



STUDENT SERVICES 2026-2027

Student Code of Conduct



KISHWAUKEE COLLEGE

8/20/2026

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KISHWAUKEE COLLEGE

STUDENT CODE OF CONDUCT & DISCIPLINE PROCEDURES

INTRODUCTION

Students at Kishwaukee College are expected to demonstrate integrity, honesty, civility and respect. These values are important to the learning environment and should guide the conduct of everyone in the College community, in and out of the classroom setting. All students are expected to comply with the College's Student Code of Conduct and all other applicable College policies and course expectations, as outlined in the applicable syllabi. The College's Student Code of Conduct prohibits certain behaviors and activities which interfere with the orderly operation of the College and the pursuit of its educational mission and vision. Part II of this handbook outlines the prohibited behaviors and activities that violate the Student Code of Conduct. Complaints alleging violations of the Student Code of Conduct will be processed under the Discipline Procedures outlined in Part II, Section A, Subsection 6 of this handbook. Reports alleging violations of the College's Sex-Based Misconduct Policy will be directed to the College's Title IX Coordinator and processed in accordance with the College's Procedures Prohibiting Sex-Based Misconduct.

JURISDICTION OF COLLEGE OVER STUDENT MISCONDUCT

The College may impose discipline for student misconduct that occurs on College premises, or on property owned by the Kishwaukee College Foundation, while using College technology, or at an activity, function or event sponsored or supervised by the College (whether on or off College campus). In addition, if a student commits a violation of this Code while off-campus and/or outside of a College-sponsored event or activity, the student's behavior may be subject to the student conduct process if the misconduct interferes with the College's operations, the College's educational programs or environment, or if the conduct adversely affects the safety or well-being of members of the College community. Reports alleging academic dishonesty as defined in Part II Section A of this Code will be processed in accordance with the procedures set out in Part II, Section A. Reports alleging all other forms of misconduct will be processed in accordance with the procedures set out in Part II, Section B.

With respect to students who withdraw, take a leave of absence, transfer or graduate from the College, the College reserves the right to retain jurisdiction over conduct that occurred while the student was enrolled in the College. If the College issues sanctions to a former student for such conduct, a hold may be placed on the student's ability to reenroll (and/or enroll in future courses or programs). All sanctions must be satisfied prior to reenrollment eligibility. For purposes of this Code of Conduct, individuals who apply for admission and are accepted to register for one or more courses at the College will be considered students. The College may address violations within one year after the alleged conduct occurred, absent extenuating circumstances, in which the College may extend this time on a case-by-case basis. This timeframe does not apply to reports of sex-based misconduct.

I. KEY TERMS

For purposes of this Student Code of Conduct:

- **Academic Year** — Defined as the College's fall, spring and summer terms.
- **Advisor** — For purposes of student conduct matters, a student who is subject to disciplinary sanctions may be accompanied by an advisor to any student conduct meeting or proceeding. The advisor's role is to provide guidance and support, not to speak on behalf of the student. The student is responsible for securing their own advisor, at their own expense. Note that an advisor in the student conduct context is different from an academic advisor who provides academic guidance and/or academic support to students.
- **Business Day** — Means a weekday (excluding Saturday and Sunday) when the College is open.
- **College** — Means Kishwaukee College.
- **College Official** — Any person employed or designated by the College to perform administrative or professional staff duties.
- **College Premises** — Includes all land, buildings, facilities and other property in possession of or owned, used or controlled by the College.
- **Conduct Appeal Committee** — The person(s) who make a determination of responsibility and/or issue sanctions regarding suspected student violations of the Student Code of Conduct, where a student has been issued a suspension or expulsion from the College and the student has appealed the determination.
- **Faculty Member** — Means any person employed or otherwise engaged by the College to conduct classroom or laboratory practicum instruction.
- **Member of the College Community** — Includes any person who is an applicant for admission, a student, faculty member, College official, or any other person employed by or visiting the College.
- **Preponderance of the Evidence** — The standard of proof used in all student conduct proceedings to determine if a violation occurred. Also known as more likely than not or more than 50%.
- **Reporting Party** — A person who reports a concern of a possible violation of the Code.
- **Sanction** — A consequence imposed as a result of a finding of responsibility and/or a finding that a student has violated the Code of Conduct.
- **Student** — Includes any individual who applied for admission and/or enrolled in any course of educational program of the College. A former student may be subject to disciplinary sanctions pursuant to the Code of Conduct if the alleged conduct occurred within one year. The one-year limitation may be extended on a case-by-case basis, at the discretion of the College.
- **Student Organization** — Means any group (such as a club, society, association, varsity athletic team, club sports team, fraternity, sorority, band or student government) in which two or more of the members are students enrolled at the College, whether or not the organization is established or recognized by the College.

