

 **Prairie State College**

Student Code of Conduct Guide

2009-2010

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INTRODUCTION

An individual voluntarily becomes a student at Prairie State College and thereby assumes the obligation of abiding by the standards prescribed by the *Student Code of Conduct*.

The *Student Code of Conduct Guide* details the expectations of behavior every student and visitor at Prairie State College should exhibit.

The College, through the office of the Vice President of Student Affairs/Dean of Students and through the Dean of Academic Services & Counseling maintain the authority to impose sanctions for behaviors that violate the Student Code of Conduct.

The College has an interest in behavior, subject to the Student Code of Conduct, separate from that of the civil or criminal authorities and, therefore, has the right and responsibility to exercise its jurisdiction and take such action as is appropriate to protect its interest. Whenever appropriate, the College may report a discipline matter to civil or criminal authorities.

While Prairie State College is dedicated to an open campus community, there are actions inappropriate in an institution of higher learning. Thus, the following pages will outline policies and procedures designed to further the College's educational mission and to assist students in the pursuit of knowledge and personal development.

SUMMARY OF FERPA

The Family Educational Rights and Privacy Act

FERPA GIVES STUDENTS THE RIGHT TO CONTROL WHO SEES THEIR COLLEGE RECORDS.

What is FERPA?

FERPA is The Family Educational Rights and Privacy Act of 1974, as amended in 1976, which sets forth requirements designed to protect the privacy of student education records.

Who is protected under FERPA?

Current or formerly enrolled students are protected under FERPA. Students who have applied but have not attended are not protected.

STUDENTS HAVE TWO TYPES OF RECORDS:

DIRECTORY (commonly considered public & information)
NON-DIRECTORY (individual education records)

What rights are given to students under FERPA?

1. Right to inspect and review their education records
2. Right to request to amend their education records
3. Right to consent to disclosures of non-directory information, except to the extent that FERPA authorizes disclosures without consent
4. Right to file a complaint with the U.S. Department of Education concerning alleged failures by Prairie State College to comply with the requirements of FERPA

What is Directory information?

Directory information is information contained in education records which would not generally be considered harmful or invasion of privacy if disclosed. Directory information includes: name, hometown, enrollment status, image, major field of study, dates of attendance, degrees and awards received, the most recent

educational agency or institution attended by the student, participation in officially recognized activities and sports, height and weight of members of athletic teams.

How can students limit disclosure of directory information?

Currently enrolled students may withhold directory information by notifying the Office of Enrollment Services in writing within two weeks after the first day of classes for the semester.

However, doing so will make this important information unavailable to all, including prospective employers, honor societies and government and licensing agencies.

What are education records under FERPA?

Education records are:

- directly related to the student, and
- maintained by the College or a party acting for Prairie State College

Education records can be any media such as:

Print material, computerized data in the student records database, faxes, microfilm/microfiche, film/video, e-mail or web pages.

Education records are not:

- Sole possession records (faculty, staff or administrator notes written for their own personal use, not shared or made accessible to others)
- Law enforcement records
- Employment records, except for students who are employed as a result of their status as a student
- Medical records
- Alumni records
- Career planning and placement records
- Financial information submitted by students' parents
- Confidential letters/recommendations
- Education records containing information about more than one student

How can students access their records?

Students have the right to access their records by providing a signed, written request to the Director of Enrollment Services, Room 1160. Copies may be obtained upon request. A fee may be assessed for copying the education records.

How can students request that their records be amended?

Students have the right to request that their records be amended if they believe the content is inaccurate, misleading, or in violation of their privacy rights. Students should write the Director of Enrollment Services, clearly identify the part of the education record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested, the student has a right to a formal hearing on the matter.

Note: The right to challenge a grade does not apply under FERPA unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

When can education records be disclosed?

The student must give written consent for the disclosure of non-directory information from education records. The consent must include (a) description of the education record to be released, and (b) the person to whom the records should be released. This request is available in the Office of Admissions and Enrollment Services, Room 1160, Business Services, Counseling & Advising or Financial Aid offices.

To whom can non-directory information in education records be disclosed without a student’s consent?

- To the student
- To college employees who have a legitimate educational interest
- To agents acting on behalf of the college, such as the bookstore
- To anyone who is providing financial aid to the student (not the parent)

- To organizations conducting studies for or on behalf of educational institutions
- To accrediting organizations
- To comply with a judicial order or subpoena
- In a health or safety emergency
- To an alleged victim of a crime of violence or the results of a disciplinary hearing regarding the alleged perpetrator of the crime
- To anyone requesting the final results of a disciplinary hearing regarding a crime of violence on non-forcible sex offense
- To military recruiters who request “Student Recruiting Information”
- To federal, state, and local authorities involving an audit or evaluation of compliance with education programs
- To the Bureau of Citizenship & Immigration Services for the purposes of the Student and Exchange Visitor Information System
- To the Internal Revenue Service to comply with the Taxpayer Relief Act of 1997

How can students request that their education records be released to a specific person (i.e., to a parent or spouse)?

Students should go to the Office of Enrollment Services, (Room 1160), the Business Office (Room 1110), Counseling and Advising, (Room 1190) in the Library or the Financial Aid Office, (Room 1359) to sign a *Release of Confidentiality Form*. This form must be signed in front of a PSC staff member.

