



STUDENT RIGHTS & RESPONSIBILITIES PROCEDURES (SRRP)



College  Lake County.



TABLE OF CONTENTS

1. Introduction
 - a. Mission
 - b. Principles and Scope
 - c. Definitions
 - d. Student Rights
2. Standards of Conduct
3. Discrimination, Harassment, and Sex-Based Misconduct
4. Student Conduct Process and Procedures
 - a. General Student Misconduct
 - b. Academic Misconduct
 - c. Misconduct by Student Organizations
5. Procedure for Addressing Academic Concerns
6. Student Records

SECTION 1: INTRODUCTION

I. MISSION

The College of Lake County (“College”) is a comprehensive community college committed to equitable high-quality education, cultural enrichment, and partnerships to advance the diverse communities it serves. By enrolling in the College, each student is expected to conduct themselves in accordance with the College’s policies, procedures, and values: **“Excellence, Purpose, Integrity, Compassion, Unity and Inclusion”**

II. PRINCIPLES AND SCOPE

Our educational mission is to enable our students to lead and to influence the next generation and beyond for economic, cultural, and societal benefit. The College strives to protect and to guide the educational community by establishing the Student Rights & Responsibilities Procedures (“SRRP”). These procedures promote individual and social responsibility and are enforced through College policy. By becoming a member of the College of Lake County community, a student agrees to adhere to the SRRP. Students acting as individuals or as members of Student Clubs/Organizations are expected to follow all applicable Laws and Regulations. The SRRP has been designed to promote the safety of people and the campus community, to create an environment conducive to learning, and to achieve the mission of the Institution.

A. Principles. The SRRP addresses our respect for people and property, fairness, Laws and Regulations, and academic integrity. Nothing in the SRRP shall be interpreted to limit the constitutional or statutory rights of any student, including but not limited to expressive rights protected by the First Amendment.

1. Respect for people and property. Students are encouraged to conduct themselves in a manner that exemplifies respect for all people and property and to adhere to their personal values without imposing those on others.
2. Respect for fairness. Rules and established procedures are intended to ensure both fundamental fairness in the educational experience for students and Student Clubs/Organizations.
3. Respect for Laws and Regulations. Students and Student Clubs/Organizations are expected to follow all applicable Laws and Regulations.
4. Respect for academic integrity. Academic honesty and integrity are fundamental values of the College. Students commit to holding themselves and their peers to the high standard of honor required by the SRRP. Any student who becomes aware of a violation of the SRRP is encouraged to report the violation through our reporting structure of filing an incident report.

B. Scope. For purposes of the SRRP, a student is an individual who applies for admission and who is accepted to register for one or more courses as indicated by being assigned a CLC ID number. Each student and every Student Club/Organization is required to abide

by the SRRP when on College-controlled property, at College sponsored events, or off campus in accordance with sections 3 and 4 of these procedures. The College may address allegations of a student’s misconduct through the SRRP when the alleged violation occurs within one (1) year after the student’s application for admission or enrollment in any College course.

The College conduct process is educational and designed to address student behavior; therefore, the College will address any alleged violations of its SRRP independently of any criminal or civil court process.

Unless otherwise specified, the officers or the leaders of a particular Student Club/Organization will be expected to represent the club/organization during the Student Conduct Process. A student may be held responsible for their actions as an individual and as a member of a Student Club/Organization. Any question about how to interpret or apply the SRRP should be directed to the Dean of Student Affairs or designee.

C. Off-Campus Conduct. The College may apply the SRRP to students or Student Clubs/Organizations whose conduct may have an adverse impact on the health, safety, or welfare of people, property, the College Community, or the pursuit of its objectives, regardless of where such conduct occurs, even if it occurs off campus.

D. Interpretation and Revision. Any question of interpretation regarding the SRRP will be referred to the Dean of Student Affairs or designee for final determination. The SRRP will be reviewed periodically under the direction of the Vice President of Student Development.

III. DEFINITIONS

The following definitions are used solely for the purpose of these procedures.

Accused Student	A Student who is a subject of an incident report submitted.
Appeal Authority	Any person(s) authorized by the SRRP to determine the outcome of an appeal. No person may hear or decide an appeal if they conducted or participated in the disciplinary proceeding being reviewed on appeal.
Chair	The member of the Student Conduct Hearing Board (SCHB) who acts as the chairperson of the Hearing and leads Hearing deliberations. The Student Conduct Coordinator (“SCC”) selects the Chair from the Hearing Body for each hearing.
Charge(s)	A potential violation of the SRRP.
College Activity or College Program	Any event, program, or activity that is hosted, sponsored, or organized by any College group, office, or organization. This

	definition applies only to these procedures and not in any other context.
College Campus/Premises	All land, buildings, facilities, and other real property the College possesses, owns, leases, operates, supervises, or controls, including adjacent streets and sidewalks.
College Community	Entities or individuals that participate in any College Activity or College Program.
College Official	Any person the College employs, contracts, or appoints to perform assigned teaching, research, administrative, professional, or other responsibilities.
Consent	<ul style="list-style-type: none"> • Permission to engage in an activity. It is the responsibility of each person involved in any sexual act to ensure that they have the Consent of the other(s). The existence of a dating or sexual relationship between the people involved, or the existence of a past sexual encounter, is not by itself an indication of Consent for any current or future sexual encounter. • Consent cannot be obtained by force, threat, coercion, or by causing a reasonable fear of imminent injury. • For sexual activity to be consensual, Consent must be ongoing throughout the sexual encounter. A person may withdraw Consent at any time. Consent to one sexual act does not automatically constitute Consent to another sexual act. • A person withdraws Consent by clearly communicating withdrawal through words or actions. • Consent to engage in sexual activity with one person does not automatically constitute Consent to engage in sexual activity with another person. Lack of protest or resistance, alone, is not Consent. A person who is impaired or incapacitated cannot give Consent.
Correspondence	Written or electronic communication from the College sent to a student. The College may use either the student's CLC email address, if the student is a current student, or the physical address on file with the Student Records department. Correspondence includes but is not limited to written or electronic communication from the student through the student's CLC email address.

Disciplinary Proceeding	<ul style="list-style-type: none"> A proceeding to determine whether a student or Student Club/Organization violated the SRRP.
Hearing	A proceeding through which the SCHB determines whether a student is responsible for Charges reported and imposes Sanctions if appropriate. The SCHB conducts Hearings in accordance with the SRRP.
Impairment/Impaired	Impairment means a person’s normal faculties are diminished in some material respect. Normal faculties include but are not limited to the ability to see, hear, walk, talk, judge distances, drive an automobile, make sound judgments, act in emergencies and/or, in general, giving consent, or to normally perform the many mental and physical acts of daily life.
Incapacitation/Incapacitated	Incapacitation is a temporary or permanent state in which a person is physically or mentally unable to communicate Consent and/or willful, voluntary, and knowing decision. A person may be incapacitated because of age, alcohol or drug consumption, being unconscious or asleep, a disability, or any other circumstance that prevents a student from having the capacity to give Consent. For a person to be rendered Incapacitated by alcohol or drugs, the person must be so Impaired that they are unable to give Consent. This level of impairment should be obvious to a Reasonable person. It is not enough for a person to be merely under the influence of, or to have impaired judgment because of, alcohol or drugs.
Incident Review Committee (“IRC”)	IRC is a committee convened by the Student Conduct Coordinator AND the Director of Student Activities & Inclusion or designee to review a reported Student Club/Organization incident or allegation. This committee gives perspective on whether sufficient information exists for the SCHB to determine if an accused Student Club/Organization violated the SRRP. If such information exists, the SCC or designee may issue Charges.
Intake Meeting	A meeting between the SCC and any person with whom the SCC needs to discuss the details of a received report to decide which next steps are appropriate. An Intake Meeting may occur at any point before or during the Student Conduct Process at the discretion of the SCC.
Investigation	The gathering of information related to a reported incident or allegation. Investigations may be conducted by the SCC or by other investigators.