II. PROHIBITED CONDUCT

A. ACADEMIC DISHONESTY

Academic dishonesty is a serious offense and a violation of the Student Code of Conduct. Academic dishonesty provisions apply to all coursework, assignments and assessments. Violations of academic dishonesty include but are not limited to the following:

- **Cheating** — Copying another student's or other individual's academic work, paper, exam, quiz or project; unauthorized use of calculators, artificial intelligence (AI) tools, browser extensions, apps, cheat sheets or other study aids; the sharing of information during a test through the use of personal electronic devices or by other means; or unauthorized collaboration on academic work. Allowing/providing another individual to use work not completed by the individual is also considered cheating.
- **Ethical Standards Violation(s)** — Failing to adhere to the published ethical and professional standards of a course or program of students, including those standards related to experiential courses and learning such as internships or clinical practices.
- **Fabrication** — Creating data, information or work that is fake, including results or sources in academic work. Fabrication can include but is not limited to creating data for participants in a study whose data was never collected, creating new or adding fake information to a source, and creating a source that never existed.
- **Facilitating Academic Dishonesty** — Permitting or participating in an act that creates an unearned advantage for someone, including participating as a proxy for another member of the College by communicating in any academic exercise before, during or after enrollment as defined by Jurisdiction.
- **Falsification** — Inaccurately changing or misrepresenting data/information/work. Falsification can include but is not limited to exaggerating data from one's own research study or a published source, impersonating another individual by way of network login, claiming ownership of another individual's work, and omitting data from a study.
- **Forgery** — Duplicating a signature in order to represent it as authentic.
- **Plagiarism** — Falsely representing the work of another person as the student's own work or failing to properly acknowledge sources of information, including AI-generated materials, in the student's academic work.

1. Procedures That Apply to Allegations of Academic Dishonesty

First and Second Violations

- i. A faculty member who suspects a student has engaged in academic dishonesty shall meet with the student and address the academic dishonesty violation.
- ii. After meeting with the student, the faculty member will determine the appropriate outcome, including appropriate disciplinary sanctions.
- iii. The faculty member will then submit a report to Student Services, documenting the incident of academic dishonesty and the outcome of the alleged violation.
- iv. Upon receiving the faculty member's report, Student Services will send the student a written notice letter. The written notice will: 1) include a summary of the incident; 2) inform the student that the academic dishonesty violation will remain on the student's temporary record, and 3) provide the student with information regarding available support and resources.

Third Violation or Multiple Violations

- v. If a student is found to have committed three or more violations of academic dishonesty, the matter will be referred to the Student Code of Conduct process. The student may be subject to disciplinary sanctions under the College's Student Code of Conduct.

Serious or Egregious Violations

- vi. The College reserves the right to refer any academic integrity violation directly to the Student Code of Conduct process, including first violations when the College determines that the alleged violation is particularly serious or egregious.

Appeals

- a. A student who disagrees with a faculty member's finding of academic dishonesty must first meet with the faculty member to discuss and attempt to resolve the matter. If the student is unable to resolve the matter with the faculty member, the student may appeal the instructor's decision, as outlined below.
- b. The student may appeal the faculty member's findings and/or disciplinary sanctions by submitting an appeal in writing to the Dean of the academic program within 5 business days after receiving the notice from Student Services. The student's written appeal should outline the reasons why the student believes the Student Services findings and/or the proposed disciplinary sanctions should not be upheld and include any pertinent supporting documents.
- c. The Dean of the academic program will meet with the student and the faculty member within a reasonable time period to review the appeal. Within five business days after the meeting, the Dean will notify the student and instructor, in writing, of the outcome of the appeal. The Dean has discretion to affirm, overturn or amend the findings and/or disciplinary sanctions issued by Student Services.

