

# *The Illinois College Code of Integrity*

## **Article I - Code of Integrity**

### **Section 1 – Code of Integrity’s Purpose**

Members of the Illinois College community endeavor to embrace excellence in all that they do. These qualities of personal and academic excellence are reflected in the integrity exhibited by each and every member of the community. Embracing respect, justice, and openness toward one another and service as a way of life, the Illinois College community supports one another in the journey to be the “best that we can be.”

### **Section 2 – Code of Integrity**

Behaviors and conduct that support the qualities of the Code of Integrity include, but are not limited to, the following:

- ❖ Excellence – The distinctive heritage of Illinois College is one of commitment to excellence. In all the College does, a guiding question will be, “Can it be done better?”
- ❖ Integrity – Honesty, reliability, and conviction are marks of character that the College highly values.
- ❖ Community – Civility, mutual respect, cooperation, and a pervasive sense of concern for others mark the sense of community at Illinois College.
- ❖ Justice – From its beginning, Illinois College has sought to be a just community both in its internal dealings and its relations with the wider society.
- ❖ Service – The College seeks to instill in its students an understanding that a life worth living is one that serves the common good. Our responsibility for the physical and social order demands an ethic of service.
- ❖ Respect – Respect for others is the foundation of morality and reflects the conviction of a fundamental equality among all people. The self-respect that is essential for personal fulfillment entails the affirmation of the inherent dignity of all sentient life.
- ❖ Openness – Personal development is contingent upon the ability to learn and to grow. Openness to differing perspectives and empathy for others forestalls intellectual and social stagnation and is a spark for creativity. Empathy for others is also essential for developing respect, pursuing justice, and building community.

## **Article II – Code of Integrity Board**

### **Section 1 – Function**

The Code of Integrity Board shall serve as an appellate body for students in stances where academic and/or student life integrity is in question.

## **Section 2 – Code of Integrity Board Compositions**

### Subsection 1 – Code of Academic Integrity Board

The Code of Academic Integrity Board shall be comprised of five rising students with at least one student from the sophomore, junior, and senior classes as voting members. Two faculty members will serve as voting members and a Dean from the Office of Academic Affairs as non-voting members. This branch of the Code of Integrity Board will focus on areas where academic integrity is in question.

### Subsection 2 – Code of Student Life Integrity Board

The Code of Student Life Integrity Board shall be comprised of five students with at least one student from the rising sophomore, junior, and senior classes as voting members. Two student affairs professionals will serve as voting members and the Dean of Students or Assistant Dean of Students as non-voting members. This branch of the Code of Integrity Board will focus on areas where student life integrity is in question.

### Subsection 3 – Code of Integrity Board Consistencies

The student composition of the Code of Integrity Board will remain consistent, no matter the branch of integrity under question.

## **Article III – Academic Integrity**

## **Section 1 - Introduction and Purpose**

### Subsection 1 – Importance of Academic Integrity

The Illinois College Community is founded on the principles of excellence, integrity, respect, and communication in pursuit of developing students committed to achieving high levels of scholarship, leadership, and service in the liberal arts. Furthermore, the purpose of including academic integrity in the Code of Integrity is to delineate the rights students have in circumstances when academic integrity is at question.

### Subsection 2 – Academic Integrity

Academic integrity is the completion of course tasks with one's own ideas and/or accurately acknowledging sources. Violations of academic integrity include the following acts: plagiarism, cheating, falsification, bribery, and collusion.

## **Section 2 - Code of Academic Integrity Board**

### Subsection 1 - Function

The Code of Academic Integrity Board shall serve as an appellate body for students in stances where academic integrity is in question.

### Subsection 2 – Code of Academic Integrity Board Composition

The Code of Academic Integrity Board shall be comprised of five students with at least one student from the rising sophomore, junior, and senior classes and two faculty members as voting members, and a Dean from the Office of Academic Affairs as non-voting members.

### Subsection 3 – Student Members of the Code of Academic Integrity Board

#### *Sub-point A - Application Process of Student Members*

In order to apply to the Code of Academic Integrity Board, students must submit an application to the Illinois College Student Senate by the first week of March.