Investigation Meeting	A meeting that includes the opportunity for the SCC or designee to interview people who may have information relevant to a Charge, to explain the Student Conduct Process, to explain the rights of Students, and to review of the nature of the allegation.
Laws and Regulations	All applicable Laws, Regulations, Codes and Ordinances, including the applicable Laws of the City, County, State and/or country pertaining to the alleged violation. Regulations also include College policies and rules.
Notice of Charge(s)	Written notice sent via correspondence to a student that charges the student with specific SRRP violation(s). Notice will include a brief description of the allegation, information on how to access the SRRP, and a request the Student attend an Information Meeting.
Outcome	A determination of whether a student or Student Club/Organization has been found responsible for a violation of the SRRP.
Preponderance of the Evidence	The Preponderance of Evidence is the standard of evidence the College uses to determine whether a Charge(s) occurred; whereas the evidence presented supports the finding that it is more likely than not that the charged violation occurred or more likely than not that the charged violation did not occur. This standard is used in resolving all SRRP cases.
Publish	To share, transmit, circulate, distribute, or provide access to a Recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a Recording, or transcript of the Recording, is considered Published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, website, book, magazine, newspaper or leaflet.
Reasonable	A term used as an objective standard for evaluating appropriateness. Having sound judgment; rational and sensible; not extreme or excessive. This definition does not apply to reasonable accommodations.
Recording	Any recording in any medium using any technology. This includes but is not limited to visual recordings, such as photographs and videos, and audio recordings.
Relationship Violence	Relationship Violence encompasses both “dating violence” and “domestic violence,” as those terms are defined in the

	Procedure Implementing the College’s Policy Prohibiting Sex-Based Misconduct.
Reporting Person	The person who submits a report alleging a violation of the SRRP.
Student	An individual who applies for admission and who is accepted to register for one or more courses as indicated by being assigned a CLC ID number. The College may address allegations of a student’s misconduct through the SRRP when the alleged violation occurs within one (1) year after the student’s application for admission or enrollment in any College course.
Student Club / Organization	An association or group of people that is recognized by the College or is in the formal process of obtaining College recognition through the Student Activities & Inclusion office.
Student Conduct Coordinator (SCC)	A person or administrative unit whose duties include the administration of the SRRP process. The Student Conduct Coordinator reports to the Dean of Student Affairs.
Student Conduct Hearing Board (“SCHB”)	The person(s) authorized by the Dean of Student Affairs, or designee, to conduct Hearings, to make relevancy determinations during Hearings, to determine any findings after Hearings, if it is deemed that a student has violated the SRRP, and to recommend or issue Sanctions when appropriate.
Student Conduct Process	The processes outlined in the SRRP to resolve alleged violations of the SRRP.
Victim	A person who is harmed by another person’s violation of the SRRP.
Witness	A person with direct knowledge about or involvement in a reported incident or allegation.

IV. Student Rights

Students are entitled to enjoy the rights protected by the United States and Illinois Constitution and laws, subject to legally recognized restraints that may be imposed because of the College’s role and function. Students should exercise these rights reasonably and avoid violating the rights of others. Any Student or Student Club/Organization will be afforded the following rights throughout the Student Conduct Process. Any Student may also be given the opportunity to waive specific rights, in writing, to expedite the resolution process if appropriate as determined by the Student Conduct Coordinator or designee. Accused Students have the right to:

1. Participate through the Student Government Association in the formulation and review of College regulations and policies directly affecting them.
2. Be free from harassment and discrimination. In providing educational programs and opportunities, the College is committed to maintaining an environment free from harassment and discrimination and will not discriminate against any student or prospective student on the basis of race, color, age, sex, national origin, disability, religion, sexual orientation, gender identity or expression, marital status, military or veteran status, genetic information, ancestry, citizenship, parental status, pregnancy, domestic violence, economic status, or any other status as protected by law. The College will take steps to ensure that non-native English-speakers participating in an English-speaking environment will not be a barrier to admission and participation in the College's educational and vocational programs, including its career and technical education (CTE) programs, administrative processes, and College activities, provided prospective students meet the essential eligibility requirements. The College complies with Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act ("VAWA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other sex-based misconduct.
3. Learn in an environment that is free of physical, emotional, or psychological harm or threats.
4. Privacy of and review of student records, through the rights granted by the Family Educational Rights and Privacy Act (FERPA), including the right to inspect one's educational records, challenge inaccurate or misleading records and maintenance of their educational records in a confidential manner consistent with FERPA and any other applicable laws.
5. Freedom of speech and the freedom of assembly consistent with a College environment and lawful regulations.
6. Access and review of all relevant College policies and procedures related to the SRRP.
7. File a grievance of an academic or non-academic concern. Due Process and fairness are afforded to students in the resolution of such grievances or concerns.
8. Due Process. An Accused Student will receive a Notice of Charges resulting from an alleged violation of the SRRP. Except in cases where interim/emergency action is deemed warranted, the Accused Student will be provided with an opportunity to respond to the charge(s) before a determination of responsibility is made.
9. Have an Advisor present during a Hearing or meeting with the SCC or SCHB. A student who chooses to have an Advisor present during a Hearing or meeting, must provide the identity of the person to the SCC or designee at least two (2) Business Days in advance, must provide the appropriate executed privacy

waiver(s) during this notification, and must notify their Advisor of their obligation to follow all College regulations, rules, policies and procedures throughout the Student Conduct Process. Failure to comply with the requirements of this section may result in the Advisor not being permitted to attend the Hearing or meeting.

10. Decline to answer any questions or provide self-incriminating information to the SCC or SCHB or designee at any point during the resolution process. An accused student may also elect not to participate in a Hearing with the understanding that a decision, including any appropriate Outcome(s), will be made using the information available at the time of the Hearing in their absence.
11. An opportunity to ask questions regarding the Student Conduct Process, and have those questions answered to the extent that staff is permitted and able.
12. Review all known information in the College's possession related to the allegations, both inculpatory and exculpatory, including any potential Witnesses that could be used in the decision-making process, subject to applicable legal limitations. Provide relevant additional information related to the allegations, including Witnesses.
13. Request the SCC conduct a preliminary review of all relevant information, including any potential Witnesses, that could be used in the decision-making process prior to the Hearing. The determination of relevance will rest with the SCC or designee. A student will receive a written communication of any relevancy determinations prior to the hearing, along with a rationale for the decision, this process is afforded to both the Accused Student and the Reporting Person. Relevancy determinations may be reversed or modified through an appeal to the Dean of Student Affairs or designee.
14. Participate in a Hearing. This includes the ability to provide information and ask questions of Witnesses' testimony.
15. Have a decision made based on the Preponderance of the Evidence standard.
16. Request reasonable accommodations in the Student Conduct Process if the student has a disability. At any point during the Student Conduct Process a student may contact the Access & Disability Resource Center (ADRC) to discuss their need for accommodations.
17. Appeal a decision, in writing, to the SCC if new evidence is found. A second appeal may be done in writing to the Dean of Student Affairs (DSA). The DSA decision is final.

SECTION 2: STANDARDS OF CONDUCT

I. Student Standards of Conduct

The College considers the behaviors described in the following sub-sections as inappropriate for the College Community. Any student found to have committed or to have attempted to commit the following actions is subject to the outcomes outlined in Section IV, Student Conduct Process and Procedures. The below is not an exhaustive list of prohibited conduct but represents examples of unacceptable behavior and conduct.

