

Code of Conduct 2025-2026

Introduction

John A. Logan College (JALC) is committed to fostering a safe, inclusive, and respectful learning environment for all. Students have important rights, and in return, they are expected to uphold the policies, rules, and regulations of the College, as well as applicable local, state, and federal laws. Students are responsible not only for the intent of their behavior but also for the impact of their actions. The student conduct policies and processes are designed to provide educational and developmental opportunities while balancing individual rights with the well-being of the JALC community.

This Code of Conduct outlines:

- Students' rights to protection from discrimination, privacy rights, and freedoms under Illinois and federal law.
- Students' responsibility for maintaining academic honesty, respectful conduct, and compliance with college policies.
- Behavioral expectations and consequences for misconduct.
- A fair and transparent disciplinary process for resolving violations.

By understanding and adhering to these guidelines, students contribute to a positive and thriving college environment where all can succeed.

Authority

The Student Code of Conduct outlines the behavioral expectations for students and the processes for determining and addressing violations. The Provost (or designee) has the ultimate authority for the interpretation and execution of this Student Code of Conduct and the Assistant Provost of Student Affairs (or designee) has primary responsibility for resolving reports of student misconduct and may designate additional college officials to assist in the student conduct process. Functions of the Assistant Provost of Student Affairs include, but are not limited to:

- Implementation of rules and processes consistent with the Student Code of Conduct.
- Issuance of sanctions for Student Code of Conduct violations, up to and including Semester Suspension, without a Student Complaint and Conduct Committee. In these cases, the recommended outcome would go to the Provost for approval.
- Serve on the Student Complaint and Conduct Committee for more serious violations that could result in sanctions of suspension or expulsion.
- In certain circumstances, impose an interim suspension prior to a Student Complaint and Conduct Committee hearing. Circumstances could include, but are not limited to, theft or other abuse of college property, or students posing a danger to themselves or others.

Jurisdiction

Discipline may be imposed for conduct which occurs on college premises, in or out of the classroom setting, while using college technology, at off-campus instructional sites, during off-campus college-sponsored events and for off-campus conduct which materially and substantially interferes with the College's operational and educational programs.

An individual who is enrolled in credit or non-credit courses at the college, regardless of full-time or part-time status, degree-seeking or non-degree status, or method of instruction (in-person, online, or hybrid) is considered a student and is expected to adhere to the behavioral standards established by JALC. This designation applies from the time of initial registration through the completion of their academic program or separation from the institution, including periods between terms and during official breaks.

Prohibited Student Conduct

Enrollment at JALC includes obligations regarding conduct both in and out of the classroom. Students are expected to conduct themselves appropriately within the College community. When a student or group of students, either on or off campus, fail to observe the general standards of conduct established by the College, the student(s) shall be liable to disciplinary action. Some of the matters which might result in disciplinary action are listed below.

Abuse of Student Conduct Process: Behavior including, but not limited to:

- Failure to comply with a directive to attend a meeting with college personnel responsible for overseeing the student conduct process.
- Making false allegations, falsification, distortion, or misrepresentation of information before or during a student conduct process, bringing about charges without cause or with intent to harm another.
- Disruption or interference with the student conduct process.
- Knowingly initiating a false complaint.
- Attempting to discourage an individual's participation in or use of the student conduct process.
- Attempting to influence the impartiality of a member of a Student Complaint and Conduct Committee prior to and/or during the student conduct process.
- Harassment (verbal or physical) and/or intimidation of a member of a Student Complaint and Conduct Committee prior to, during and/or after a student conduct process.
- Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- Influencing or attempting to influence another person to commit an abuse of the student conduct process.