#### *Sub-point B – Student Qualifications to Serve on the Code of Academic Integrity Board*

Students must have a cumulative 2.0 GPA and have no previous Code of Integrity violations, which will be confirmed by the Office of Academic Affairs and Office of Student Affairs.

#### *Sub-point C – Selection of Student Members to Serve on Code of Academic Integrity Board*

The Illinois College Student Senate will review application materials and confirm qualifications in order to select the five student members by a simple majority vote. Those selected will be approved by a Dean from the Academic Affairs Office and Dean of Students; if a student has previous Code of Integrity violations, the Deans are able to approve the student's(s') service on the Board. Selected students will be notified by the last week of March.

#### *Sub-point D – Terms of Student Members*

Students selected to serve on the Code of Academic Integrity Board shall serve one year terms, starting April 1<sup>st</sup> and ending March 31<sup>st</sup> the following year.

#### *Sub-point E – Vacancies of Student Members on Code of Academic Integrity Board*

If all five student member positions are not filled or a vacancy occurs throughout the year, an Illinois College Student Senate Senator from the class(es) that are underrepresented will assume the vacant position(s) in the following order: Class Chair, Class Vice Chair, and Class Senators, as long as he or she meets the qualifications of a cumulative 2.0 GPA and has no previous Code of Integrity violations; however, the Deans are able to approve the Senators to serve on the Board if they have a previous Code of Integrity violation.

### Subsection 4 – Faculty Members of the Code of Academic Integrity Board

#### *Sub-point A – Nomination Process of Faculty Members*

The Student Senate will invite faculty members to serve on the Board as needed.

#### *Sub-point B – Terms of Faculty Members*

Faculty shall serve two year terms, starting April 1<sup>st</sup> and concluding March 31<sup>st</sup> of the second year.

#### Subsection 5 – Student Chair of the Code of Academic Integrity Board

##### *Sub-point A – Nomination Process of Student Chair*

A meeting with all board members present, which will be led by the returning faculty member or student affairs professional, will be held within the first week of April to nominate a student chair. Nominees will have five class days to accept or reject nominations via email to the returning faculty member or student affairs professional.

##### *Sub-point B – Voting Process of Student Chair*

Voting for the student chair of the Code of Academic Integrity Board will take place within two weeks after the deadline of accepting or rejecting nominations and will be decided by the Code of Integrity Board. The board member with the most votes will be selected to serve on the Code of Academic Integrity Board.

##### *Sub-point C – Term of Student Chair*

The student selected as the student chair of the Code of Academic Integrity Board shall serve a one year term, starting April 1<sup>st</sup> until March 31st in the following year.

#### Subsection 6 – Duties of Members on the Code of Academic Integrity Board

##### *Sub-point A – Voting Members*

Students and faculty on the Code of Academic Integrity Board are expected to attend meetings, participate in hearings, abide by the appeals process, educate the Illinois College community about the Code of Academic Integrity, and not disclose confidential information.

##### *Sub-point B – Non-Voting Members*

A Dean from the Office of Academic Affairs is expected to provide information on appealing students' Code of Academic Integrity previous violations, attend hearings, abide by the appeals process, educate the Illinois College community about the Code of Academic Integrity, and not disclose confidential information.

##### *Sub-point C – Student Chair*

The student chair, who is a voting member of the board, is expected to organize meetings and hearings, lead meetings and hearings, communicate with all members associated with appeals hearings, work with the Office of Academic Affairs to gather/collect documentation before and after hearings, keep accurate documentation of all proceedings and written reports of action during hearings, may delegate certain responsibilities to other members on the Code of Academic Integrity Board, and have access/control the [ichonor@mail.ic.edu](mailto:ichonor@mail.ic.edu) email account.

#### Subsection 7 – Removal of Voting Members on the Code of Academic Integrity Board

A member can be removed by a majority vote from the Code of Academic Integrity Board if a member makes no effort to attend meetings, no effort to participate in hearings, does not abide by the appeals process, and/or discloses confidential information.