- d. After receiving the Dean's written determination letter, the student may further appeal the Dean's determination to the Vice President of Instruction or designee. The student must submit the appeal in writing within five business days of receiving the Dean's written determination letter. The student's written appeal to the Vice President of Instruction should outline the reasons why the student believes the findings and/or the proposed disciplinary sanctions should not be upheld and should include any pertinent supporting documents.
- e. Upon receipt of a student's appeal, the Vice President of Instruction or designee will review all the applicable evidence, including the student's appeal, the determination letter of the Dean, and the report made by the instructor, and make a final determination regarding the alleged charges and proposed sanctions. Within 20 business days of receiving the student's appeal, the Vice President of Instruction will issue a written letter to the student and instructor notifying them of their decision regarding the appeal. The decision of the Vice President of Instruction or designee shall be final.

2. Sanctions for Academic Dishonesty

Sanctions for academic dishonesty may range from a written warning to a failing grade for the course, or in a serious case, removal from the academic program involved. The proposed penalty is left to the discretion of the faculty member, subject to appeal as provided above. If a student is charged with multiple or repeat offenses of the Academic Dishonesty policy, the student may be referred to the Director of Student Success or the appropriate Dean, the Vice President of Instruction, or designee for additional misconduct charges and proceedings under this Code.

B. OTHER PROHIBITED CONDUCT

The College considers the behaviors described in the following subsections as inappropriate for the College community. Any student found to have committed or to have attempted to commit the following actions is subject to disciplinary sanctions, in accordance with the procedures outlined below. The following is not an exhaustive list of prohibited conduct but represents examples of unacceptable behavior and conduct.

1. Code of Conduct Violations

- **Academic Dishonesty** — Students found in violation of Academic Dishonesty provisions, particularly for serious and/or repeated incidents of Academic Dishonesty, may be subject to the Student Conduct process, as indicated below, and subject to disciplinary sanctions in addition to Academic Dishonesty procedures and consequences.
- **Alcohol, Drugs, Smoking and Vaping Prohibitions** — The College complies with the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act, and the Illinois Smoke-Free Campus Act (110ILCS 64), which require a tobacco-free campus and workplace. Violations include:
 - Unauthorized and/or illegal possession, use or distribution of any alcoholic beverage as well as public intoxication while on College premises, off-campus instructional sites, or at College-sponsored events

or functions.

- Possession, use, under the influence of, distribution or manufacturing of an illegal or controlled substance, look-alike drug paraphernalia, or other chemical substance except as expressly permitted by law.
- Smoking, vaping, or use of tobacco products of any kind is prohibited on all campus property, both indoors and outdoors, in open spaces, and in College-owned vehicles. "Tobacco products" means all forms of tobacco, including, but not limited to, cigarettes, cigars, cigarillos, pipes, bee dies, creeks, water pipes, bongs and hookahs, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-FDA approved nicotine delivery device or product. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited. The College Smoking Policy is located in the Board of Trustees policy manual.
- **Bias** — Refers to prejudice based on a person's actual or perceived race, color, gender, gender identity, sexual orientation, religion, national origin, ethnicity, age or disability.
- **Conduct Causing Bodily Harm** — Assault, battery, fighting, physical abuse or other conduct resulting in bodily harm or which threatens/endangers the safety and welfare of any person on College property or where College-sponsored activities are taking place.
- **Conduct by a Student Group or Organization** — A student organization or student group may be held accountable for misconduct when the violation is committed by one or more members of the organization or group, and the conduct is otherwise within the College's jurisdiction. Reports of alleged misconduct in violation of this code of conduct or other applicable college policies will be processed in accordance with the disciplinary procedures outlined in this code. A student group or organization may be subject to disciplinary sanctions as an organization, and individual student members may also be subject to individual disciplinary sanctions, at the discretion of the College.
- **Conduct Violation** — Any conduct that violates the terms of any discipline imposed by the College in accordance with this Student Code of Conduct and Discipline Procedures or any conduct that constitutes a violation of federal or state law, local ordinance, or other published College policies, rules or procedures.
- **Damage to Property** — Intentional or willful and wanton destruction of or damage to property or attempt to damage, destroy or deface College property or the property of a member of the College community.
- **Disruptive Behavior** — Behavior or actions that disrupt the normal operations of the College and/or infringe on the rights of members of the College community, including, but not limited to, teaching, the learning environment, College services, administrative functions, technological services, disciplinary proceedings, College activities, public service functions on or off campus, or other authorized College activities. Examples of disruptive behavior includes but is not limited prohibiting classroom instruction or learning from occurring, infringing on the rights of other members of the College community, including violations of policies or procedures pertaining to expressive activity and/or the use of social media, leading or inciting others to interrupt scheduled or normal activities within any campus building or area, and obstructing the free flow of pedestrian or vehicular traffic on College property or a College sponsored event. Students involved in campus