Academic and Other Acts of Dishonesty: JALC upholds the highest standards of academic integrity. Violations of academic integrity and related misconduct include, but are not limited to:

- **Acts of Dishonesty Outside of the Classroom:** Engaging in deceptive or unethical behavior in academic or administrative contexts, including:
 - Providing false or misleading information to college officials or instructors.
 - Falsely representing oneself as a college official.
 - Tampering with, altering, or sabotaging another student's work or college materials.
 - Misuse or unauthorized use of college or student organization funds.
 - Fraudulent financial transactions involving any college department.
 - Tampering with student elections, including student trustee elections.
- **Cheating:** Any attempt to gain an unfair academic advantage or to assist others in doing so. This includes:
 - Using or attempting to use unauthorized materials, notes, or technology during an exam or assignment.
 - Communicating with others during an exam without authorization.
- **Complicity:** Helping or attempting to help another student commit academic dishonesty, such as:

- Sharing answers or assignments.
- Allowing another student to copy or submit your work as their own.
- **Copyright Infringement:** Unauthorized use or reproduction of copyrighted materials, including:
 - Copying, distributing, or publicly displaying copyrighted works without permission.
 - Creating derivative works without authorization.
- **Falsification, Fabrication, or Misrepresentation:** Altering, inventing, or misrepresenting information in academic assignments or official records. Examples include:
 - Fabricating data or sources in research.
 - Misrepresenting facts to gain academic advantage.
 - Forgery or alteration of college documents or identification.
- **Multiple Submissions:** Submitting the same or substantially similar work in more than one course without prior permission from the instructor(s).
- **Outside Sourcing:** Submitting academic work that was purchased, commissioned, or otherwise obtained from an external source (e.g., commercial paper mills, student organization archives, or other individuals).
- **Plagiarism:** The intentional or unintentional use of another person's words, ideas, or work as one's own without proper acknowledgment. This includes:
 - Inadequate or missing citation of sources.
 - Submitting work copied from others without proper attribution.
 - Presenting inauthentic work—including content from the internet, classmates, or generative AI tools—as one's own.
- **Use of AI in Academic Work:** Artificial Intelligence (AI) includes tools that generate or assist with academic work, such as text generators (e.g., ChatGPT), code assistants, translators, and content creation platforms. AI can be a valuable tool to support learning; however, its use must align with the principles of academic integrity. Using AI to fully complete assignments, bypass learning, misrepresent authorship, or copy others' ideas without attribution may constitute plagiarism, cheating, or other forms of academic dishonesty. Students are responsible for:
 - Understanding and following course-specific rules regarding AI use
 - Citing AI-generated content appropriately when required
 - Using AI as a tool for learning—not as a substitute for their own work
 - Consulting their instructor before using AI for any academic task.

Alcohol, Drug, and Tobacco Policy Violations: JALC is committed to maintaining a safe and healthy environment that supports academic success and personal development. In compliance with federal and Illinois law, and in support of the College's mission, alcohol, controlled substances, and tobacco or nicotine products are prohibited in the following contexts:

- **Alcohol Violations:** The possession, consumption, manufacture, or distribution of alcohol is prohibited on all College-owned, leased, or controlled property; during College-sponsored events (on or off campus); or while representing John A. Logan College. This includes being under the influence of alcohol in a public or College-affiliated setting and providing alcohol to individuals under the age of 21. Exceptions may be granted for approved College-sanctioned events.
- **Drug and Controlled Substance Violations:** The use, possession, distribution, manufacture, or sale of illegal drugs or controlled substances is strictly prohibited. This includes the misuse of prescription drugs, possession of drug paraphernalia, and the unauthorized use, sharing, or sale of prescription or over-the-counter medications (e.g., Adderall, Ritalin).
- **Tobacco and Nicotine Violations:** The use of all tobacco and nicotine products is prohibited on College-owned, leased, or controlled property. This includes, but is not limited to: cigarettes, cigars, pipes, smokeless tobacco, hookahs, vaping devices, and electronic nicotine delivery systems as well as

products containing cannabis or synthetic cannabinoids, regardless of form or method of ingestion. In accordance with Illinois law, an exception is made for the use of tobacco in privately owned vehicles, provided the vehicle is parked on campus and the use complies with all applicable state laws.

