



Illinois Eastern Community Colleges
Student Code of Conduct
2021

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I. Introduction

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services. Pursuant to Student Conduct Policy (500.8), IECC has established the Student Code of Conduct (SCC) to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations.

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.

Behavior 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 property includes all land, buildings, facilities, vehicles, or other property that is owned, operated, or controlled by IECC. This 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.

Preponderance of Evidence refers to the proof necessary to show that the facts are more likely to be than not to be.

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

The Cabinet shall develop districtwide policies for the administration of the Student Code of Conduct and the procedural rules for student conduct proceedings. The College President shall appoint a Conduct Officer (CO), Investigators, and members of the Student Disciplinary Committee (SDC). The Investigators are responsible for the investigatory process of a Student Code of Conduct Violation. The CO/SDC is responsible for the interpretation of the Student Code of Conduct and the determination of sanctions against Student Code of Conduct violations. The CO shall notify students of the CO/SDC decision, provide an opportunity for discussion and appeal, and implement the determined sanctions. The President shall appoint members to the appeal authority, unless the President serves as the Conduct Officer, in which case the Chancellor shall appoint members to the appeal authority.

For alleged violations involving discrimination, the authority and responsibility of the Program Director of Grants and Compliance shall replace the Conduct Officer. All alleged violations of discrimination will be addressed in accordance with [Policy 100.8](#).

For alleged violations involving sexual misconduct, the authority and responsibility of the Program Director of Grants and Compliance shall replace the Conduct Officer. All alleged violations of sexual misconduct will be addressed in accordance with [Policy 100.31](#).

IV. Jurisdiction of the Student Code of Conduct

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.

Student Code of Conduct violations that also violate Title IX of the Education Amendments Act of 1972 will be referred to the Program Director of Grants and Compliance and will be addressed in accordance with [Policy 100.31](#).

V. Prohibited Conduct

A. Academic Dishonesty

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 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;
 - Using any electronic or hidden devices for communication during an exam.

IECC complies with the American Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Approved accommodations are not Academic Dishonesty Violations.

Each instructor and academic support service area is authorized to establish specific guidelines consistent with this policy. Additional guidelines for Academic Honesty may appear in course syllabi.

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

1. Any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team affiliated with IECC; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts;
2. Witnessing hazing taking place as a group member, affiliate, or guest;

3. 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.

J. Unauthorized Pets

Allowing or keeping pets on IECC property unless authorized in writing by the College President.

- 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. Weapons

1. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals 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 in [Policy 100.28](#).

L. 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.

M. 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.

N. Misrepresentation

Misrepresenting information or furnishing false information to a college official.

O. Falsification

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

P. 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.

Q. 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.

R. Abuse of the Student Conduct System.

1. Failure to obey the summons of a hearing officer or other college official;
2. Falsification, distortion, or misrepresentation of information before a hearing officer/panel;
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 conduct system;
5. Attempting to influence the impartiality of a hearing officer or member of a hearing panel prior to, and/or during the course of, the conduct proceeding;
6. Harassment (verbal or physical) and/or intimidation of a hearing officer or member of a hearing panel prior to, during and/or after a conduct proceeding;
7. Failure to comply with the sanction(s) imposed under the student conduct code;
8. Influencing or attempting to influence another person to commit an abuse of the student conduct code process.

VI. Disciplinary Actions

IECC reserves the right to impose disciplinary actions, henceforth described as 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 incidents 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 – Assigned service to IECC. This may include work or community service.

Education Sanctions – Assigned academic work to IECC. This may include reflective papers or personal biographies.

Involuntary Withdrawal – Administrative withdrawal from one or more classes.

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. Suspension may be implemented on a deferred basis (i.e. Student will be suspended if they do not complete other specified sanctions).

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 in VI. 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, expulsion, or revocation of award, shall be made part of the student's permanent academic record. These 3 sanctions require a Student Disciplinary Committee decision; they shall not be made by the Conduct Officer alone.

VII. Rights of Involved Parties

A. Complainant Rights

1. The right to be accompanied in a conduct proceeding by an advisor of his or her own choosing.
2. The right to receive reasonable accommodations to protect safety and/or confidentiality during a conduct hearing which may include submitting an Impact

Statement no later than two-business days prior to the scheduled hearing or appearing in front of the CO/SDC without the presence of the respondent.