- A. Acts of Dishonesty including, but not limited to, the following:
 - a. Furnishing false information to any College official, faculty member or office.
 - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - c. Tampering with the election of any College recognized student organization.
 - d. Academic dishonesty as described by Academic Integrity Standards and/or the classroom instructor. The procedures for academic dishonesty can be found here: <https://www.clellinois.edu/student-resources/student-behavior/academic-dishonesty>.
- B. Disruptive Conduct. Conduct that is materially or substantially disruptive to the normal operations of the College or conduct that incites others to disrupt the normal operations of the College materially or substantially in any of the following activities: teaching, research, administrative functions, disciplinary proceedings, other College Activities whether on or off campus, and other authorized activities that take place on campus. In evaluating whether conduct is materially or substantially disruptive, the College may consider the totality of factors, including but not limited to whether there was an intent to prevent the activity or event from continuing to completion and whether the conduct was a sustained and continuous disruption. Disruptive conduct does not include any conduct that would be protected by the First Amendment. Examples of Disruptive Conduct include but are not limited to:
 - a. Intentionally or recklessly causing harm or endangering the health or safety of any person.
 - b. Disruption of College Officials in the performance of their work.
 - c. Disruption of a College Activity or event.
 - d. Disruption of a class or curricular activity. This includes classroom or other academic behavior that interferes with either:
 - i. The instructor's authority or ability to conduct the class; or
 - ii. Other students' ability to benefit from the instructional program
 - e. Conduct that is disorderly or a breach of the peace under the state and federal law.
 - f. Public intoxication, which is disrupting a College Activity or event while under the influence of alcohol or another mind-altering substance.
 - g. Interference with the rights of others to carry out their activities or duties at or on behalf of the College.

- h. Any verbal or physical behavior, such as a disparaging comment, epithet, slur, insult, or other expressive behavior, that is directed at a particular person or a group of persons, and which creates an environment wherein the verbal or physical behavior is inherently likely to provoke a violent reaction, whether it does so or not.
 - i. Any attempt to repeatedly contact a person over their stated objections when such contact serves no legitimate purpose or causes a reasonable fear of harm in another
 - j. Public indecency which includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, self-initiated inappropriate touching, and public sex acts. Breastfeeding a child is not public indecency and does not violate the SRRP.
- C. Endangering Behavior.
- a. Unwanted physical contact causing physical injury. Other conduct, including but not limited to Relationship Violence, which does or could endanger the health, safety, or welfare of any person or people, including oneself.
 - b. Intentional interference with the freedom of movement of any member or guest of the College.
 - c. Stalking/cyberstalking, which is conduct committed with the intent to kill, injure, harass or intimidate another person that either places the person in reasonable fear of the death of, or serious bodily injury to, that person, an immediate family member, a spouse or an intimate partner of that person; or causes, attempts to cause, or would be reasonably expected to cause substantial emotional distress to a person listed above.
 - d. Failure to comply with a lawful directive of law enforcement or a College Official.
 - e. Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
 - f. Threatening behaviors such as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - g. Participation in, making claims of, or claiming responsibility for terroristic activity whether in fact or as a hoax.
 - h. Harassment. Conduct that places a Reasonable person in fear of physical or emotional harm, through words or actions, or objectively disrupts a person's daily activities, including education and employment. Harassment does not include conduct protected by the First Amendment.
- D. Misuse or Unauthorized Possession or Use of Public or Private Property.
- a. Theft, misuse, taking or unauthorized use or possession of public or private property or unauthorized use or acquisition of services.
 - b. Conduct that destroys, damages, or litters any property of the College or any property of a person or group.

- c. Misuse of the identification number or identification card issued to a student through alteration, forgery, or duplication, or through use of an identification card that has not been issued to the user.
 - d. Use or possession of fake identification materials, including the use of another person's issued identification.
 - e. Unauthorized transfer of registered access. Unauthorized sale/barter/or compensation in exchange for limited access to functions, events, academic course registration, or services of the College.
- E. Non-Enrolled Minors on Campus. Students may not leave their non-enrolled minors unattended on the College's premises including, but not limited to, parking areas, buildings, extension centers, or at College events. Additionally, students are prohibited from routinely bringing their non-enrolled minors into class, unless expressly authorized by the classroom instructor. If permission is granted by the instructor, the student will be solely responsible for supervising the non-enrolled minor while the minor is on campus. The College is not responsible for supervision of the non-enrolled minor and will not be liable for any accident or injury that may occur to the non-enrolled minor while on campus. The Children's Learning Center is located at the Grayslake and Lakeshore campuses for children up to the age of 12. For more information please visit: <https://www.clcillinois.edu/student-resources/additional-services/childrens-learning-center>
- F. Alcohol, Drugs, Smoking and Vaping Prohibitions.
- a. As a smoke free college, we comply with the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act, and the Illinois Smoke-Free Campus Act (110 ILCS 64) all require a tobacco-free campus and workplace.
 - b. Unlawful use, possession, or dispensation of prescription medication.
 - c. Unlawful possession, manufacture, distribution, dispensation, or use of a controlled substance.
 - d. Public intoxication and/or use, possession, or dispensation of alcoholic beverages on College Premises, except as expressly permitted by law.
 - e. Public impairment from controlled substances, including cannabis.
 - f. Unlawful possession, manufacture, distribution, dispensation, or use of cannabis, including cannabis derivatives and products, or related paraphernalia in accordance with Sections 10-35(d) and 10-50 of the Illinois Cannabis Regulation and Tax Act.
- G. Possession, use, or distribution of explosives. Explosives include, but are not limited to, fireworks and ammunition, guns (including air, BB, paintball, facsimile or replica weapons, and pellet guns), or other weapons or dangerous objects including, but not limited to arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade longer than 3 inches or spring-loaded blades, etc.
- H. The use of wheeled devices within College buildings. This includes but is not limited to bicycles, roller blades, skateboards, motorized skateboards, scooters, and other wheeled items. The only exception to this regulation is the use of wheeled devices by authorized

individuals and employees when associated with their work assignment, medical necessity, classes, programs, or events at the College. Students who require the use of wheeled devices can register with the Accessibility and Disability Resource Center located in B171, by email at adrc@clcollinois.edu and by phone at 847-543-2474.

- I. Inappropriate use of Technology. Use of technology systems that is disruptive, threatening, and/or harmful towards other members of the community. “Technology System” or “System” shall include all computer hardware and software owned or operated on behalf of the College, College electronic mail (email), College websites, and College online services and bulletin board systems.
 - a. Any action without authorization from the College that does, or causes a person to, access, use, modify, destroy, disclose, or take data, programs or supporting documentation residing in or relating in any way to a CLC computer, computer system or computer network or causes the denial of computer system services to an authorized user of such system.
 - b. Unauthorized downloading or facilitating others to download copyrighted music and films without authorization.
 - c. Any other violation of the Technology Policy 909 ([CLC Policy Manual.pdf](#)).
 - d. The use of the College’s computer resources to violate any Laws or Regulations.
- J. Social Media. Please refer to the College’s Social Media Policy 903 ([CLC Policy Manual.pdf](#)).
 - a. The College values the First Amendment and the 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.
 - b. Students are strictly prohibited from use of any social media that the College determines will materially and substantially disrupt the work and discipline 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.
 - c. 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.
 - d. See the Student Club Manual’s [Section D]: *Social Media*, for additional policies regarding use of Club/Organization and other College-affiliated social media pages. These guidelines are in addition to, and serve to complement, any policies addressing the acceptable use of technology, College property, and the computer network system. The College reserves the right to update or modify these policies as necessary.
- K. Obstruction of the Student Conduct Process, by any means and through any medium, including not limited to the following:
 - a. Knowingly filing a false report that a violation was committed.
 - b. Falsification, distortion, or misrepresentation of information before and during the SCHB or when meeting with the SCC.

