to transmit, exchange, or copy any music, software, or other materials which are protected by copyright or intellectual property rights;
3. Accessing, emailing or web publishing of material, including text or images, determined to be obscene and/or pornographic;
4. Use of technology to facilitate, engage in and/or encourage academic dishonesty;
5. Email distribution or web publishing of derogatory statements intended to offend other individuals, groups, or organizations or which violate IECC's anti-discrimination/harassment policy and procedures.
6. Use of information technology resources in a manner that violates this Policy, any other IECC policy, and/or local, state, or federal law.
7. Intentionally infiltrate, or "hack," IECC or other information technology resources;
8. Release viruses, worms, or other programs that damage or otherwise harm IECC or other information technology resources;
9. Knowingly disrupt a system or interfere with another students, staff or faculty members or other authorized user's ability to use that system;
10. Willfully damage or destroy computer hardware, software, or data belonging to IECC or its users.

R. Violation of Federal, State or Local Laws, and IECC Policy

1. Violation of federal, state, or local laws on IECC property or on the premises where college activity is occurring.
2. Violation of IECC policy that is not otherwise specified in Section V. of the Student Code of Conduct.

S. Abuse of/Interference with the Student Code of Conduct Process

1. Failure to obey the summons of a Conduct Officer or other college official;
2. Falsification, distortion, or misrepresentation of information pertaining to a conduct proceeding;

3. Disruption or interference with the orderly conduct of a conduct proceeding;
4. Attempting to discourage an individual's proper participation in, or use of, the student code of conduct process;
5. Attempting to influence the impartiality of officials prior to, and/or during the course of, the conduct proceeding;
6. Harassment (verbal or physical) and/or intimidation of officials prior to, during and/or after a conduct proceeding;
7. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
8. Influencing or attempting to influence another person to commit an abuse of the student code of conduct process.

V. Disciplinary Actions

IECC reserves the right to impose disciplinary actions (sanctions) for violations of the Student Code of Conduct. Sanctions will be determined by the Conduct Officer and/or the Student Disciplinary Committee and implemented by the Conduct Officer. Sanctions may include but are not limited to:

Conversation – A conversation with the student regarding the violation and steps to prevent a violation from occurring again.

Warning – A written notice to the student that the student is violating or has violated the Student Code of Conduct. The Notice may include potential sanctions should the violation continue to occur.

Probation – A written notice to student for the violation of the Student Code of Conduct that includes a probationary period for a specified time and the probability of progressively more severe sanctions if the student is found to violate the Student Code of Conduct during the probationary period.

Loss of Privileges – Denial of specified privileges for a designated period of time.

Discretionary Sanctions – Work assignment, such as service to IECC or community.

Education Sanctions – Assignment of academic work. This may include reflective papers or personal biographies.

Failing Grade – A failing grade will be assessed for an assignment or a course.

Involuntary Withdrawal – Administrative withdrawal from one or more classes.

Program Suspension – Separation of the student from his/her program of study for a defined period of time. Conditions for readmission into program may be specified. .

IECC Suspension – Separation of the student from IECC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

IECC Expulsion – Permanent separation of the student from IECC.

Revocation of Award – Revocation of a degree or certificate. This sanction may only be imposed for serious academic violations such as fraud or misrepresentation.

Withholding of Award – Delay of degree or certificate until the completion of the process set forth in the Student Code of Conduct, including the completion of sanctions.

Fine – A monetary payment to retribute damages.

One or more of the sanctions listed may be imposed for a Student Code of Conduct Violation. An Administrative Hold may be placed on a student account until the completion of the sanction.

All sanctions shall be made part of the student disciplinary record; additionally, only suspension (Program and IECC), expulsion, or revocation of award, shall be made part of the student's permanent academic record. These sanctions require a Student Disciplinary Committee decision; they shall not be made by the Conduct Officer alone.

VI. Interim Measures for Alleged Conduct Violations

IECC reserves the right to impose interim measures for alleged violations of the Student Code of Conduct that may pose a threat to any person on the IECC premises or impede the operations of IECC. In addition to IECC Interim Measures, College officials may contact law enforcement at any time for behavior that appears threatening to any person on IECC property.

Interim Measures for Respondents may include:

- Temporary Suspension
- Temporary separation for one or more classes
- Temporary restriction of access to IECC property

Interim Measure for Complainant may include:

- Assisting access to student support services (academic support, counseling, advocacy, etc.)
- Changing work-study or course arrangements
- Other measures accessible on a case-by-case basis

Interim measures do not replace the process for resolving Student Code of Conduct issues, as all students have the right to a prompt and equitable resolution. When interim measures are imposed, they take effect immediately and all involved parties are notified by phone and in writing. The interim measure will remain in effect until all student conduct proceedings are completed, unless otherwise specified.