demonstrations should refer to the College demonstration policy for more information regarding prohibited disruptive behavior.

- **Electronic Device Misuse** — Misuse of cellular phones and other personal devices. Misuse may include, but is not limited to, the use of such devices to engage in academic dishonesty or to photograph, audio record, or take videos of individuals without their prior knowledge or consent if such a recording is likely to cause injury or distress. This includes bathrooms, locker rooms or other areas in which they have a reasonable expectation of privacy. Additionally, misuse includes audio, photograph, or video recording of any person when it is not permitted by law or College policy. This includes recording in classrooms or meetings and recordings of any proprietary materials/information, unless granted permission by the instructor or facilitator to provide an Americans with Disabilities Act Section 504 or similar approved accommodation.
- **Failure to Comply** — Failure to comply with the directions of, or to identify oneself to, an authorized College employee or representative performing their duties.
- **False Reporting/Information** — Knowingly giving false, misleading or fabricated information to the College or any College official, department or office during investigations, meetings or other reporting processes.
- **Firearms/Weapons** — Knowing or unknowing possession, use, storage, control of, or distribution on College property of any explosives (including fireworks and live ammunition), guns (including air, BB, paintball, facsimile or “look alike” weapons and pellet guns), or other weapons or dangerous objects such as tasers, noxious substances, bows and arrows, axes, swords, machetes, nun chucks, throwing stars, switchblades or knives with a blade of longer than three inches. Students are further prohibited from storing any item that falls within the category of a weapon in a vehicle that is parked on College property. Illinois law prohibits the carrying of concealed weapons on college campuses. The complete Kishwaukee College Firearms & Weapons policy can be found in the College Catalog or on the College website.
- **Forgery** — Altering, forging or falsifying information on College documents or in College records, including, but not limited to, transcripts, applications, registration or financial aid forms.
- **Gambling** — Knowingly playing any game of chance or skill for money or another thing of value or making a wager upon the result of any game, contest, political event or lottery. Gambling may include, but is not limited to, raffles, lotteries, sports pools on any university athletic event and online betting activities.
- **Harassment, Discrimination, and/or Retaliation** — As described in the Student Harassment/ Discrimination Policy 3.18, discrimination and/or harassment based on race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, unfavorable discharge from military service, or any other legally protected status is strictly prohibited. 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 harassment or discrimination is also strictly prohibited.
- **Hate Crime** — Consistent with federal and state law, the College prohibits hate

crimes and discrimination. Under Illinois law, a hate crime occurs when an individual commits a preexisting criminal offense against a person or property, and the offense is motivated by the victim's actual or perceived protected characteristic. Protected characteristics include race or color, religion or creed, ancestry, national origin, gender identity, sexual orientation, mental or physical disability or immigration status.

- **Hazing** — In accordance with federal law, hazing is any intentional, knowing, or reckless act that is committed against an individual or group, regardless of the willingness of that person or persons to participate, that:
 - Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization, including but not limited to teams, organizations, or other College-sponsored activities; and
 - Causes or creates a risk, above the reasonable risk encountered in the course of participation in the College or the College-sponsored program or activity (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including:
 - Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;
 - Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics or other similar activity;
 - Causing, coercing, or otherwise inducing a person to consume food, liquid, alcohol, drugs or other substances;
 - Causing, coercing or otherwise inducing another person to perform sexual acts;
 - Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - Any activity against another person that includes a criminal violation of local, state, tribal or federal law;
 - Any activity that induces, causes or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal or federal law; and
 - Any activity that induces, causes or requires another person to perform a duty or task that involves violation of the policies of the College.
- **Invasion of Privacy** — Engaging in acts of peeping, spying or recording another person in any location where a reasonable expectation of privacy exists. This also includes making, using, publishing or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it, and any other conduct that constitutes an invasion of the privacy of another person under applicable laws and regulations. Such conduct includes, without limitation, unauthorized recording of private conversations, images, meetings, or activities.
- **Obstruction of Student Conduct Process** — Engaging in any conduct which disrupts, purposely delays, or otherwise interferes with the student conduct process. Such conduct includes providing false information, disrupting or interfering with any meeting or proceeding, preventing or attempting to prevent