- c. Disruption or interference with the orderly conduct of a Hearing or meeting as outlined in these procedures.
 - d. Influencing or attempting to influence another person to commit an obstruction of the Student Conduct Process.
 - e. Preventing or attempting to prevent another person, through words or actions, from reporting a violation of the Student Conduct Code.
 - f. Failure to complete, or violation of conditions for assigned outcomes.
 - g. Harassing or intimidating of the SCC, SCHB members, and/or Hearing Board participant(s) as outlined in these procedures.
 - h. Disrupting or interfering with the orderly conduct of a hearing proceeding.
 - i. Interrupting a hearing proceeding knowingly without cause.
 - j. Attempting to discourage any individual's proper participation in, or use of, the SCHB.
 - k. Attempting to influence the impartiality of a member(s) of the SCHB.
 - l. Failure to comply with the outcome(s) imposed under the Student Rights and Responsibilities/Procedures (SRRP).
- L. Violation of local, state, federal or campus fire policies
- a. Intentionally or recklessly causing a fire which damages College or personal property or causes injury.
 - b. Failure to evacuate a College-controlled building during drills and exercise.
 - c. Improper use of College fire safety equipment; or
 - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College campuses/premises. Such action may result in a local fine in addition to College outcomes.
- M. Participation in a campus demonstration or rioting which:
- a. Disrupts the normal operations of the College and infringes on the rights of other members of the College community, including, but not limited to, causing a safety threat.
 - b. Leads or incites others to imminent lawless action or which is likely to incite such action.
 - c. Disrupts the scheduled and/or normal activities within any campus building or premises.
 - d. Was not expressly authorized by College officials.
- N. Retaliation. Retaliation is defined as any act that causes a reasonable expectation of physical, emotional, financial, or social harm against those who file a report or engage in these procedures. Retaliation may be added as a violation to a current investigation, standing outcomes, or closed investigations as relevant.
- O. Hazing. Any action or series of actions that recklessly or intentionally endanger the mental health, physical health or safety of a student or prospective student for any purpose, including but not limited to initiation into, admission into, affiliation with, or the perpetuation or furtherance of a tradition or ritual of any Student Club/Organization or other student group. Hazing occurs if any individual or group:

- a. Causes or attempts to cause physical injury, emotional distress, or other harm; or engages in any conduct that presents a threat to an individual's health or safety. Hazing includes, but is not limited to, physical brutality such as whipping, beating, branding, or exposure to the elements; forced consumption of any food, alcohol, drug or other substance; activity that would subject the student to extreme mental stress, such as sleep deprivation, forced sexual conduct or forced exclusion from social contact, or other forced activity that is considered hazing under Illinois law and could adversely affect the physical health, mental health or safety of any student or prospective student. .
 - b. Engages in an action or activity that tends to or is intended to demean, disgrace, humiliate or degrade a student or prospective student. This includes, but is not limited to, forced conduct that could result in extreme embarrassment, requiring servitude, or other forced activity that could adversely affect the mental health or dignity of the student or prospective student.
 - c. Engages in conduct that interferes with, or attempts to interfere with a student's ability to pursue an educational opportunity; or
 - d. Causes, induces, pressures, coerces, or requires a student to violate the Law or Regulations, including any College policy.
 - e. In response to allegations of hazing under these procedures, it is not a defense that:
 - i. The affected person gave Consent.
 - ii. The conduct was not part of an official club/organizational event
 - iii. The conduct was not sanctioned or approved by an official club/organization.
 - iv. The conduct was not done as a condition of membership in the club/organization.
- P. Invasion of Privacy and Unauthorized Recording.
- a. Invading a person's privacy by 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.
 - b. Unauthorized Recording in class or of an organizational or College meeting where there exists a legal expectation of privacy, and any use, disclosure, or Publishing of any such Recording. Students may make a Recording of class lectures for three (3) lawful reasons: for their own personal educational use with approval by the faculty member, in connection with a complaint to the College, or as evidence in or preparation for a criminal or civil proceeding. A Recorded Class Lecture may not be Published without the prior express written consent of the faculty or guest lecturer.

- c. Engaging in acts of voyeurism, peeping, spying, or recording another person in any location where a Reasonable expectation of privacy exists.
 - d. Any notice, Consent or other requirement under applicable Laws and Regulations must be fulfilled in connection with authorizing, making, using, disclosing, or distributing any Recording, where there is a legal expectation of privacy.
- Q. Other Prohibited Conduct.
- a. Students who have knowledge of another committing or attempting to commit a violation of the SRRP are required to remove themselves from the situation and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.
 - b. Furnishing false or misleading information to the College or to any College Official. This includes but is not limited to forging documents or other data or omitting facts that are material to the purpose for which the information is submitted.
 - c. Falsifying documents or College communications, falsifying signatures of College Officials, impersonating College Officials, utilizing documents or other records in any medium that purport to be from the College or one of its employees without express written permission from the College or the employee, or unauthorized alteration of documents or communications of the College.
 - d. Meeting financial responsibilities through false means, including, but not limited to knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.

II. Student Club and Organization Conduct

The College is happy to have student groups gather and organize for common goals that elevate the student learning experience while conducting themselves in accordance with the College's policies, procedures, and values: **“Excellence, Purpose, Integrity, Compassion, Unity and Inclusion”** “Members of CLC’s student clubs and organizations are expected to adhere to the Student Rights & Responsibilities Procedures (SRRP) and subject to the Student Conduct Process when violations occur Compliance with the Student Activities & Inclusion (SAI) Policies and the Club/Organization’s Constitution is also required. This section will outline the circumstances in which a Student Club/Organization or other student group may be held accountable for misconduct, and the process for investigating the misconduct.

Misconduct by student members acting as representatives of their Student Club/Organization may be adjudicated as individuals for their conduct separately from the Organizational Misconduct process.

- A. Organizational Misconduct. Acts of organizational misconduct specific to Student Clubs/Organizations include, but are not limited to, the following:
 - a. Misuse of Club/Organization funds as defined as use of funds for events, activities, materials, etc. that do not contribute to the stated purpose of those funds by the club/organization. Misuse includes, but is not limited to, failure to abide by

the prescribed processes for procuring organizational funding through SAI or embezzlement of organizational funds for private or personal use.

- b. Hazing of members and/or potential members
 - i. requiring the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if the act is not sanctioned or authorized by that educational institution, and the act results in bodily harm to any person. 720 ILCS 5/12C-50(a). Please refer to Section 2. (Subsection O) of these procedures.
 - ii. Discriminatory recruitment practices or election processes. Please refer to the definitions of Discrimination and Harassment in Section 3 in these procedures.
 - iii. Conduct that violates local, state, or federal laws while representing the Student Organization or the College.
 - iv. Violations of the SRRP by 25% of members of the Club/Organization or other student group with intent.
 - v. Violations of the Student Activities & Inclusion Policy for Student Clubs and Organizations including but not limited to:
 - 1. Hosting meetings or events without prior authorization and approval.
 - 2. Distributing promotional materials (flyers, pamphlets, etc.) without approval or outside the designated posting area(s).
 - 3. Violations of the Time, Place, & Manner procedures (<https://dept.clcillinois.edu/bld/CS/CLCFacilitiesUsagePolicy.pdf>) for hosting events, posting flyers and promotional materials, and general gatherings.
 - 4. Violations of copyright laws including the use of the CLC name and logo.
 - vi. Complicity of CLC Club/Organization and other student group members: Members of all clubs/organizations and other student groups have a responsibility to report any inappropriate behavior or violations of CLC policies to the appropriate offices (Student Activities & Inclusion, Student Conduct, etc.). Complicity is defined as association or participation in a wrongful act. Violations by student members may result in investigations into the Club/Organization or student group if such violations give reason to believe that other members were complicit in the violations or if such actions were codified as standard operating procedures of the organization.