### **Section 3 - Appeals**

#### Subsection 1 – Purpose of Appealing

If the student(s) does not agree with a consequence issued by a professor(s) for an alleged violation of academic integrity, the student(s) will be allowed to make an appeal.

#### Subsection 2 – Faculty Action

When a professor encounters a student in violation of the Code of Integrity,

a) She or he will contact the Academic Affairs Office to determine whether this is the student's first violation.

b) The instructor will then execute a consequence that seems most appropriate.

When determining a consequence for a violation of the Academic Integrity Code, faculty should consider the importance of the assignment, the amount and significance of the violation, the student's prior history of Academic Integrity Code violations, and other extenuating circumstances.

c) The professor(s) shall, within five class days, notify a Dean from the Office of Academic Affairs and the student(s) via email of the offense and his or her(their) dispensation of a consequence and provide any documentation or evidence that led him or her (them) to suspect a violation of academic integrity.

#### Subsection 3 – Appeals Process

##### *Sub-point A – Notification of Appeal*

If a student agrees with the professor's consequence, no further action is needed.

Otherwise, a student's appeal pertaining to a professor's decision shall be submitted via email to the Office of Academic Affairs within ten class days of receiving notification of the consequence against the student.

##### *Sub-point B – Preparation for Appeals*

The Office of Academic Affairs will notify the student chair of the Code of Academic Integrity Board of appeals. Then, the student chair of the Code of Academic Integrity Board will contact all members involved in the appeals hearing in order to establish a hearing time and date. A hearing must take place within ten class days of the Office of Academic Affairs receiving notification of the appeal, and five voting members, including at least one faculty member, must be in attendance as well as the student(s) and professor(s) involved with the appeal. The student chair

will compile the information and notify all members involved of the time, date, and location.

*Sub-point C – Appeals Hearing*

The Code of Academic Integrity Board will first listen to the professor offer relevant evidence and will be able to ask questions without the appealing student present. Then, the Code of Academic Integrity Board will listen to the appealing student offer relevant evidence and will be able to ask questions without the professor present. The student will be allowed to bring one other person as support, but the supporter will not be allowed to address the board directly.

*Sub-point D – Voting on Appeals*

A simple majority of the voting members present at the hearing is needed in order to come to a verdict. Supporting or denying the consequence given by the professor should be the focus of the Board's vote.

*Sub-point E – Notification of Verdict*

The student chair of the Code of Academic Integrity Board will notify the student(s), professor(s), and Office of Academic Affairs in writing within 10 class days of the hearing.

*Sub-point F – Process after Notification of Verdict*

If the student(s) disagrees with the Board's verdict, he/she is able to appeal to a Dean from the Office of Academic Affairs who has final say on the matter.

Subsection 4 – Documentation of Appeals

After the documentation from the hearings have been returned to the Office of Academic Affairs, the documentation of all transgressions will be kept on file in the Office of Academic Affairs for one year after the student graduates, after which the files will be destroyed.

Subsection 5 – Conflict of Interest

*Sub-point A – Self-Removal*

If a voting member of the Code of Academic Integrity Board feels he/she has a conflict of interest in the appeals case at hand, he/she must provide written reasoning to the student chair and a Dean from the Office of Academic Affairs five class days before the hearing in order to allow enough time to find a representative following the normal vacancy procedure to fill in for that hearing.

*Sub-point B – Board Removal*

If the other voting members on the Code of Academic Integrity Board feel that a

voting member holds a conflict of interest, a simple majority vote is able to remove the conflicted voting member.

## **Article IV – Student Life Integrity**

### **Section 1 - Introduction and Purpose**

#### **Subsection A – Student Life Integrity’s Purpose**

The Illinois College Community is founded on the principles of excellence, integrity, respect, and communication in pursuit of developing students committed to achieving high levels of scholarship, leadership, and service in the liberal arts. Furthermore, the purpose of student life integrity is to inform students of student life integrity and the rights they have as students if the student life integrity is broken.