a person from reporting or providing information, attempting to influence the impartiality of a member of the Conduct Appeal Committee, and failing to comply with the outcome(s) or sanction(s) imposed under the Code of Conduct.

- **Physical Violence** — Threatening, attempting or committing physical violence against any person, endangering the health and safety of any person, or causing reasonable apprehension of such harm.
- **Retaliation** — Engaging in any act that causes a reasonable expectation of physical, emotional, financial or social harm against those who file a report or participate in the Student Conduct process. Retaliation may be added as a violation to a current investigation, determination or closed investigation as relevant.
- **Social Media Use** — The College values the First Amendment of the U.S. Constitution and students' right of free speech and expression. However, not all expression is protected by the First Amendment, including, but not limited to, expression that is obscene, defamatory, illegal, "fighting words," true threats or false statements. Students are prohibited from using any social media that the College determines will materially and substantially disrupt the work of the College. Sharing, posting or contributing to disruptive content on any social media platform is not allowed. Students who are found in violation of this prohibition are subject to discipline consistent with these procedures. These prohibitions apply to personal and/or College student club/organization-affiliated social media accounts, as well as to social media usage on both personal and College-owned devices.
- **Sex-Based Misconduct** — The College's Policy Prohibiting Sex-Based Misconduct and applicable procedures apply to all forms of sex-based misconduct, including sexual harassment, domestic violence, dating violence, sexual assault and stalking. The College's policy and applicable procedures can be found on the College website and portal and obtained from the Office of the Director of Student Success. Allegations of sexual harassment and/or sex-based misconduct will be processed in accordance with the College's Policy Prohibiting Sex-Based Misconduct and applicable procedures. Sex-based misconduct that is determined not to be within the scope of the College's Policy Prohibiting Sex-Based Misconduct may be processed in accordance with the Student Code of Conduct. This may include but is not limited to instances of unwelcome sexual contact, use of sexual innuendos and unwelcome sexual comments.
- **Sex Offender Registration Violation** — Failure of a registered sex offender to register with Campus Security as required by Illinois state law.
- **Stalking** — Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for their safety or the safety of others; or 2) suffer substantial emotional distress. Allegations of stalking should refer to the College's Policy Prohibiting Sex-Based Misconduct for more information regarding processing misconduct.
- **Theft** — Stealing and/or taking with the intent to deprive College property or the personal property of another without permission or prior authorization, including, but not limited to, goods, services, other property or anything of value.
- **Threats** — Verbal abuse, threats, use of offensive language, intimidation, bullying, cyberbullying, hazing, hate speech, disparaging comments, epithets or slurs which create a hostile environment that threatens the physical or mental

well-being, health or safety of another individual or group on College property or where College-sponsored activities are taking place.

- **Trespass** — Trespass on or unauthorized use of College property, including unauthorized possession, duplication or use of keys to any College facilities, or unauthorized entry to or use of secured College property.
- **Other Prohibited Conduct** — Other conduct that occurs on or off campus which materially and substantially interferes with the College's operation or educational programs or the health and safety of the College community.
- **Violation(s) of Federal, State and Local Laws** — Students who violate federal, state or local laws may be referred to campus police and/or law enforcement authorities for criminal investigation and may also be subject to disciplinary sanctions in accordance with the procedures set forth in the Code of Conduct.