Disruption or Interference with College Operations: Intentionally or recklessly disrupting, obstructing, or interfering with college operations or the educational environment. This includes, but is not limited to, interference with teaching, studying, research, student conduct processes, college activities, administrative functions, public service functions (on or off campus), guest presentations, or emergency services.

Facilitation of Misconduct: Planning, facilitating, participating in, or supporting or encouraging an act of misconduct.

Gambling: The wagering of money or something of value on an event with an uncertain outcome, with the primary intent of winning money or material goods. This includes activities such as betting on sports events, playing poker, or participating in casino games.

Hazing: John A. Logan College prohibits hazing in all forms and complies with the Stop Campus Hazing Act through transparent reporting, prevention education, and enforcement policies outlined in the Annual Security Report and Campus Hazing Transparency Report. Hazing is defined as any intentional, knowing, or reckless act committed by a person, whether alone or with others, against another person or group, regardless of their willingness to participate. Hazing typically occurs during:

- Initiation into a student organization
- Efforts to maintain membership
- Activities related to group affiliation

These actions qualify as hazing if they:

- Occur in the context of a student organization
- Cause, or create a risk of, physical or psychological injury
- Involve risk beyond what is reasonably expected in regular participation at the College or in the organization

Misuse of Communication, Electronic Devices, and Technology: Students are prohibited from unauthorized or inappropriate use of communication devices, electronic equipment, and technology resources. This includes, but is not limited to:

- **College Communication Devices:** Unauthorized or inappropriate use of college telephones, fax machines, copiers, printers, or any other college-owned communication devices.
- **Personal Electronic Devices:** Unauthorized use of personal electronic devices in a manner that disrupts the learning environment or use that violates an individuals' privacy in taking photos, videos, or audio recordings of individuals in sensitive areas such as gyms, locker rooms, or restrooms on college property or during college-sponsored events constitutes a violation of Illinois law. Effective consent must be obtained before any such recording is made, particularly in areas where individuals have a heightened expectation of privacy. A breach of this standard is not only a breach of college policies but also a violation of Illinois law. Compliance with these legal standards is essential to ensure the protection of privacy and to avoid potential legal consequences.
- **Inappropriate Online Behavior:**
Using the College's systems or representing the College in online spaces to engage in behavior that negatively impacts the college community. Prohibited actions include:
 - Copyright or intellectual property infringement.

- Illegal file sharing.
- Unauthorized use of the College's name, logo, or branding in endorsements.
- Posting offensive, threatening, obscene, harassing, or discriminatory content.
- Posting sexual content or links to pornographic sites.
- Representing oneself as speaking on behalf of the College without proper authorization or disclaimer.
- Sharing media depicting illegal acts.
- Unauthorized sharing of another's personal information.
- **Computer Abuse:** Misuse of college computing systems and resources, including:
 - Unauthorized access, use, or alteration of files.
 - Use of another individual's ID or password.
 - Installing harmful software or disrupting system operations.
 - Use of slurs, insults, epithets, or other expressive behavior directed at an individual or group that is likely to incite a violent reaction.
 - Using computing resources for unauthorized personal or business activities.
 - Violating copyright laws or storing/disseminating illegal or inappropriate material.

Non-Compliance with Authority: Failure to comply with the direction of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

Physical Abuse: Physical abuse includes physical contact which by its nature is provoking or endangers the health or safety of any person. This contact can be either through direct physical contact or through the use of any object.

Policy Violation: Violation of published college policies, rules, regulations, guidelines, or procedures.