VII. Processing Alleged Conduct Violations

Reporting an Alleged Violation

Any member of the college community may submit a Behavioral Incident Report documenting the alleged Student Code of Conduct violation. All Behavioral Incident Reports are submitted to the College Dean unless the incident pertains to a prohibited conduct that is governed by another policy (such as discrimination and/or sexual misconduct as noted above).

Responding to an Alleged Violation

When the Conduct Officer receives a Behavioral Incident Report, s/he shall review the report and determine the method of investigation: the Conduct Officer will either serve as the sole investigator or coordinate investigators to probe the alleged conduct violation.

Within 10 days of receiving a Behavioral Incident Report, the Conduct Officer shall provide the respondent and complainant (if applicable) with the following information in writing:

- The respondent's name;
- The complainant (unless determined confidential);
- A brief description of the alleged conduct violation;
- The investigatory process that will follow, including the dates and times of investigative proceedings;

- The right to an advisor at any time throughout the process; and
- A copy (or link to) the Student Code of Conduct.

All investigations shall be fair and prompt, and shall be administered in accordance with local, state, and federal law and IECC policy and procedures. Investigations shall include the review of involved parties' conduct history, an equal opportunity for interview and response to the respondent and the complainant, witness interviews, and any other pertinent information to the case. The clear and convincing evidence standard shall be used to determine the outcome of the allegation.

If a respondent refuses to participate in the investigative process, including but not limited to answering investigators, the investigation will continue. The respondent's lack of cooperation will be considered in determining the outcome of the conduct violation and the disciplinary action associated with it.

Final Investigation Report

At the conclusion of the investigation, the investigator(s) shall prepare a thorough report outlining the complaint, investigation conducted and relevant evidence, the investigator(s) conclusions and explanation. A violation determination, along with appropriate sanction(s) when warranted, shall be made by the Conduct Officer, or deferred to the Student Disciplinary Committee, depending on the severity of the violation.

Notice of Decision

Within 10 days of a decision, the Conduct Officer will present the Notice of Decision letter to the respondent and complainant. The written notification shall include:

- The decision;
- An opportunity to schedule a meeting to discuss the decision;
- The sanctions (Only when a violation determination was made and sanctions warranted.); and
- A brief description of the appeal process.

VIII. Appeal Process

Students (complainant or respondent) who wish to appeal the decision administered by the Conduct Officer must submit a written request for appeal to the President (or Chancellor if President serves as the Conduct Officer) within 5 days following receipt of the Notice of Decision letter. The President (or Chancellor) shall review the request and coordinate the Appeal Authority members within 5 days of receiving a written request for appeal. In the event a student does not appeal within the required 5-day period, the Notice of Decision will be final.

Basis for Appeal

The appeal request must be made on the basis of one or more of the following reasons:

- Procedural error was committed;
- Evidence of discrimination during the investigatory process;
- Evidence not offered during the investigation is now available. In such cases, the new evidence must be described in the written request; and/or
- The sanction imposed is lenient, excessive, or otherwise inappropriate.

Appeal Authority Review

The Appeal Authority members shall, at a minimum:

1. Review the original case and all additional evidence.

2. Provide an equal number of interviews to the respondent and the complainant, witness interview, and any other pertinent information to the case.
3. Determine the outcome of the allegation.
4. Determine sanction(s).
5. Report outcome and sanction(s), in written form, to the President (or Chancellor) within 21 days of receiving the request for appeal.

Final Notice of Decision

Within 5 days of a decision, the President (or Chancellor) shall provide a Final Notice of Decision letter to the respondent and complainant. The written notification shall include:

- The decision;
- The sanctions imposed (if applicable);
- An opportunity to schedule a meeting to discuss the decision; and
- A brief explanation of the appeal process.

If the Appeal Authority determines there has not been a conduct violation, IECC will repeal any invoked sanctions. If coursework was missed as a direct result of prior sanctions, appropriate action will be taken to assist the student in completing the course.

If the Appeal Authority determines that there has been a conduct violation, the conduct sanctions are final.

IX. Interpretation and Revision

Questions of interpretation or application of the Student Code of Conduct shall be referred to the Program Director of Grants and Compliance for final determination.

The Student Code of Conduct shall be maintained by the Program Director of Grants and Compliance and reviewed biennially, at a minimum, by Cabinet. Changes should be submitted to the Program Director of Grants and Compliance for review and approval by Cabinet.

X. Student Resources

A student can view the Student Code of Conduct at www.iecc.edu/studentconduct or obtain a copy in the Student Services Office. IECC policies are also available, by request, in the Student Services Office.

Information on Campus Safety:

www.iecc.edu/safety

Information on Sexual Misconduct:

www.iecc.edu/titleix

Information on Nondiscrimination:

www.iecc.edu/nondiscrimination

Program Director of Grants and Compliance Contact Information:

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