2. Relationship Between College Discipline and the Violation of Federal, State or Local Laws

The campus student conduct process is educational and administrative. It is not designed to mirror a court of law, but to further the educational mission of the College. This includes maintaining a safe educational environment and furthering the learning and development of individual students. As a result, the College may set forth behavioral expectations for students that may differ from those found in criminal law. Students who may be subject to disciplinary sanctions are afforded the procedural protections provided in this Code of Conduct. However, this does not necessarily afford students the same rights that may be afforded in criminal or court proceedings. Due process, as defined within these procedures, affords a student who is facing disciplinary sanctions with written notice of any allegations or charges against them, and an opportunity for the student to respond to the allegations or charges. For situations where a student's behavior may be a violation of law as well as College policy, the student conduct process may occur simultaneously, prior to, or following any criminal and/or court proceedings.

3. Reporting Conduct Violations

Any member of the College community may report violations of the Code of Conduct, including students, by submitting a report to the Director of Student Success or online through the Code of Conduct Violations form. The report will be forwarded to the Director of Student Success or designee for their review.

4. Support by an Advisor

Students alleged to have engaged in misconduct in violation of the Student Code of Conduct may be accompanied by an advisor of their choosing, at their own expense, to any student conduct meeting or proceeding. The advisor may be, but is not required to be, an attorney. The role of the advisor is to provide guidance and support to the student. They may not answer questions or speak on behalf of the student.

5. Initial Review of Alleged Conduct Violations

Within three business days of receiving a report of alleged misconduct, the Director of Student Success or designee will review the report and determine whether the conduct alleged, if true, would constitute a violation of the Student Code of Conduct. If the conduct alleged would constitute a violation of the Code of Conduct, the Director of Student Success or designee will notify the student in writing of the allegations, the alleged Code of Conduct violation(s), and offer the student an opportunity to meet and discuss the allegations. The student must respond in writing to the Director of Student Success or designee within five business days of receiving written notice of the allegations, confirming their intent to meet with the Director of Student Success or designee.

If the student fails to respond or fails to attend a meeting with the Director of Student Success or designee, they may proceed with the student conduct procedures as indicated herein, without input from the student.

6. Student Conduct Procedures

- During the disciplinary meeting, the Director of Student Success or designee will meet with the student alleged to have engaged in misconduct to discuss the allegations. The student will have an opportunity to respond to the allegations and to submit any additional evidence or information in support of their position.
- The Director of Student Success or designee may conduct further investigation, as needed, to determine whether the allegations are substantiated and to determine appropriate disciplinary sanctions. Further investigation may include but is not limited to interviews with relevant witnesses and/or review of relevant records and/or documentation.
- At the conclusion of the investigation, the Director of Student Success or designee will determine whether the information gathered indicates that the student has engaged in the alleged conduct, and if so, whether the student's conduct constitutes a violation of the Student Code of Conduct.
- Where a student is recommended for disciplinary sanctions, the Director of Student Success or designee will notify the student, in writing, of their determination, including notice of any violations of the Code, and the proposed disciplinary sanctions. The written notice will include information about the student's right to appeal the determination and the process for doing so.
- **Appeals of Suspension/Expulsions:** — Students who have been recommended for suspension or expulsion from the College and submit an appeal of their disciplinary decision will be referred to the Conduct Appeal Committee and a disciplinary hearing will be scheduled to consider the proposed disciplinary sanctions in accordance with guidelines outlined in Subsection 9.
- **Appeals of Other Disciplinary Sanctions:** — Students who have been issued disciplinary sanctions other than suspension or expulsion may appeal the Director of Student Success's or their designee's determination by submitting a written appeal to the Vice President of Student Services or their designee within five business days of receipt of the Director of Student Success's or their

designee's initial decision. The written appeal must outline the reasons that the student believes the Director of Student Success or designee's decision should not be upheld.