Sexual Misconduct: Sexual harassment, sexual assault, or sexual misconduct which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature including, but not limited to:

- Deliberate touching of another's sexual body parts without consent.
- Deliberate sexual contact with another without consent.
- Deliberate constraint or incapacitation of another, without that person's knowledge or consent, puts another at substantially increased risk of sexual injury.
- Any sexual act or sexual assault that occurs without the consent of the victim, or that occurs when the victim is unable to give knowing consent due to drug or alcohol intoxication or mental incapacity.
- Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would be reasonably offensive to others; or
- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's academic pursuits, College employment, participation in activities sponsored by the College or organizations or groups related to the College, or opportunities to benefit from other aspects of college life.

For a detailed explanation of sexual misconduct policies and procedures, refer to Board Policy 4320 and Administrative Procedure 414 A–D.

Theft and Property Damage: Theft, tampering with, or possession of stolen property; and damaging, defacing, or deforming college property or the property of any member of the college community, on or off campus, without consent.

Unauthorized Building Occupancy: Unauthorized occupancy of the college facilities or building other than during hours of operation.

Verbal Abuse, Bullying, and Cyberbullying

Verbal abuse, bullying, and cyberbullying are strictly prohibited and include any written, verbal, or electronic behavior that targets an individual or group and causes harm, fear, or disruption to the learning environment. Prohibited behaviors include:

- **Verbal Abuse:** Use of slurs, insults, epithets, or other expressive behavior directed at an individual or group that is likely to incite a violent reaction, regardless of whether a reaction occurs. This includes written, spoken, or electronic communication.
- **Bullying and Cyberbullying:** Intentional and repeated physical or verbal acts, including electronic communication, directed toward a person(s) or college official(s) that:
 - Place them in reasonable fear of harm or damage to their property.
 - Have a substantially detrimental effect on their physical or mental health.
 - Substantially interfere with academic performance or participation in school activities or privileges.
 - Examples of bullying include:
 - Harassment, threats, and intimidation
 - Physical violence or destruction of property
 - Sexual harassment or slurs
 - Public humiliation or theft
 - Offensive drawings or messages

Violation of Disciplinary Terms: Any conduct which constitutes a violation of the terms of any discipline imposed in accordance with the Student Conduct process.

Weapons Possession: The use, possession, or carrying of weapons, including but not limited to, pistols, rifles, shotguns, air soft guns, paint ball guns, pellet guns, dangerous knives (with fixed blades three inches or more in length), ammunition, any stun device, or other dangerous weapons. Students who have authorization for concealed carry are not able to conceal carry a gun on campus, in accordance with state law. A Licensee may transport a firearm into an unrestricted parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle.

This list is not all-inclusive and may be modified at any time by campus administration.

Violation of Federal, State, or Local Laws

JALC upholds all federal, state, and local laws and expects students to do the same. When a student is arrested or cited on- or off-campus, the College may initiate its own disciplinary process, regardless of the outcome of any legal proceedings. This process may proceed before, during, or after any civil or criminal case and is not contingent on the resolution of those cases. Students should understand that legal violations may result in both

criminal penalties and College-imposed sanctions, particularly when the behavior poses a threat to the safety or welfare of the campus community.

Sanctions

The following sanctions may be imposed upon any student who is found to have violated the Student Code of Conduct. Sanctions may be classified as minor, intermediate, or severe. Sanctions need not be progressive. For example, a severe first offense may warrant a severe sanction, even if the student has not received any prior sanctions. All sanctions will be issued in writing and will become an official part of the student's college record, maintained by Student Affairs for seven years and in accordance with ICCB Administrative Code 23 Ill. Adm. Code §1501.116, which governs the use, security, and confidentiality of student data.

Minor Sanctions

Minor sanctions may be imposed by any college personnel without a formal investigation or hearing. These outcomes are not appealable by students, but all minor sanctions imposed must be issued in writing and submitted electronically to the Assistant Provost for Student Affairs. Possible minor sanctions for violations of the Student Code of Conduct include:

- Academic Penalties – may include a failing or reduced grade on the assignment or exam, requirement to redo the assignment (with or without a grade cap), an alternate assignment, or zero credit with no opportunity to redo.
- Educational Interventions – assignments or activities designed to educate the student on the impact of misconduct (e.g., apology letters, workshops)
- Temporary Dismissal - a short-term removal (lasting up to 24 hours) from a course, program, or activity, usually implemented to address immediate concerns related to disruption or misconduct.
- Warnings – notice of a violation and warning that repeated behavior may result in stricter sanctions.