SECTION 3. DISCRIMINATION, HARASSMENT, AND SEX-BASED MISCONDUCT

I. College Policies Prohibiting Discrimination, Harassment and Sex-Based Misconduct

Pursuant to CLC Policy 937 ([CLC Policy Manual.pdf](#)), *Non-Discrimination and Harassment*, discrimination and harassment based on race, color, age, sex, national origin disability, religion, sexual orientation, gender identity or expression, marital status, military or veteran status, genetic information, ancestry, citizenship, parental status, pregnancy, domestic violence, economic status, or any other status as protected by law, is prohibited. Pursuant to Board Policy 934 ([CLC Policy Manual.pdf](#)), *Prohibition of Sex-Based Misconduct*, the College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking.

Reports of alleged sex-based misconduct will be processed according to the associated procedures, which can be found at the following link:
<https://dept.clcillinois.edu/ssd/TitleIXProcedures.pdf>.

For more information on the College's Non-Discrimination and Harassment Policy and Sex Based Misconduct Policy, please visit: <https://dept.clcillinois.edu/ssd/TitleIXPolicy.pdf>.

SECTION 4. STUDENT CONDUCT PROCESS AND PROCEDURES

I. General Student Misconduct Process and Procedures

The following procedures may be carried out prior to, simultaneously with, following, or in the absence of any civil or criminal action proceedings. The College may report alleged acts of misconduct to law enforcement, when appropriate. Students may report alleged violations of the Law to CLC Police.

Alleged acts of misconduct to which another investigation or grievance process (e.g., the grievance process for formal complaints set out in the Procedure Implementing the College's Policy Prohibiting Sex-Based Misconduct) does not apply will be investigated pursuant to this Student Conduct Process, and any sanction or outcome rendered because of the Process is described herein.

Sanctions and outcomes may vary by case. Providing individualized outcomes for each case allows this to serve as a restorative approach process, and to respect the dignity and humanity of all those involved. The determinations for each case will require accountability in accordance with the College's commitment to safety, impact, education, integrity, and civility.

A. Reporting Student Misconduct or Other Student Concerns

- i. Any student, staff or faculty member may report a violation of the SRRP by submitting a "Make a Report" form at <https://www.clcillinois.edu/student-resources/student-behavior>, contacting the Student Conduct Coordinator by phone at 847-543-2034, email at sa.studentconduct@clcillinois.edu or in person in B242 at the Grayslake campus. Students can access the form through the Student Portal under "Report an Incident."
- ii. Any member of the CLC Community may also submit a report regarding basic needs assistance, mental health crises, concerns for student well-being, behavioral issues, disruptions, harassment, discrimination, and/or safety concerns related to any student, by submitting a "Make a Report" form at <https://www.clcillinois.edu/student-resources/student-behavior>. Students can access the form through the Student Portal under "Report an Incident." The Lancer CARE Team responds to various types of student concerns and behavioral reports to provide access to resources and support. More information on the CARE Team can be found at <https://www.clcillinois.edu/student-resources/student-behavior/bit>.
- iii. Individuals can also file a police report with the College of Lake County Police Department or request that another law enforcement agency police report be sent to the CLC Police Department and forwarded to Student Conduct.

B. Time Limits

- i. Student Conduct:
 1. No Student may be Charged with a violation of the SRRP if the incident was reported to the College more than one (1) year after the

alleged violation occurred, absent extenuating circumstances. (This does not apply to reports of alleged sex-based misconduct.)

2. In extenuating circumstances, the Dean of Student Affairs or designee has the sole discretion to extend this time.

C. Investigation and Determination

The Student Conduct Coordinator (“SCC”) or designee will initiate an investigation of any reported or observed misconduct within seven (7) business days of receiving the report and determining that the Student Conduct Process is the appropriate process for investigating the report. This timeline may be extended under extenuating circumstances. The investigation will include but is not limited to (unless refused or declined by the reporting student) a conference with the Reporting party, during which the allegations will be explained further. Then, the Accused Student will be given an opportunity for a separate conference to respond to the allegations and discuss the impact of the allegations and options for conflict resolution. Based on the information obtained, the SCC or designee will make the following determinations:

- i. Whether the Accused Student violated the SRRP.
- ii. The appropriate sanctions and/or outcome(s) for the violation, if any. The sanctions and/or outcome(s) will become effective immediately.
- iii. In cases of removal (suspension or expulsion), the Vice President of Student Development or designee will notify the Accused Student in writing of their right to a hearing before the Student Conduct Hearing Board and the Accused Student’s right to appeal.

D. Administrative Review

- i. If an Accused Student has accepted responsibility for the Charges and the potential outcome would not be suspension or expulsion, then the Student may be offered the option of an administrative review meeting with the SCC. This meeting is educational in nature, allows the student to share their perspective of the incident, discuss circumstances of the case, as well as educate the Student on ways to repair any harm and return to good standing in the College Community. This meeting informs the SCC’s outcome decision, which will be communicated in Correspondence. Witnesses are not called, but the SCC may seek additional information as needed.

E. Student Conduct Hearing Board Determination

In all cases involving an Accused Student’s suspension, expulsion, or request for reinstatement, the Accused Student will have a right to a hearing before the Student Conduct Hearing Board (“SCHB”).

- i. The SCHB will be convened monthly or as needed. To promote peer involvement and ensure a fair review of each case the SCHB will be composed of faculty, staff, and students from diverse populations of the College Communities. Hearing Board membership will consist of:
 1. Five (5) student representatives appointed by the Student Conduct Coordinator from varying academic divisions.

2. One (1) specialist representative appointed by the Specialist Senate, one (1) classified representative appointed by the Classified Senate, one (1) Admin/Pro representative appointed by the Administrative/Professional Senate.
 3. Three (3) faculty representatives appointed by the Faculty Senate from diverse academic divisions.
 4. The Student Conduct Coordinator or designee will serve as the College representative during hearings. They will assist in the order of hearings, presentation of information, and assist the Respondent with any questions they may have on the process and procedures of the SCHB.
 5. Faculty, specialist, classified and the administrative representatives will serve at the discretion of the appointing senate but will not exceed three (3) consecutive academic years. Student representatives will serve a one-year term. A quorum will consist of seven (7) voting members. All actions by the SCHB will be decided by a majority vote.
- ii. Hearing Notice. If requested, the SCC will notify the Accused Student via certified mail of the date, time, and location of the hearing at least five (5) business days prior to the hearing date.
 - iii. The Accused Student may inspect the case file at least five (5) Business Days before the scheduled hearing. Student conduct records will be made available to review upon request and may be included in these records, including but not limited to, outreach letters, investigation notes, decision rationale, sanctions, and hearing board materials.
 - iv. Attendance at Hearing. The hearing will be closed to the public. Admission of any person to the hearing will be at the discretion of the SCHB. The Accused Student may represent themselves or be accompanied by a personal Advisor of their choice, and at their expense, at any stage of the process. The involvement of an advisor must not result in an undue delay of the meeting or proceeding. An Advisor may only consult and advise the reporting party or responding party, but not speak for the advisee at any meeting or hearing. The Advisor cannot be someone who presents a conflict of interest (i.e., a witness of the incident). If the Advisor violates this rule or engages in behavior that harasses, abuses, or intimidates either party, a Witness or an individual resolving the complaint, that advisor may be prohibited from further participation. The Accused Student must provide the SCC with at least five (5) business days' notice prior to the hearing of their decision to bring an advisor and provide the Advisor's identity.
 - v. Failure to Appear. The SCHB may proceed in the absence of any party who has received due notice of the hearing. Any party and/or witnesses may submit written testimonies if they are unable to attend.
 - vi. Record of Hearing. The hearing will be audio recorded; except that on order of the chairperson or person designated by the SCHB, certain matters may be

discussed off the record. A Recording of a Hearing will not include decision-making conversations conducted by the Board.