- **Basis for Appeal:** — A student requesting an appeal for a disciplinary sanction must explain the basis for the appeal in the written request. Appeals must be made on the basis of one or more of the following grounds:
 - a. Procedural error was committed.
 - b. New evidence or information that was not reasonably available at the time of the investigation could affect the outcome. The new evidence should be submitted along with the appeal request.
 - c. The sanction is disproportionate to the violation.
- Within 10 business days of receipt of the appeal request, the Vice President of Student Services will review the appeal and any records or other evidence relevant to the appeal and notify the student in writing of their determination. The Vice President of Student Services will affirm, overturn or amend the Director of Student Success's determination. The Vice President's decision shall be final.
- **Student Conduct Hearing Procedures:** — In cases where a student has been recommended for a suspension or expulsion from the College, the Conduct Appeal Committee will conduct a disciplinary hearing according to the following guidelines:
 - a. The hearing will be conducted in private and will not be open to members of the public unless the Student and College otherwise agree. Admission of any person to the hearing will be at the discretion of the Presiding Officer.
 - b. The Appeal Committee will be comprised of a panel of members of the College community who will review the case information and issue a finding of "responsible" or "not responsible" for each alleged violation, as well as disciplinary sanctions to be imposed under the authority of the Director of Student Success or designee. The Appeal Committee will be composed of three members: one student, one faculty member, and one staff member. The Presiding Officer will be responsible for facilitating and overseeing the hearing. Committee members are selected based on scheduling availability from a pool of trained volunteers. The Director of Student Success or designee reserves the right to determine whether an individual is qualified to serve on the Committee. The College also reserves the right to have its legal counsel attend a hearing when deemed appropriate by the College.
 - c. When the allegations involve more than one student, the Director of Student Success or designee may permit a separate administrative hearing to be conducted for each accused student or may consolidate the matter into one hearing, as appropriate.
 - d. During the hearing, the Director of Student Success or designee will present evidence and witnesses relevant to the allegations and will present the recommended disciplinary sanctions and rationale for such. The student will have an opportunity to present any witnesses or other evidence that is relevant to the allegations and/or determination of disciplinary sanctions.

- e. The Committee may ask questions of the Director of Student Success or designee, the student, or any other witness. All procedural questions are subject to final decision by the Presiding Officer. The student may have an attorney present or an advisor of their choice to advise them during the hearing, at their own expense, but not to act as a spokesperson for the student. The College may also have its attorney present.
- f. The Committee will determine by majority vote, based on a preponderance of the evidence, whether the student committed each violation of the Student Code of Conduct. If the Committee determines that the student violated the Code of Conduct, the Committee will determine appropriate disciplinary sanctions.
- g. Following the hearing, the student will be notified in writing of the Committee's decision and of any disciplinary sanction(s) imposed. The student will also be notified of their right to appeal the Committee's determination, and procedures for submitting an appeal. The Committee's determination shall be final.

III. SANCTIONS FOR PROHIBITED CONDUCT

A student found to have committed a violation of the Student Code of Conduct may be subject to one or more of the sanctions described below. Disciplinary sanctions will be determined on a case-by-case basis at the discretion of the Director of Student Success or designee, and reviewed by the Conduct Appeal Committee and/or Vice President of Student Services as appropriate. Sanctions will be determined based on the severity of the student's conduct and the threat and/or disruption to the College community. Prior offenses will also be considered in determining disciplinary sanctions to be imposed.

1. **Warning** — A written notice to the student that their conduct violates specified provisions of this Code.
2. **Account Hold** — An interim measure that prevents a student from registering for new or additional courses and/or accessing their student account.
3. **Reprimand and Probation** — A written reprimand to the student for violation of specified regulations of this Code, accompanied by notice that the student will, as a consequence, be placed on probation for a designated period and that the student will be subject to additional sanctions if they are found to have committed additional Code violations during the probationary period.
4. **Discretionary Assignment** — A written work assignment to perform community service work to benefit the College or other local governmental or nonprofit entities with prior approval of the Director of Student Success or designee.
5. **Loss of Privilege(s)** — Denial of specified privileges for a designated period.
6. **Access Limitations** — Restriction to or exclusion from specified locations or facilities on the College campus.
7. **Restitution** — Required compensation, in the form of payment or in-kind materials or services, for loss, damage or injury to property.
8. **Removal from a College Course(s) or Program** — Student is no longer permitted to participate in a College course or program for a period of time or indefinitely.

If a student is removed from a College course or program, this will be reflected on the student's transcript.