Intermediate Sanctions

Intermediate sanctions may be imposed by Directors, Deans, Assistant Provosts, the Provost, the President, or Student Complaint and Conduct Committee. Additionally, instructors may impose the intermediate sanctions of course failure or course withdrawal with the signature approval of their respective Dean. Intermediate sanctions are appealable to the Assistant Provosts, Student Complaint and Conduct Committee, or the College President. Possible intermediate sanctions include:

- Administrative withdrawal from a course(s) – involuntary removal with consequent loss of tuition and fees from one or more courses.
- Course Failure – the assignment of a failing grade (“F”) for an entire course by an instructor due to a severe or intentional act of academic dishonesty.
- Limited access – administrative restriction to selected parts/locations of campus sites, course scheduling options, or course modalities.
- Loss of Privileges – denial or limitation of certain privileges for a specific period of time. Examples include limiting access to certain College facilities, resources, activities, and/or other College-sponsored functions or preventing the individual from representing JALC in any official capacity, such as student organizations, clubs, and teams. This sanction may include terms that must be fulfilled before restrictions are lifted.

- No contact order – student is prohibited from having any contact with specified member(s) of the college community due to a conflict or perceived threat. Means of contact include face-to-face, email, social media, and telephone. Friends, relatives, and other acquaintances are also prohibited from contacting the specified member(s) of the College on behalf of the sanctioned student. This is not the same as a legal no-contact order.
- Referral – a requirement to access or utilize a resource or service, such as Counseling or Academic Advising.
- Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Short-Term Suspension - dismissal of the student from a course, program or activity for a designated time not to exceed three (3) business days. Short-Term Suspensions may precede additional sanctions.
- Semester Suspension - dismissal of the student from a course, program, or activity for the remainder of the semester. Students will be denied access to the campus and all college activities or privileges for which the student might otherwise be eligible. Students removed from courses will receive grades as if they had voluntarily withdrawn with consequent loss of tuition and fees. Semester Suspensions may precede additional sanctions and conditions for readmission may be specified.

Severe Sanctions

Severe sanctions may be recommended to the Provost by the Student Complaint and Conduct Committee and may only be imposed by the Provost or President. Severe sanctions may only be appealed to the College President.

- Long-Term Suspension - involuntary separation of the student from JALC for a defined period, including the remainder of the current semester and at least one additional semester. Suspension may apply to the entire College or be limited to specific courses, programs, or activities. Students removed from courses will receive grades as if they had voluntarily withdrawn with consequent loss of tuition and fees. Conditions for readmission may be specified.
- College expulsion – the involuntary and permanent removal of a student from JALC, with no specified timeframe for return. Expelled students receive grades as if they had voluntarily withdrawn and forfeit tuition and fees. Reinstatement is only possible through a written request to the College President or their designee, whose written decision is final.

More than one of the sanctions listed above may be imposed for any single violation.

Outcome of Multiple Sanctions

Students who accumulate multiple sanctions during their enrollment at JALC may be subject to additional penalties. Also, students with three or more minor-level sanctions within an academic year must meet with the Assistant Provost of Student Affairs for a formal review and final warning. Further misconduct, even if minor, may result in suspension. Suspension length will be determined by the Student Complaint and Conduct Committee and approved by the Provost.

Student Conduct Process

The Student Conduct Process is designed to provide a fair, transparent, and educational approach to resolving alleged violations of College policies and standards. The process ensures that students are treated with respect

and provided with the opportunity to be heard, while also upholding the integrity of the academic and campus community. The five steps in the Student Conduct Process are described below.

