

To provide a safe environment, Southeastern Illinois College Standards of Conduct make explicit those activities which are contrary to the general interest of the college community or which threaten to disrupt the teaching and learning in which members of the College community are engaged. Students enrolling in the College are expected to conduct themselves in a manner compatible to the College's function as an educational institution. Misconduct for which students are subject to discipline include but are not limited to the following:

1. Academic dishonesty, plagiarism, or willful falsification of educational data that is represented as scholarly research;
2. Furnishing false information to Southeastern Illinois College with the intent to deceive, including, but not limited to, incidents of embezzlement and fraud;
3. Forging, alterations or misuse of Southeastern Illinois College documents, records, or identification cards;
4. Assault, or threatening in a menacing manner, striking or wounding another person;
5. Willful indecent exposure of one's person in a place where there are other persons to be offended or damaged thereby;
6. Destruction of, damage or injury to, or unauthorized use of property not one's own;
7. Theft, burglary, or breaking and entering;
8. Carrying or possession of unauthorized weapons, ammunition or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible material;
9. Assembling with one or more persons with the intent to violate any provisions of this code, or with the purpose of, or which results in, disrupting the educational, research or service goals of the College;
10. Possession, use, furnishing on the campus or at any college-owned or supervised property, function or activity any drugs or controlled substances which the possession, use, or furnishing of is illegal by municipal, state or federal law. Southeastern Illinois College complies with Federal law regarding the use and possession of marijuana. Therefore, marijuana use on campus is prohibited even if the student's use meets the qualifications of the Illinois Compassionate Use of Medical Cannabis Pilot Program Act;
11. Obstruction or disruption of teaching, research, administration, disciplinary proceedings on other Southeastern Illinois College premises;
12. Unauthorized obstruction of a free flow of pedestrian or vehicular traffic;
13. Unauthorized entry into any premises owned or controlled by Southeastern Illinois College;
14. Failure to comply with directions of identified Southeastern Illinois College officials acting within the scope of duty or of any law enforcement officer acting in the performance of his or her duties;
15. Conduct of any nature directed at a person while on Southeastern Illinois College property or attending a sponsored event, which conduct would be deemed illegal harassment under State or Federal law;
16. Possession of stolen goods;
17. Gambling on Southeastern Illinois College-owned or supervised property;
18. Participation in hazing as defined by Illinois State Statutes;

19. Failure to comply with Southeastern Illinois College Board of Trustees policy and/or State regulations regarding the use of intoxicating liquor while on the campus or at any Southeastern Illinois College supervised activity, as indicated under Board Policy 9010;
20. Disturbing the peace and good order of Southeastern Illinois College by fighting, quarreling or by intoxication;
21. Use of any obscene, abusive, or threatening gestures or language toward another person;
22. Harassment or intimidation based on sex, race, religion, national origin, or disability, which creates an intimidating, hostile, or offensive working or education environment;
23. Gross disobedience and/or misconduct.

Any Southeastern Illinois College student determined to have violated this policy may be subject to disciplinary action up to and including temporary or permanent suspension.

All students and college employees have a duty to report any incidents or suspicious activities they observe.

### **Sanctions**

Sanctions are designed to provide Southeastern Illinois College students, employees and community members with a productive and safe educational environment. Sanctions are designed not only to punish a student for violation of the above Standards of Conduct, but also to correct the behavioral conduct at issue. Possible sanctions that a student may face may include, but are not limited to, the following:

1. **Not in Violation:** A student may be found not in violation when there is evidence presented during the hearing that shows the student was not responsible. A record of that decision will be maintained for one year.
2. **Warning:** a verbal or written directive to the student that the student is violating, or has violated, the Standard of Conduct.
3. **Probation:** a verbal or written notification that the student is violating, or has violated, the Standard of Conduct and further violation will result in more severe sanctions.
4. **Loss of Privilege:** denial of specified privileges for a designated period of time. This may include denial of access to a transcript, a course or program of study, facilities, services of offices, or participation in clubs, organizations, or College-sponsored events.
5. **Restitution:** direction to pay for damages caused by the student's action. Failure to pay the directed restitution may result in additional sanctions.
6. **Withdrawal from Class:** administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.
7. **Limited Access:** administrative restriction to selected parts/locations of campus buildings.
8. **Counseling or Education Seminars:** required participation in counseling seminars or educational workshops in lieu of, or in addition to, the imposition of sanctions.
9. **Suspension:** denial of any participation in an academic or College related activity, or to be on College premises for a specified period of time, with consequent loss of tuition and fees from the College. Conditions for readmission or re-enrollment may be identified, including ineligibility for specific courses, services, and/or programs of study. Suspension becomes a part of the student's permanent records.