9. **Participation in Education or Therapy** — Students may be required to participate in educational programs, counseling, or treatment to address alcohol or substance abuse, anger management, sex-based or sexual misconduct, or other inappropriate behavior as a condition of continued attendance or (in the case of a student who has been suspended or expelled) return to attendance at the College.
10. **No Contact** — A student may be issued a no-contact order prohibiting the student from contacting or attempting to contact or communicate with, by any means, a student, faculty member, or other members of the College community as appropriate.
11. **Suspension** — Temporary removal of the student from College attendance or enrollment for a specified period of time, after which the student may be eligible to resume attendance or to reenroll on specified conditions. A suspended student will be administratively withdrawn from classes for the remainder of the semester during which the suspension is imposed. If an interim suspension was previously imposed on the student for the misconduct involved, the official start date of the suspension will be the first date of the interim suspension. A suspended student is prohibited from being present on College property, or any building owned or operated by the College, or from attending a College-sponsored event or activity throughout the period of suspension, unless authorized by the Director of Student Success or the Vice President of Student Services (or their designee).
12. **Expulsion** — Permanent removal of the student from enrollment at the College. This prohibits engagement in any of the privileges, courses, organizations, events or activities associated with being a student at the College. This does not prohibit the transferring of credits earned to another college or university, but the expulsion is designated permanently on the academic transcript. Unless authorized by the Director of Student Success or the Vice President of Student Services (or their designee), a student subject to expulsion may not be present on College property, or any building owned or operated by the College, or attend any College-sponsored events or activities, indefinitely.
13. **Interim Suspension or Other Interim Conditions** — The Director of Student Success or their designee, shall be authorized to impose an interim suspension on a student pending a student conduct investigation and/or any hearing before the Conduct Appeal Committee whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to themselves or to others, or to the stability and continuance of normal College operations. A student placed on interim suspension will be provided with written notification identifying the Code of Conduct violation(s), the terms of the interim suspension, and their right to appeal the interim suspension to the Vice President of Student Services. A student placed on interim suspension may appeal the determination by submitting a written appeal request to the Vice President of Student Services within five business days of receipt of written interim suspension notice. The Vice President's review will be limited to determining whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to themselves or to others or to the stability and continuance of normal College operations.

IV. INTERPRETATION AND AMENDMENT

Any question of interpretation regarding the Student Code of Conduct Disciplinary Procedures will be referred to the Vice President of Student Services for final determination.

This Code may be periodically reviewed and amended as necessary or useful, under the direction of the Vice President of Student Services, or designee.

The Student Code of Conduct and Discipline Procedures are published by the office of the Director of Student Success and are subject to change in accordance with College procedure regulations. For more information on the Student Code of Conduct, contact the Office of the Director of Student Success at 815-825-9738 or in C2110.

V. THREAT ASSESSMENT TEAM

The Threat Assessment Team is an interdisciplinary team that supports the campus security plan by responding to reports of individuals displaying signs of behavioral or emotional distress that may indicate a possible threat to the College. The team will meet regularly to assess referrals, determine appropriate interventions/strategies, and effectively respond to incidents of concern. Any member of the campus community may submit a Student of Concern form to report observations or concerns for a student or other member of the College Community exhibiting personal wellness, mental health, unusual behavior, or other issues requiring attention. If there is an immediate or urgent concern, please call 911 for immediate assistance. To submit a report, complete the Student of Concern form.

VI. STUDENT CONDUCT RECORDS

Student conduct records will be maintained by the College as part of the student's education record in accordance with the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g. If a student is found responsible for misconduct or accepts responsibility for misconduct, the student conduct records may be maintained in the student's education record. Pursuant to FERPA, the College reserves the right to disclose and release student records and personally identifiable information without consent as permitted, including to appropriate persons during a period of emergency if the information released is necessary to protect the health or safety of students or other individuals.



Helping you create the life you want.

Kishwaukee College does not discriminate on the basis of race, color, ancestry, sex, gender identity and gender expression, sexual orientation, religion, national origin, age, marital status, pregnancy, physical or mental handicap or disability in its programs or activities. Inquiries regarding this nondiscrimination policy may be directed to: Kristin Elliott, Director Disability Services, Kishwaukee College Section 504 Coordinator, 21193 Malta Rd., Malta, IL 60150, 815-825-9467 or at kelliott3@kish.edu. Individuals requiring accommodations to access and participate in the courses, programs, services, or events at Kishwaukee College should contact Disability Services at 815-825-2931 or email ds@kish.edu.