Step 1: Initiation of the Conduct Process

The student conduct process begins when the College becomes aware of a possible violation of the Student Code of Conduct. Any College personnel, student, or community member may report alleged misconduct involving a student. All reports must be submitted in writing to the Assistant Provost of Students Affairs using the College's Report a Concern Form as soon as possible following the behavior in question. The College's response to the reported behavior follows one of three paths:

- **Academic Violations Observed by Instructors:**

If an instructor observes academic dishonesty or is notified of such behavior by another student or College employee, they may investigate the matter directly. The instructor may impose minor sanctions or the intermediate sanctions of course withdrawal or failure. If any sanction is imposed, the instructor must submit the Report a Concern Form to document the incident. Upon submission, the matter is considered resolved.

- **Other Violations Observed by College Personnel:**

College personnel who directly observe student misconduct may impose minor sanctions, including verbal warnings, as appropriate. If any sanction is issued, the employee must complete the Report a Concern Form to ensure proper documentation. Upon submission, the matter is considered resolved.

- **Report Submitted Without Initial Intervention:**

If a report is submitted without prior intervention or resolution, the Assistant Provost will conduct an initial review to determine next steps, as outlined in Step 2.

Step 2: Initial Review

If the potential violation is not addressed during Step 1, the notification will be reviewed by the Assistant Provost for Student Affairs (or designee) to determine whether an investigation is warranted. The guiding criterion is whether the reported conduct, if true, would constitute a violation of the Student Code of Conduct. If so, the process proceeds to Step 3. If not, the Assistant Provost for Student Affairs (or designee) will dismiss the allegation, and the matter will be considered resolved.

Step 3: Student Notification of Alleged Violation(s)

If an investigation is warranted, the student will be notified through their college-issued Volmail account. The notification will include:

- A description of the alleged violation(s)
- A summary of the conduct process
- Information about the student's rights
- Instructions on next steps

Step 4: Investigation

The Assistant Provost for Student Affairs will conduct a prompt and thorough investigation of the circumstances or designate the Assistant Provost of Academic Affairs, a Dean, or a Director to conduct the investigation. The initial investigation may include:

- Meeting with the student involved,
- Examining available documentation or evidence, and
- Consulting with witnesses or others with relevant information.

After completing the investigation, the Assistant Provost for Student Affairs (or designee) will determine whether the matter is appropriate for Informal Resolution or a Formal Conduct Hearing based on the nature and severity of the alleged violation, the student's conduct history, and other relevant factors.

Step 5: Student Notification of Informal Resolution Process or Student Conduct Hearing

Within 10 business days of the date the student receives the notification of alleged violation(s), the student will be notified of:

- The decision to proceed through the Informal Resolution Process or a Student Conduct Hearing and
- The opportunity to respond and engage in the resolution process.

The process will proceed with Step 6 for Informal Resolution or Step 7 for a Formal Conduct Hearing.

Step 6: Informal Resolution

Informal Resolution is a less formal process handled by the Assistant Provost for Student Affairs (or designee), typically used for lower-level or first-time violations. It is designed to resolve concerns without a formal hearing and focuses on promoting learning, accountability, and behavioral improvement. After reviewing the incident and meeting with the student and any relevant stakeholders, the Assistant Provost (or designee) makes a final determination regarding responsibility and assigns appropriate sanctions or outcomes.

Step 7: Formal Conduct Hearing

Formal Conduct Hearings are a more structured process led by the Student Complaint and Conduct Committee, typically used for serious or repeat violations. The Student Complaint and Conduct Committee is an ad hoc committee chaired by the Provost (or designee) and includes the Provost, either the Assistant Provost for Student Affairs or the Assistant Provost for Academic Affairs, one Academic Dean, and one Director from the Student Affairs Division. Faculty members may be added when the case involves alleged academic misconduct.