- vii. Hearing Standards and Definitions.
 - 1. Burden of Proof
 - i. The Student Conduct Process must prove the allegations are more probable than not using preponderance of evidence standard.
 - 2. Presentation of Information
 - i. The Accused Student(s) may make short opening statements.
 - ii. The SCHB will read information and evidence in support of the charges and sanctions provided by the SCC.
 - iii. The Accused Student may then present evidence to refute the charges.
 - iv. The SCHB may direct questions to the student and any witnesses presented.
 - v. The Accused Student(s) may make closing statements at the conclusion of the hearing.
- viii. Decision. Within fifteen (15) business days after conclusion of the hearing, the SCC will notify, in writing, the Accused Student, Dean of Student Affairs, and Vice President of Student Development: (1) a determination of whether the student violated the SRRP, (2) the sanctions and outcomes imposed with relevant rationale, if any, and (3) the Accused Student's right to appeal its decision. This timeline may be extended by the SCHB for extenuating circumstances.

F. Appeals

Any decision reached through Administrative Review or SCHB is eligible for appeal. All appeals must be in writing and submitted to the appropriate office within five (5) Business Days from the date of the decision letter. No person may hear or decide an appeal if they conducted or participated in the disciplinary proceeding being reviewed on appeal.

- i. Administrative Review Appeals. The basis for filing an appeal arising from an Administrative Review is limited to whether the Sanction(s)/Outcome(s) imposed were not appropriate for the violation, considering both prior SRRP violations and mitigating circumstances.
- ii. SCHB Appeals. Except as required to explain the basis of new information, appeals are limited to a review of the record of the SCHB and supporting documents. In the instance of a Recording failure, the SCC may provide a written summary of the Hearing to the Appeal Authority upon their request. The basis for filing an appeal on all other Student conduct proceedings is limited to one or more of the following grounds:
 - 1. The Accused Student's rights were violated in the Hearing process in a manner which materially affected the outcome of the case.
 - 2. New relevant material or information has been provided that could be sufficient to alter a decision and was unknown by the person making the appeal at the time of the Hearing.

3. The Sanction(s) imposed were not appropriate for the violation, considering both prior misconduct and mitigating circumstances.
- iii. Hearing Appeal Authorities.
1. Appeals of student conduct decisions that did not include a SCHB hearing will be reviewed by the Dean of Student Affairs. If the initial student conduct decision was made by the Dean of Student Affairs, then the appeal will be reviewed by the Vice President of Student Development.
 2. Appeals of decisions that resulted in a SCHB hearing will be reviewed by an appeal panel designated by the Dean of Student Affairs, or designee. Appeal panel members will be selected and trained annually. Each panel will be comprised as follows:
 - i. One (1) Student
 - ii. One (1) Faculty
 - iii. One (1) Staff
- iv. Procedure.
1. If the underlying case involves a Victim and Accused Student, any appeal by one will be shared with the other, and the non-appealing person will be provided an opportunity to submit a written response within a designated period.
 2. After reviewing the appeal, any submitted responses, and other supporting documentation, the Appeal Authority will affirm, reverse, or modify the determination of responsibility and/or associated sanction. In limited circumstances, the Appeal Authority may direct the SCHB to reconvene, if necessary, for a specific purpose.
 3. The decision on an appeal will be communicated to the Accused Student (and Victim, if appropriate), through Correspondence within ten (10) business days of the decision being reached. The written Communication will include the rationale for the decision on appeal. The decision of the Appeal Authority is the final decision of the College and no further appeals within the College are allowed.
 4. An Accused Student remains eligible to attend classes and College's activities pending the SCHB decision and until any appeal is concluded, except as set forth below:
 - i. In cases where the Dean of Student Affairs determines that the health, safety, or welfare of the Accused Student or a member of the College Community is at risk, the Accused Student may be restricted on an interim basis as outlined in this procedure.

G. Student Conduct Sanctions and Outcomes

In keeping with the essential values of the College, outcomes of the Student Conduct Process are designed to promote its educational mission. To that end, outcomes may also serve to promote safety, to educate on appropriate behaviors, and/or to deter students from behavior that harms, harasses or threatens people or property.

Outcomes will serve to hold students accountable for the impact of their actions and to promote responsible and respectful decision-making. Outcomes will be determined, under the guidance of the Dean of Student Affairs, based on the severity of the violation, the impact caused by the alleged violation, and will be determined based on the three principles of Accountability, Education, and Restoration. Sanctions are defined as punitive responses by the College to address the severity of violations. Outcomes define specific learning objectives that are aimed to educate on the violation and encourage thoughtful reflection to prevent further violations. While students will not be required to receive services through CLC's Counseling and Psychological Services (CAPS) or community providers in response to a violation, external psychological and/or internal nonclinical evaluations may be included in requirements of suspension reinstatement.

H. Sanction Rubric

The following Sanction rubric is built from the National Association of Behavioral Intervention Team Administrators (NABITA) Risk Rubric. Assigning risk levels will assist in the assessment of incidents to guide reasonable sanctions and outcomes. The following definitions include, but are not limited to, examples of signs linked to the overall risk level and examples of sanctions that may be assigned to address the risk.

i. Risk Definitions and Sanction Rubric

1. Mild: Very low risk to the community or individuals. No direct threats made, but contextually there may be some concerning behavior or response to conflict that may require intervention. Individuals may not be doing well, so offering support and resources may assist in adapting and overcoming obstacles.

Examples of Mild Sanctions: Written warning, probation, meeting with support services, informal resolution meeting, etc.

2. Moderate: Conflict with others is increasing in frequency or level of response through aggressive speech, actions, or mannerisms. Others feel uncomfortable around the individual, potentially unsafe. Potential of increasing stressors and difficulty with coping.

Examples of Moderate Sanctions: Probation, limiting access to services, meeting with support services, referral to counseling, informal resolution meeting, educational programs, etc.

3. Elevated: Behavior is increasingly disruptive and frequent. Threats may be vague, specific, direct, or indirect, but lack follow-through. Others feel unsafe or threatened around the individual; they may be encouraging violence or escalating aggression. There may be a focus on a target that is repeated, such as stalking that does not include physical harm.

Examples of Elevated Sanctions: Probation, Interim Suspension, No Contact Order, Notice of Trespass, Suspension/Expulsion, wellness check initiated, limiting access to services, meeting with support services, etc.