#### **Subsection B – Student Life Integrity**

Student life integrity is the upholding of policies stated in the Blue Book. Examples of violations of student life integrity include, but are not limited to, the following: policy fines, student organization policies, and on campus parking tickets. The Dean of Students will make the final determination regarding which cases qualify as appeals to appear before the Student Life Integrity Board.

### **Section 2 - Code of Student Life Integrity Board**

#### **Subsection 1 - Function**

The Code of Student Life Integrity Board shall serve as an appellate body for students in stances where student life integrity is in question.

#### **Subsection 2 – Code of Student Life Integrity Board Composition**

The Code of Student Life Integrity Board shall be comprised of five rising students with at least one student from the sophomore, junior, and senior classes, and two student affairs professionals as voting members, and the Dean of Students or Assistant Dean of Students as non-voting members.

#### **Subsection 3 – Student Members of the Code of Student Life Integrity Board**

##### *Sub-point A - Application Process of Student Members*

In order to apply to the Code of Student Life Integrity Board, students must submit an application to the Illinois College Student Senate by the first week of March.

##### *Sub-point B – Student Qualifications to Serve on the Code of Student Life Integrity Board*

Students must have a cumulative 2.0 GPA and have no previous Code of Integrity violations, which will be confirmed by the Office of Academic Affairs and Office of Student Affairs.

##### *Sub-point C – Selection of Student Members to Serve on Code of Student Life Integrity Board*

The Illinois College Student Senate will review application materials and confirm qualifications in order to select the five student members by a simple majority vote. Those selected will be approved by a Dean from the Academic Affairs Office and Dean of Students; if a student has previous Code of Integrity violations, the Deans are able to approve the student's(s') service on the Board. Selected students will be notified by the last week of March.

*Sub-point D – Terms of Student Members*

Students selected to serve on the Code of Student Life Integrity Board shall serve one year terms, starting April 1<sup>st</sup> and March 31<sup>st</sup> the following year.

*Sub-point E – Vacancies of Student Members on Code of Student Life Integrity Board*

If all five student member positions are not filled or a vacancy occurs throughout the year, an Illinois College Student Senate Senator from the class(es) that are underrepresented will assume the vacant position(s) in the following order: Class Chair, Class Vice Chair, and Class Senators, as long as he or she meets the qualifications of a cumulative 2.0 GPA and has no previous Code of Integrity violations; however, the Deans are able to approve the Senators to serve on the Board if they have a previous Code of Integrity violation.

Subsection 4 – Student Affairs Professionals of the Code of Student Life Integrity Board

*Sub-point A – Nomination Process of Student Affairs Professionals*

The Student Senate will invite student affairs professionals to serve on the Board as needed and will be approved by the Dean of Students.

*Sub-point B – Terms of Student Affairs Professionals*

Student affairs professionals shall serve two year terms, starting April 1<sup>st</sup> and concluding March 31<sup>st</sup> of the second year.

Subsection 5 – Student Chair of the Code of Student Life Integrity Board

*Sub-point A – Nomination Process of Student Chair*

A meeting with all board members present, which will be led by the returning faculty member or student affairs professional, will be held within the first week of April to nominate a student chair. Nominees will have five class days to accept or reject nominations via email to the returning faculty member or student affairs professional.

*Sub-point B – Voting Process of Student Chair*

Voting for the student chair of the Code of Student Life Integrity Board will take place within two weeks after the deadline of accepting or rejecting nominations and will be decided by the Code of Integrity Board. The board member with the most



votes will be selected to serve as the student chair on the Code of Student Life Integrity Board.

*Sub-point C – Term of Student Chair*

The student selected as the student chair of the Code of Student Life Integrity Board shall serve a one year term, starting April 1<sup>st</sup> until March 31<sup>st</sup> the following year.

Subsection 6 – Duties of Members on the Code of Student Life Integrity Board

*Sub-point A – Voting Members*

Students and student affairs professionals on the Code of Student Life Integrity Board are expected to attend meetings, participate in hearings, abide by the appeals process, educate the Illinois College community about the Student Life Integrity Code, and not disclose confidential information.