Within ten (10) business days of receiving a formal request for a conduct hearing by the initial investigator, the Chair will convene the committee to review the available evidence, consider any prior resolutions, determine whether immediate interim measures are necessary, and schedule the hearing.

During the hearing, the student respondent will have the opportunity to present relevant information, respond to the allegations, and provide context regarding the incident(s). The committee may also hear from witnesses or college personnel who can offer additional information. Following the hearing, the committee will deliberate and issue a finding regarding responsibility, along with any applicable sanctions.

While the student conduct process is different than criminal or civil proceedings, the following rights are provided to students, along with the expectation that students fulfill their responsibilities in the process.

Students or others who fail to respect the rights of others or the process may be excused from a meeting or proceeding, and the process will continue in their absence.

Student Rights	Student Responsibilities
To be provided with the opportunity to review materials, information, and relevant case information in a timely fashion	To follow the processes (including deadlines) to request such a review
To be provided with an opportunity to be heard through the appropriate student conduct process	To follow the process as outlined by the College, as failure to do so may waive any right to an appeal

To be free from compulsory self-incrimination regarding behaviors that may also be the subject of criminal charges, and that the decision not to share information does not create a presumption of responsibility	To understand that, if the student chooses not to participate, the student conduct process will still proceed; a determination of responsibility and any sanctions will be made based on the available information
To have an advisor of choice present to support/offer advice in any formal student hearing or meeting.	To notify the College if an advisor will be present, and to understand that if the advisor does not comply with the College's expectations, they will be asked to leave the hearing or meeting, which will continue without the advisor's presence
To contact and present witnesses to the incident(s) being investigated or reviewed	To present only those witnesses who have relevant information about the incident/behavior in question within the guidelines presented by the College
To have educational records related to the conduct process maintained as confidential except as otherwise required by law or permitted by College policy, to have all conduct processes and meetings be closed, and to inspect and review student conduct records	To understand the recordkeeping policies and that any information related to other students will be redacted from any records that are released, unless otherwise required by law
To have the information reviewed by an unbiased Student Complaint and Conduct Committee who will use the preponderance of the evidence standard of proof	To understand that the conduct process is designed to be educational, not adversarial, and that it is different than a court proceeding
To request a review of the final resolution by the College President	To submit the request following established procedures

Step 8: Student Notification of Decision and Sanction(s)

Within 10 business days of the start of informal resolution (the date the student is notified that the matter will be addressed informally) or the conduct hearing, the student will receive a written summary of the outcome. If the student is found responsible for a violation, the notice will include:

- The violations the student has been found responsible for committing
- A description of the sanction(s)
- Rationale for the decision
- Instructions on how to appeal (if applicable)

Sanctions may range from a warning to suspension or expulsion, depending on the nature and severity of the violation. All sanctions will be issued in writing and will become an official part of the student's college record, maintained by Student Affairs for seven years and in accordance with ICCB Administrative Code 23 Ill. Adm. Code §1501.116, which governs the use, security, and confidentiality of student data.

Step 9: Appeals

Students may appeal intermediate or severe sanctions imposed by College personnel by submitting a Student Code of Conduct Sanction Appeal. Appeals must be received within 10 business days from the date of the

decision letter. The appeal review process depends on the level of the sanction imposed and follows the procedures outlined below:

- **Minor Sanctions**

Minor sanctions are not eligible for appeal.

- **Intermediate Sanctions**

- If the sanction was issued by a faculty member, director, or dean, the appeal will be reviewed by the Assistant Provost for Academic Affairs or the Assistant Provost for Student Affairs.
- If the sanction was issued by either Assistant Provost, the appeal will be reviewed by the Student Complaint and Conduct Committee.
- If the sanction was issued by the Student Complaint and Conduct Committee, the student may appeal to the College President. While the President may choose to review the appeal and conduct an impartial investigation, they are not required to do so. The President's Office will issue a written response. If the President declines to review the appeal, the decision of the Student Complaint and Conduct Committee will stand as final.