4. Critical: Serious or credible threats made against themselves and/or others. Behavior is severely disruptive, directly impacts others, and is dangerous. It is likely that violence may occur without intervention. *Examples of Critical Sanctions: Interim Suspension, removal from program, Suspension/Expulsion, etc.*

ii. Sanctions

1. Warning: An official written notice that the student has violated College policies and/or rules and that additional sanctions may result should the student be involved in other violations while enrolled at the College.
2. Probation: When a student is under probation, a letter outlining conditions and restrictions of a student's behavior will be provided. Probation will be imposed indefinitely but may contain time-limited outcomes. If the student fails to fulfill the terms of the probation, the SCC may recommend suspension of the student to the SCHB and/or apply additional sanctions and/or outcomes. As part of the conditions and restrictions, a student may be required to meet specified conditions before probation restrictions are lifted.
3. Student Affairs Account Hold: A student may have a hold placed on their account, limiting their ability to register for courses. If outcome requirements are not met in the time specified, or as a condition of probation, a student may have a hold placed on their account. The conditions of an Account Hold for Student Conduct will be outlined in a letter to the student.
4. Conflict Resolution: Students may request Conflict Resolution services if they think their case has the potential to be resolved through this method. Before any incident may be referred to Conflict Resolutions services at a Student's request, the SCC will determine the following:
 - a. Whether all people personally involved in the conflict or allegations agree to Conflict Resolution.
 - b. Whether the SCC or designee has determined that the case is appropriate for Conflict Resolution; and
 - c. Whether the case is likely to resolve through Conflict Resolution. Participation in Conflict Resolution services is voluntary and may not result in resolution. If Conflict Resolution services do result in resolution, that resolution is final and cannot be appealed.
5. Behavioral Requirement: This includes required activities including, but not limited to, having no contact with specified person(s), substance and/or alcohol abuse screening and writing a letter of apology, etc. Students may be referred to Student Conduct in response to behaviors involving mental health crises. While students may be

referred to the Counseling and Psychological Services (CAPS) department for a care outreach, seeking therapy or counseling will not be a requirement of any Student Conduct outcome, unless there is an immediate threat to the safety of the student or others.

6. Educational Program: Includes, but is not limited to, a requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible.
7. Interim Suspension: An interim suspension of a student may be immediately imposed when the student is deemed a direct threat to the health and safety of members of the College community, prior to completion of a full investigation and/or hearing of the SCHB if necessary, and in exceptional circumstances consistent with other College policies and procedures. The student will be provided an immediate opportunity to know the reasons for their interim suspension and will have ten (10) business days to appeal the interim suspension by making a written request for review of the interim suspension to the Dean of Student Affairs, or designee. The review of an interim suspension decision will be limited to determining whether the student's alleged conduct meets the "direct threat" criteria listed above. A student's failure to submit a request for appeal of the interim suspension within the required ten (10) business day timeframe constitutes a waiver of the right to appeal the interim suspension. A student on interim suspension shall not be on College premises, physically attend any College classes or programs or participate in any College activities or events. The student may be permitted to attend classes virtually, pending the availability of this modality and instructor approval. The student, unless prohibited by the interim suspension, may contact their instructors during the suspension regarding plans related to continued course work.
8. Suspension: Separation from the College for a specified minimum period, after which the student is eligible to return. Suspended students are prohibited from all College premises, academic or other activities and events, and from interacting with the College community during the term of suspension and are expected to comply with all other conditions as determined by the College. The suspension may not exceed five (5) academic school years. Students suspended within a semester or summer term may be administratively withdrawn from classes. Failure to adhere to the suspension terms, stipulations and/or trespass agreement, may result in further disciplinary measures, expulsion and/or criminal charges as dictated by the College.

1. Accountability: Students will be held accountable for the impact their actions have on the CLC community, including the impact on other students, staff, faculty, CLC partnerships, other community members, and themselves.

Examples of Accountability Outcomes: reflection assignments, loss of access to services, No Contact orders, probation, and/or connecting with relevant CLC supportive resources.

2. Education: Education regarding harmful or inappropriate behaviors requires a commitment to civility, safety, and integrity. Outcomes involving participation in campus educational programs will require a pre-meeting and post-meetings with the Student Conduct Coordinator to review what was learned from the programs.

Examples of Education Outcomes: educational program attendance, meetings with relevant Student Affairs staff, meetings with relevant faculty, completion of modules.

3. Restoration: For violations where harm is done, it will be the responsibility of the accused student to respond to that harm. Restoration requires a focus on preventing further misconduct from happening again.

Examples of Restoration Outcomes: written apology to those impacted by their behavior; removal from an organization, No Contact order between students.

II. Student Academic Misconduct Process

Academic Integrity Violations, also known as Academic Dishonesty, can occur when an individual(s) uses unauthorized assistance or information during coursework. Depending on the nature and severity of the incident, the College may initiate the Student Academic Misconduct Process in response to a report of alleged Academic Dishonesty. For suspected minor infractions, the instructor will reach out to the student(s) in question to hear the student's defense/rationale and notify the Academic Standards Hearing Board for tracking purposes.

The College has adopted a clear definition of Academic Dishonesty, a list of violation categories and their respective severity, and a formal process an instructor needs to take to report Academic Dishonesty violations. The College also offers a Canvas course to help educate students on Academic Dishonesty. For more information use this link:

<https://clcillinois.instructure.com/courses/39861>.

A. Academic Dishonesty Definition.

All students are expected to adhere to certain Academic Integrity Standards related to all coursework, assignments, and assessments. Academic Dishonesty includes both intentional actions such as using a "cheat sheet" on a closed note exam and unintentional actions or omissions such as forgetting to cite a source. In addition, providing of

assistance to others in connection with academic assignments is considered a form of academic dishonesty.

- B. Violations of these standards may result in varying severity of sanctions and outcomes based on the type of assignment, the recurrence of violations, intentionality of the violation, and/or the impact on College educational services. Definitions of the categories of Academic Dishonesty include but are not limited to:
- i. Academic sabotage: destroying, disrupting, or impeding another individual's ability to successfully complete their academic endeavors. Academic sabotage can include but is not limited to destroying another person's artwork, disrupting a research study, and ruining someone else's design. In addition, stealing/defacing school materials can also be considered academic sabotage.
 - ii. Cheating: using or attempting to use unauthorized materials/information/study aids or an act of deceit by which an individual attempts to misrepresent academic skills or knowledge. The act of allowing/providing another individual to use work not completed by the individual is also considered cheating. Cheating can include but is not limited to using: an unauthorized information source for an examination, unauthorized use of an internet site to search for answers to an assignment, unauthorized use of Artificial Intelligence (AI) and/or computer algorithms, unauthorized purchase of materials, selling/trading/uploading course material, and signaling answers to another individual.
 - iii. Fabrication: creating data, information, or work that is fake/never existed. 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.
 - iv. 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.
 - v. Plagiarism: the adoption or reproduction of ideas, words, phrases, or statistics of another individual as one's own without appropriate acknowledgment or citation. Plagiarism can include but is not limited to copying another's work, purchasing a paper, presenting someone else's opinions and/or ideas as one's own, and working jointly on a project and then submitting the project as one's own work. An individual is also in violation of plagiarism when they submit previous work to either the same course or a different course without instructor permission (multiple submissions/self-plagiarism).

C. Severity of Academic Integrity Violations.

The severity of the Academic Dishonesty will be determined by the course's instructor. The College has created a guide that an instructor should use when determining the severity level of Academic Dishonesty. The guide contains three categories starting with the least severe violation (Category A) and ending with the

most severe violation (Category C). Click the following link to access the Severity of Academic Integrity Violations form

<https://dept.clcillinois.edu/web/AcademicDishonesty/SeverityofAcademicDishonestyViolations.pdf>.

D. Reporting Process of Academic Dishonesty.

The College has designed a thorough reporting process in which a student is kept informed, given a forum to voice their defense/rationale, provided adequate time to respond to suspected violation/s, ensured a timely decision process, and allowed to appeal a decision.

The Reporting Process of Academic Dishonesty is visually displayed as a diagram in the following link

<https://dept.clcillinois.edu/web/AcademicDishonesty/AcademicDishonestyReportingDiagram.pdf>.