*Sub-point B – Non-Voting Members*

The Dean of Students or Assistant Dean of Students is expected to provide information on appealing students' code of integrity previous violations, attend hearings, abide by the appeals process, educate the Illinois College community about the Student Life Integrity Code, and not disclose confidential information.

*Sub-point C – Student Chair*

The student chair, who is a voting member of the board, is expected to organize meetings and hearings, lead meetings and hearings, communicate with all members associated with appeals hearings, work with the Office of Student Affairs to gather/collect documentation before and after hearings, keep accurate documentation of all proceedings and written reports of action during hearings, may delegate certain responsibilities to other members on the Code of Student Life Integrity Board, and have access/control the [ichonor@mail.ic.edu](mailto:ichonor@mail.ic.edu) email account.

Subsection 8 – Removal of Voting Members on the Code of Student Life Integrity Board

A member can be removed by a majority vote of the Code of Student Life Integrity Board if a member makes no effort to attend meetings, no effort to participate in hearings, does not abide by the appeals process, and/or discloses confidential information.

**Section 3 - Appeals**

Subsection 1 – Purpose of Appealing

If the student(s) does not agree with a sanction issued by a student affairs professional for an alleged violation of student life integrity, the student(s) will be allowed to make an appeal.

Subsection 2 – Student Affairs Professionals Action

When a student affairs professional encounters a student in violation of the Code of Integrity, she or he will reference previous records of violations and will determine a sanction for a violation of the Student Life Integrity Code; student affairs professionals should consider the amount and significance of the violation, the student's prior history of Student Life Integrity Code violations, and other extenuating circumstances.

### Subsection 3 – Appeals Process

#### *Sub-point A – Notification of Appeal*

If a student agrees with the student affairs professional's sanction, no further action is needed. Otherwise, a student's(s') appeal pertaining to a student affairs professional's sanction must be addressed with the in-place appeals process set forth by the specific student affairs department (i.e. Residential Life, Security, etc.). However, if there is no appeals process set in place for that specific student affairs department or if the student(s) still does not agree with the sanction, he/she must follow the following guidelines: He/she must submit an appeal in writing to the Office of Student Affairs within ten class days of receiving notification of the sanction against the student(s).

#### *Sub-point B– Exception of Appeals*

The Code of Student Life Integrity Board will not hear any appeals concerned with housing exception requests, Title IX issues, suspensions, or dismissals.

#### *Sub-point C – Preparation for Appeals*

The Office of Student Affairs will notify the student chair of the Code of Student Life Integrity Board of appeals made in regards to sanctions issued by student affairs professionals dealing with student life integrity. Then, the student chair of the Code of Student Life Integrity Board will contact all members involved in the appeals hearing in order to establish a hearing time and date. A hearing must take place within ten class days of the Office of Student Affairs receiving notification of the appeal, and five voting members, including one student affairs professional, must be in attendance as well as the student(s) and student life professional(s) involved with the appeal. The student chair will compile the information and notify all members involved of the time, date, and location.

#### *Sub-point D – Appeals Hearing*

The Code of Student Life Integrity Board will first listen to the student affairs professional offer relevant evidence and will be able to ask questions without the appealing student present. Then, the Code of Student Life Integrity Board will listen to the appealing student offer relevant evidence and will be able to ask questions without the student affairs professional present. The student will be allowed to bring

one other person as support, but the supporter will not be allowed to address the board directly.

*Sub-point E – Voting on Appeals*

A simple majority of the voting members present at the hearing is needed in order to come to a verdict. Supporting or denying the sanction given by the Student Affairs professional should be the focus of the Board's vote.

*Sub-point F – Notification of Verdict*

The student chair of the Code of Student Life Integrity Board will notify the student(s), student affairs professional, and Office of Student Affairs in writing within 10 class days of the hearing.

*Sub-point G – Process after Notification of Verdict*

If the student(s) disagrees with the Board's verdict, he/she is able to appeal to the Dean of Student who has final say on the matter.