- **Severe Sanctions**

Severe sanctions are reviewed by the College President. While the President may choose to conduct an impartial review, they are not obligated to do so. The President's Office will issue a written response. If the President declines to review the appeal, the original decision will stand as final.

Step 10: Petition for Reinstatement Following Expulsion

After a minimum separation of one year from the date of expulsion, a student may request reinstatement by submitting a written petition to the College President or their designee. The decision of the President (or designee) is final and not subject to further appeal. Students interested in pursuing reinstatement are encouraged to contact the Assistant Provost for Student Affairs for information about the petition process and required documentation.

Supplemental Standards and Expectations

Some student groups and programs maintain additional behavioral expectations beyond those outlined in the general Student Code of Conduct. These supplemental standards may be set by athletic teams, student clubs and organizations, academic departments, or other specialized programs through their own handbooks, codes of conduct, or governing documents. Coaches, club advisors, and program leaders have the authority to establish these expectations as part of their roles.

Students involved in such groups are responsible for understanding and following these additional requirements. Violations may result in consequences within the group or program and shall also be referred to the College's conduct process, if the observed behaviors also violate the general Student Code of Conduct. Coaches, club advisors, and program leaders are responsible for ensuring that additional requirements align with College policies and are clearly communicated and accessible to students.

References to Applicable Laws, Policies, and Procedures

This section outlines the external laws, institutional policies, and governing procedures that inform and support the Student Code of Conduct. These references ensure that the Code aligns with federal and state regulations, accrediting standards, and college-wide policies, providing a consistent and lawful framework for student rights, responsibilities, and disciplinary processes.

Federal Laws:

- [20 U.S.C. § 1232g](#) Family Educational Rights and Privacy Act (FERPA)
- [42 U.S.C. § 12101](#) Americans with Disabilities Act (ADA)
- [29 U.S.C. § 794](#) Section 504 of the Rehabilitation Act
- [20 U.S.C. § 1681–1688](#) Title IX of the Education Amendments
- [18 U.S.C. § 922\(q\)](#) Gun-Free School Zones Act
- [5 U.S.C. § 2302\(b\)\(8\)](#) Federal Whistleblower Protection Act

Illinois State Laws

- [775 ILCS 5/](#) Illinois Human Rights Act
- [110 ILCS 27/](#) Dual Credit Quality Act
- [110 ILCS 66/](#) Student Debt Assistance Act
- [430 ILCS 66/1 et seq.](#) Firearm Concealed Carry Act
- [720 ILCS 5/21-6](#) Illinois Criminal Code
- [5 ILCS 140/](#) Illinois Freedom of Information Act (FOIA)
- [110 ILCS 805/](#) Illinois Public Community College Act

Illinois Community College Board Administrative Rules

- [23 Ill. Adm. Code § 1501.507\(b\)\(11\)](#) ICCB Rules on Dual Credit
- [23 Ill. Adm. Code § 1501.204](#) Student Handbook Requirements
- [ICCB System Rules Manual \(July 2024\)](#) General ICCB Governance

JALC Policies and Procedures

- [Board Policy 8310](#) Student Guidebook
- [Administrative Procedure 826](#) Student Code of Conduct
- [Administrative Procedure 827](#) Student Disciplinary Action
- [Administrative Procedure 831](#) Student Complaints
- [Administrative Procedure 414 A–D](#) Sexual Misconduct Procedures
- [Board Policy 4320](#) Sexual Misconduct Policy
- [Board Policy 3373](#) Weapons and Firearms Policy
- [Administrative Procedure 828](#) Student Rights and Responsibilities
- [Administrative Procedure 806](#) Dual Credit and Early College
- [Administrative Procedure 818](#) FOIA Compliance
- [Administrative Procedure 807](#) Disabled Students