10. Expulsion/Permanent Suspension: permanent denial of any participation in an academic or College related activity, or to be on College premises, with consequent loss of tuition and fees of the student from the College. Expulsion becomes a part of the student's permanent records.
11. Immediate Temporary Suspensions - In cases of serious misconduct, which has or may result in significant disruption to the College and/or serious safety concerns for staff and students, a student may be temporarily suspended by the Executive Dean of Student Services prior to any hearing. A student facing temporary suspension shall be afforded the opportunity to discuss the incident/chargers with the Dean prior to imposition of the suspension. Any hearing on the charge/notice shall be held within 21 calendar days of the imposition of the temporary suspension unless agreed to by the parties or other extenuating circumstances. This hearing must be held within a reasonable time after the student has been notified.
12. Other Sanctions which the College administration may deem appropriate given the conduct at issue.

## DISCIPLINARY GRIEVANCES

The Disciplinary Grievance Procedure is established for student grievances relating to the conduct and behavior of students.

### **Disciplinary Grievance Procedure**

Any current student or member of the college community may initiate a complaint for alleged violations of the prescribed code of student conduct.

#### **Step 1.**

Within five (5) business days all reports of alleged non-academic student code violations must be submitted to the Executive Dean of Student Services, or designate. The complaint should be a brief written statement providing a summary of the facts deemed to constitute a violation.

#### **Step 2.**

The Executive Dean of Student Services, or designate, within five (5) business days will notify the student of the grievance.

#### **Step 3.**

The Executive Dean of Student Services, or designate, shall review any reported student misconduct and shall give the student the opportunity to present his or her personal version of the incident or occurrence before determining a resolution or imposing discipline. The Dean shall state the resolution in writing. If the student fails to schedule and/or attend the conference with the Executive Dean of Student Services, or designate, the Dean will proceed with the deposition based on the review of the available information.

#### **Step**

If the student desires to appeal the findings and/or decision of the Executive Dean of Student Services, a written request for a hearing before the Disciplinary Review Panel must be filed by the student in the Office of the Executive Dean of Student Services within five (5) business days after the original decision was mailed.

**4.**

### **Step 5.**

Upon receiving a request for a hearing from the Executive Dean of Student Services, the Moderator within five (5) business days will call a Disciplinary Review Panel together. The Disciplinary Panel will consist and be selected by the Moderator of one student, two faculty members, one administrator, and the Moderator as chair.

The Disciplinary Review Panel itself will decide whether or not a case warrants a hearing and will either accept an appeal and set a hearing date or dismiss it without a hearing. The Disciplinary Review Panel will make this determination on the basis of a review of the student's appeal letter and of the written record of the internal procedures of the college. Grievances will be dismissed without a hearing if the Disciplinary Review Panel finds them to be frivolous, inconsequential or otherwise without merit, or if grievances have not followed the proper preliminary steps. Should a hearing be necessary, it will be scheduled by the Moderator within seven (7) working days. Those attending the hearing will be members of the Disciplinary Review Panel, the plaintiff, and the defendant. The decision of the Disciplinary Review Panel is final and will be communicated in writing to all parties involved.

### **Preservation of Records**

Dependent upon the type of action taken, disciplinary records are maintained on file in the office of the Executive Dean of Student Services for specific periods of time:

1. Not in Violation: one calendar year, unless involved in additional violations within the one calendar year period;
2. Warning, Loss of Privilege, Restitution, Withdrawal from Class, Limited Access, Counseling or Education Seminars: one calendar year, unless the student has engaged in additional violations within the one calendar year period;
3. Probation: two calendar years after the date of the last action taken;
4. Suspension: permanently;
5. Expulsion: permanently; and
6. Alcohol or drug-related violations: three years following the academic year of violation.

Adopted:

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