

ADMINISTRATIVE PROCEDURE 4.402

References Board of Trustees Policy: EPI

Subject: Student Code of Conduct

Adopted: January 20, 1996

Amended: January 31, 1997; January 30, 2001; August 3, 2006; August 23, 2010; August 21, 2013; April 9, 2015

Review: This procedure will be reviewed by the Vice President for Teaching, Learning, and Student Development by June 30 of every even-numbered year.

1. Definitions

Elgin Community College herein referred to as “College”.

College Premises includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks.

College Official includes any person employed by the College, performing assigned administrative or professional duties.

College Community includes any person who is a student, faculty member, College official, visitor or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.

Organization means any number of persons who have complied with the formal requirements for recognition, through the Office of Student Life.

For more detailed information regarding Administrative Procedures, please go to elgin.edu.

2. Student Obligations to the College

Registration at Elgin Community College entitles each student to the rights and privileges of membership in the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College, fall into these categories:

- a. Acts of dishonesty, including but not limited to the following:
 - 1) Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity)
 - 2) Providing false information to any College official, faculty member or office
 - 3) Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - 4) Tampering with the election of any College-recognized student organization.

- b. Intentionally disrupting the orderly processes and operations of the College:
 - 1) Interfering with the educational opportunities of other students through classroom disruption or inappropriate behavior
 - 2) Intentionally obstructing or denying access to facilities or services by those entitled to use such services or facilities
 - 3) Intentionally interfering with the lawful rights of other persons on campus
 - 4) Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.
- c. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved through appropriate administrative procedures.
- d. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities.
- e. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other conduct which threatens or endangers the health or safety of self or others, including but not limited through the use of social media and electronic communication.
- f. Sexual harassment, sexual assault or sexual abuse on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403 Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure for more detailed information. .
- g. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Equal Opportunity and Affirmative Action Statement for more detailed information.
- h. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.
- i. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- j. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.
- k. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises.
- l. Violation of published College policies, administrative procedures, rules or regulations.
- m. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.

- n. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.
- o. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations.
- p. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus.
- q. Possession or use of firearms, explosives or other weapons except as authorized by the College.
- r. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
- s. Conduct which is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
- t. Theft or other abuse of computer time or services, including any violation of the Acceptable Usage Guidelines for Electronic Student Services ,which can be found in all computer labs.
 - 1) Use of computing facilities to view pornography or send obscene or abusive messages
- u. Abuse of the Disciplinary Hearing Process, including but not limited to:
 - 1) Failure to obey the summons of a judicial hearing committee or College official
 - 2) Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee
 - 3) Disruption or interference with the orderly conduct of a disciplinary proceeding
 - 4) Request of a disciplinary proceeding knowingly without cause
 - 5) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system
 - 6) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
 - 7) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee, or witness prior to, during, and/or after a judicial proceeding.
 - 8) Failure to comply with the sanction(s) imposed under the Student Discipline Procedure
 - 9) Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

3. *Disciplinary Procedures*

Complaints:

Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 (Complaint Procedure).

4. *Appeal*

Following the adjudication of the complaint, the student or group or organization has the Right to Appeal to the appropriate vice president using Administrative Procedure 4.408 (Appeal).

5. *Record of Complaint and/or Appeal*

After the Complaint and/or Appeal Processes have been concluded, all records of that processes will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.