3. The right to be kept informed of the status of proceedings throughout the process.

B. Respondent Rights

1. The right to receive notification of the alleged violation and the date, time, and place of any conduct proceeding regarding the alleged violation.
2. The right to challenge the objectivity or fairness of any of the persons serving in a conduct proceeding. The decision to uphold any challenge made by the respondent rests with the CO/SDC Chair.
3. The right to introduce documents, to call witnesses, and present other evidence during a conduct proceeding. NOTE: The right to call witnesses is accompanied by the obligation to provide the name of and rationale for each witness, in writing, at least two business days in advance of a meeting or hearing to the student conduct administrator.
4. The right to be provided access to any information that may be used at a conduct proceeding. Access will be provided to such materials in advance of a meeting/hearing.
5. The right to respond to the allegations. All questions or responses posed by the respondent are to be directed towards the CO/SDC Chair during proceedings.
6. The right to not be compelled to be a witness against oneself or to have his or her silence taken as an indication of responsibility for a violation.
7. The right to a decision of responsibility or non-responsibility based on the clear and convincing evidence and to be notified of such decision in writing.
8. The right to be accompanied by an advisor of his or her own choosing.
9. The right to request postponement of a disciplinary proceeding if circumstances warrant. The decision to postpone a disciplinary proceeding rests with CO/SDC Chair.
10. The right to appeal the decision of a disciplinary proceeding in accordance with Student Code of Conduct appeal procedures.

VIII. 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 may only be implemented for a designated period until the final violation determination is resolved. In the event that interim measures are imposed, a student will be

notified of the interim measure(s) by phone and in writing and will take effect immediately. The interim measure will remain in effect until all student conduct proceedings are completed, unless otherwise specified.

Interim measures do not replace the Student Code of Conduct Procedure, as all students have the right to a prompt and equitable procedure that incorporates due process for all involved parties.

IX. Processing Alleged Conduct Violations

Students are entitled prompt and equitable resolutions that ensure due process and provide the right to legal counsel at any time they are being questioned by the administration or Board of Trustees. They shall have the right to appeal a decision made by the Conduct Officer/Student Disciplinary Committee to the Appeal Authority. Participants in this process shall not be subjected to reprisals or retaliation because of participation in the complaint process.

Any member of the college community may submit a Behavior Incident Report documenting the alleged Student Code of Conduct violation. Incident reports shall be submitted to the Conduct Officer unless the incident pertains to discrimination and/or sexual misconduct (as noted previously above).

Once the Conduct Officer receives a Behavior Incident Report, the Conduct Officer shall review the report and either investigate the incident or coordinate Conduct Investigators to investigate the alleged conduct violation. Violation determinations shall be made by the Conduct Officer or deferred to the Student Disciplinary Committee depending on the severity of the violation.

All investigations shall be fair and prompt, and shall be administered in accordance with local, state, and federal law and IECC policy. 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 the respondent refuses to participate in the investigative process, including but not limited to answering investigators or attending the hearing, 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.

A. Notice to Respondent/Complainant of Allegations

The Conduct Officer shall contact the respondent and complainant (if applicable) with the following information:

- 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 and conduct hearings.

B. Due Process Rights

During the investigative process, the respondent and complainant will each be afforded the right to present information and witness relevant to his or her case. When the respondent and complainant are requested to appear at an investigatory meeting or conduct hearing, he or she may be accompanied by an advisor.

C. Final Investigation Report

At the conclusion of the investigation, the Conduct Investigator shall prepare a thorough report outlining the complaint, investigation conducted and relevant evidence, the investigators conclusions and explanation for the Conduct Officer/Student Disciplinary Committee. The CO/SDC shall determine whether a violation occurred and the appropriate sanctions.

1. If the CO/SDC determines that the Student Code of Conduct has been violated, the Conduct Officer will present the Student Code of Conduct Notice of Decision for violation and the sanctions to the respondent and complainant, in written form, within 10 days upon receipt of the decision. The written notification shall include the decision, the sanctions imposed, an opportunity to schedule a meeting to discuss the decision, and a brief explanation of the appeal process with both parties.
2. If the CO/SDC determines that the Student Code of Conduct has not been violated, the Conduct Officer will present the Student Code of Conduct Notice of Decision for non-violation to the respondent and complainant, in written form, within 10 days upon receipt of the decision. The written notification shall include the decision, an opportunity to schedule a meeting to discuss the decision, and a brief explanation of the appeal process with both parties.

X. Appeal Process

Students (complainant or respondent) who wish to appeal the decision administered by the Conduct Officer at the conclusion of a formal investigation must submit a written request for appeal to the College President within 5 business days after the Notice of Decision has been sent. In the event a student does not appeal within the required 5-day period, the Notice of Decision will be final.

A. Basis for Appeal

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

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

B. Appeal Request

1. The appeal request shall be filed with the College President (or the Chancellor if the College President serves as the Conduct Officer).
2. The President shall review the request and coordinate the Appeal Authority (AA).

C. Appeal Authority Review

1. AA shall review the original case and all additional evidence.
2. AA will provide an equal number of interviews to the respondent and the complainant, witness interview, and any other pertinent information to the case.
3. AA shall determine the outcome of the allegation.
4. AA determined outcome and recommended sanction(s) shall be reported, in written form, to the College President within a reasonable time period.

D. Notice of Decision

1. The President shall render a written Notice of Decision to the respondent and complainant, within a reasonable time period upon receipt of the decision.
2. The Notice of Decision 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 AA determines that 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 AA determines that there has been a conduct violation, the conduct sanctions are final.

XI. 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.

XII. 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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