Subsection 4 – Documentation of Appeals

After the documentation from the hearings has been returned to the Office of Student Affairs, the documentation of all transgressions will be kept on file in the Office of Student Affairs for one year after the student graduates, after which the files will be destroyed.

Subsection 5 – Conflict of Interest

*Sub-point A – Self-Removal*

If a voting member of the Code of Student Life Integrity Board feels he/she has a conflict of interest in the appeals case at hand, he/she must provide written reasoning to the student chair and Dean of Students five class days before the hearing in order to allow enough time to find a representative following the normal vacancy procedure to fill in for that hearing.

*Sub-point B – Board Removal*

If the other voting members on the Code of Student Life Integrity Board feel that a voting member holds a conflict of interest, a simple majority vote is able to remove the conflicted voting member.

**Article V - Educating Illinois College on Code of Integrity**

**Section 1 – Academic Integrity**

Subsection 1 – First-year Seminars

It is recommended that first-year seminar professors discuss substantively the Code of Integrity, particularly the portion explaining academic integrity.

### Subsection 2 – Course Syllabi

Course syllabi will include the following statement:

*Academic integrity is a fundamental component of the mission of Illinois College. Academic integrity is the completion of course tasks with one's own ideas and/or accurately acknowledging sources. Violations of academic integrity include plagiarism and all other forms of cheating.*

*If a professor encounters a violation of the Code of Integrity, he or she will contact the Academic Affairs Office. The instructor will then enact an appropriate consequence. If the student(s) does not agree with a consequence the student(s) may make an appeal to the Code of Academic Integrity Board.*

### Subsection 3 – Course Assignments

At the end of any assignment they deem appropriate, professors are encouraged to require students to write and sign the following pledge:

*As a member of the Illinois College academic community, I hereby confirm that this assignment is entirely my own work, except where I have cited other sources.*

## **Section 2 – Student Life Integrity**

### Subsection 1 – IC Connections

Illinois College Connections will substantially discuss the Code of Integrity with all first-year students during orientation.

### Subsection 2 – New Student All Hall Meetings

All new student Residential Life All Hall Meetings will be required to substantially discuss and teach about the Code of Integrity, particularly the portion explaining student life integrity. It is required that this discussion takes place when discussing the residential hall policies.

### Subsection 3 – First Floor Meeting

Residents will sign and date a piece of paper with the Code of Integrity pledge on it at their residence hall floor meeting at the beginning of the year.

### Subsection 4 – Student Organization Constitutions

All student organization constitutions must include the following statement:

*The Illinois College Community is founded on the principles of excellence, integrity, respect, and communication in pursuit of developing students committed to achieving high levels of scholarship, leadership, and service in the liberal arts. Student life integrity is a fundamental component of this mission. Student Life Integrity is the upholding of policies stated in the Blue Book. Examples of violations of student life integrity are, but not limited to, the following: policy fines, student organization policies, on campus parking tickets, etc. When a student affairs professional encounters a student(s) in violation of the Code of Integrity, he or she will reference previous records of violations. The student affairs professional will then implement a sanction that seems most appropriate. If the student(s) does not agree with a sanction issued by a student affairs professional for an alleged violation of student life integrity, the student(s) will be allowed to make an appeal*

*to the respective student affairs department, and if the student(s) disagrees with that outcome, the student(s) will be able to appeal to the Code of Student Life Integrity Board.*

### **Section 3 – Code of Integrity Pledge**

I promise to preserve and enforce the Code of Integrity, and I understand that it is based on the personal and collective effort of the Illinois College community.

## **Article VI - Amendment Process for Code of Integrity**

### **Section 1 – Amendments**

Amendments shall be drafted by the Code of Integrity Board.

### **Section 2 – Voting Process of Amendments**

Amendments shall be passed with the following stipulations and in the following order: simple majority of the Code of Integrity Board, simple majority of Student Senate, simple majority of Student Affairs Directors, and simple majority of faculty.