E. Educational Resource for Students

The College has created a Canvas course for students to learn about what constitutes Academic Dishonesty, how to identify Academic Dishonesty, means to prevent Academic Dishonesty, and quizzes to test one's knowledge on Academic Dishonesty. To access the Canvas course search for the following Canvas title in your Canvas courses: Academic Integrity Information Course.

III. Student Club/Organization Misconduct Process

Nothing in this section precludes the College from charging individual student members of a Student Club/Organization with a violation of the SRRP.

A. Club/Organization Misconduct Process

- a. Reporting: Reports of Club/Organization Misconduct may come from any member of the CLC community.
- b. The intake of these reports will be handled by the Student Conduct Coordinator with guidance from the Director of Student Activities & Inclusion or designee.
- c. Should a report originate from a member of a Club/Organization accused of misconduct, the Student Conduct Coordinator will organize a meeting with the Student Club/Organization President or leadership representatives of the organization, and SAI Liaison. During this meeting, the representatives may respond to the allegations and provide evidence.
- d. Should a report mention alleged violations by multiple members of a Club/Organization, the Student Conduct Coordinator will organize a meeting with the President or leadership of the organization, and SAI Liaison.
- e. Evidence Gathering: The Student Conduct Coordinator will conduct interviews with individual members and witnesses related to the incident will be conducted as appropriate to determine if a violation occurred. SAI staff will be notified of the information gathered to provide guidance on outcomes and next steps.

- f. Reviewing Findings: After completing all interviews, the Student Conduct Coordinator will meet again with the President or Club/Organization leadership, advisor, and SAI Liaison to review the findings of the investigation.
 - i. The specific violations committed will be delivered, related to specific code / policy documents and evidence.
 - ii. The Club/Organization in violation will be offered an opportunity to collaborate on outcomes to address the specific violations. If all parties agree to the determined outcomes, the organizational leadership will sign an agreement with the terms defined.
- g. Collaborative Resolution may also be offered if a Student Club/Organization has accepted responsibility for the alleged behavior and the potential outcome would not result in the organization's suspension from the College. For a Student Club/Organization to be eligible for Collaborative Resolution, at least two full academic Semesters must have concluded since the end of a Semester where a Collaborative Resolution was issued.
 - i. Collaborative Resolution meetings are educational in nature and are a way of supporting an organization's internal accountability, collaboration between multiple vested entities, and shared responsibility for the success of the College Community.
 - ii. Clubs/Organizations participating in Collaborative Resolution will be asked to complete a full internal Investigation, provide documentation showcasing action steps that have been taken to respond to the incident, and the plans the club/organization must implement longer term education to avoid similar incidents in the future, which will be provided to the SCC.
 - iii. This information informs the SCC issued outcomes and potential Sanctions which will be communicated in Correspondence.
- h. Appealing: If the Club/Organization President and/or leadership representative(s) disagree(s) with the outcomes, the decision will be referred to Dean of Student Affairs.

B. Interim Measures

If it is determined that an organization's activities present a continued threat of danger to members of the CLC Community, interim measures may be implemented for the duration of the misconduct process. Such measures may include but are not limited to suspension of Club/Organization activities, advertising or promotion, loss of funding, and/or access to College or organization resources.

C. Defining Club/Organization Culture

In some instances, the culture of a Club/Organization may contribute to violations of the SRRP or SAI policy. Club/Organizational culture is defined as the practices, procedures, and shared ideas of the members of the Club/Organization that guide the organization's activities and purpose.

Toxic Club/Organization culture may include hazing practices, discriminatory practices, or activities that go against the mission of the College or the standards for safety for the College community.

D. Club/Organization Misconduct Outcomes

A Club/Organization found responsible for conduct violations may be subject to the following organization-specific sanctions appropriate to the violations:

- a. **Written Warning:** a written notice of the violation will be entered into the institution's records, but no further action is required.
- b. **Restriction of funding:** Clubs/Organizations are ineligible to apply for funding through SAI.
- c. **Probation:** Terms of probation will be determined at the time of outcomes review. Probation status is defined as a period where additional conduct violations will initiate further sanctions and/or behavioral requirements must be met. Probation may also include limiting the social activities and access to campus resources, including but not limited to reserving space for meetings or events, applying for funding through SAI, or participation in the Student Government Association.
- d. **Policy and Procedure/Administrative Review:** If policies within the Club/Organization are found to be negatively contributing to organizational conduct and culture, the Club/Organization may be placed on a probationary status until they complete a review of their policies and procedures. This review must be approved by the SCHB.
- e. **Educational Programs:** A specified percentage of membership of the Club/Organization may be required to attend or create an educational program related to conduct violations. This may include collaborating with a department or office to host a program at the expense of the Club/Organization. These programs may be community or campus based but must be approved by the Director of Student Activities and Inclusion.
- f. **Membership Review:** A membership review will determine which members personally contributed to the incident(s) of misconduct and may be subject to removal from the Club/Organization.
- g. **Loss of recognition:** Students may not gather or operate in any capacity under the name of their Club/Organization or the College for a determined time or indefinitely. Unrecognized Student Clubs/Organizations will not be permitted to reorganize under a different name but with a similar purpose and membership.
- h. **Appeal:** Any Student Club/Organization that does not agree with any outcome can appeal to the Dean of Student Affairs for a final decision.
- i. **Other:** Additional outcomes may be recommended by the Student Conduct Coordinator or designee or SCHB as necessary.

SECTION 5. PROCEDURE FOR ADDRESSING ACADEMIC CONCERNS

Student Concerns about Instruction and/or Grading

If a student does not agree with an instructor's academic procedure, then the student can file a formal concern with the College. These academic procedures can include, but are not limited to, grievances for grades received, class policies and procedures, instructor's quality of instruction, or instructor's conduct. The details of filing a concern are described below and reflect Policy 426 (Addressing Students' Academic Concerns) located in the CLC Policy Manual.

1. When a student has a concern about an academic procedure, the best action to take is to discuss the concern with the instructor. After this discussion takes place, if the student's concern remains then the student can file the formal concern. The student must file the concern within six months from the time the action occurred.
2. The student can file the concern by using the Student Academic Concerns/Grade Grievances form available from the following link:
<https://webprd19.clcillinois.edu/ssd/academicconcern/>
3. The concern will be received and reviewed by an appropriate Academic Dean (or designee). After reviewing the concern, the Academic Dean (or designee) will contact the student to informally address and resolve the student's concern. If the concern cannot be resolved, then the student can request the Academic Dean (or designee) to conduct a formal review into the concern. The Academic Dean or designee's review may include meetings with the student and instructor, consultation with other faculty or staff members appropriate to the situation, and a review of relevant documentation. The Academic Dean (or designee) may also request that the instructor provide a written statement of their position, including supporting rationale. Upon conclusion if the review, the Academic Dean (or designee) will issue a written decision regarding the concern. This decision will be emailed to both the student and instructor within fifteen (15) business days of the date that the decision is made. A rationale for the Academic Dean's (or designee's) decision will be included in the email.
4. If the student wishes to appeal the Academic Dean's (or designee's) decision, the student must submit a written statement within fifteen (15) business days indicating their concern, the desired outcome, and the rationale, and supporting documentation to the Vice President of Education (VPE). Upon receipt of the student's concern, the VPE will review the underlying decision, the student's statement, and any other supporting documentation, and render a final decision regarding the concern. The VPE will issue their written decision on the student's appeal within fifteen (15) business days after receipt of the student's appeal request and will inform the student and instructor of their decision through email. The decision of the VPE will be final.

SECTION 6. STUDENT RECORDS

Disciplinary Records

Disciplinary 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 disciplinary record may be maintained in the student's education record. Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, the College reserves the right to disclose and release student records and personally identifiable information without consent as permitted by FERPA, 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.

2/2022

1/2024

4/2024