For more information on the privacy of student education records, contact the Director of Enrollment Services, Room 1160 or call (708) 709-3513.

Where can I get more information about FERPA?

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605

Web address:
www.ed.gov/about/offices/list/om/index.html

SUMMARY OF BOARD POLICIES

Copies of the complete Board policies are available in the Office of the Vice President of Student Affairs/Dean of Students and on the College Web site.

Students Rights and Responsibilities *Policy F-12*

Prairie State College shall support student rights of free inquiry, expression, association, peaceful assembly, redress of grievances, and due process. Concomitant with these rights are responsibilities and obligations as members of the College community.

In affirming the rights of its students, the College also affirms the obligations to preserve an atmosphere of orderly behavior and free exchange of ideas and a respect for the rights and dignity of all of its members. The College expects its students to act as responsible adults in an academic community and to be informed about, and abide by, College regulations and the standards of behavior necessary for the ongoing operations of the College and accomplishment of the College's Mission.

Class Attendance Policy *Policy E-10*

Regular class attendance is an essential component of successful learning. Students shall be responsible for prompt attendance and participation in all class meetings of every course for which they are registered.

Students shall have the responsibility to contact professors in case of unavoidable absence. Make-up work shall be arranged at the professor's discretion. The specific attendance policy of each professor shall be included in the course syllabus and shall be distributed on the first day of class.

Faculty members are required to identify (on each mid-term class list) those students who are and who are not enrolled and actively pursuing completion of the course at mid-term in compliance with the Illinois Community College Board and other external agencies.

Academic Code of Conduct

Policy F-25

Education at Prairie State College is a right that comes with responsibilities toward the academic community. For this community to flourish, all members are obliged to create and uphold an environment conducive to the free exchange of ideas and the preservation of the rights of others.

Violations of the Academic Code of Conduct

Faculty members define, communicate, and enforce reasonable standards of behavior in classrooms, laboratories, offices, library, and other instructional areas. When a student's behavior interferes with an effective learning climate, the student shall be subject to the loss of the right to attend or receive credit in the course and may be subject to more severe disciplinary actions, including suspension or expulsion from the College.

Violations of the Academic Code of Conduct include:

- A. Academic Dishonesty: Any activities which constitute a misrepresentation of the student's work, including, but not limited to, the following:
 - 1. Plagiarizing: submitting any work as one's own which contains any part that is not one's own and not properly cited.
 - 2. Cheating: using any source not permitted on a particular assignment or test; knowingly furnishing any false or misleading information (such as data or sources) to fulfill an assignment; or helping someone else to cheat.
 - 3. Fabricating: providing false information in an attempt to avoid evaluation of academic work.

For more information on academic dishonesty, refer to the Faculty Senate's Statement for Students on Academic Honesty.

- B. Disruptive Behavior: Any behaviors which interrupt classroom or laboratory activities, including, but not limited to, the following:
 - 1. Tardiness, leaving and returning during class, or leaving class early without permission from the professor;
 - 2. Any use of electronic devices such as cellular phones, pagers and music devices in the classroom or laboratory;
 - 3. Personal conversations during class;
 - 4. Bringing children into the classroom, laboratory or **other instructional areas;**
 - 5. Abusive language or epithets directed towards other persons;
 - 6. Refusing to comply with the directions of the professor.
- C. Unauthorized Use or Misuse of Equipment: Theft or abuse of equipment, computer software, hardware, and network resources including, but not limited, to the following:
 - 1. Unauthorized installation, use, modification, or copying of software;
 - 2. Using the network to gain unauthorized access to remote systems or disrupt the security of the network;
 - 3. Sending obscene, abusive or inappropriate messages over the network;

4. Unethical, unlawful, or irresponsible use of equipment or the network; and
5. Use of equipment or computers for personal or business purposes.

Sanctions for Violation of the Academic Code of Conduct

In instances of Academic Dishonesty, the faculty member shall determine the academic sanction, which may include a failing grade on the test or assignment and/or a failing grade for the course. All cases of Academic Dishonesty may be reported in writing to the Dean of Academic Services & Counseling.

In instances of Disruptive Behavior or Unauthorized Use or Misuse of Equipment, the faculty member may discuss the matter with the student, issue verbal or written warnings, or refer the student to the appropriate College official for disciplinary action, in accordance with Policy F-16, Discipline of Students.

The severity of the disciplinary action shall be determined on a case-by-case basis and may not require progressive discipline.

***ACADEMIC DISHONESTY:
STATEMENT FOR STUDENTS (developed by the PSC Faculty Senate)**

A. Why is academic honesty important?

1. **Academic honesty is vital to the whole Prairie State College community.** Our reputation and our self-respect as a College depend on our commitment to academic honesty. All students, faculty and staff participate in this commitment. Academic dishonesty undermines both our reputation and our shared goals as a College community.

2. **Academic honesty is vital to your work as a student.** The credit, certificate and/or degree that you earn must reflect the work that you do. If you commit an act of academic dishonesty, you will always know that your grade, certificate and/or degree wasn't honestly earned. In addition, academic dishonesty is a very serious offense that could have damaging consequences for you as a student and later in life, ranging from a lowered grade on one assignment to suspension from the College. For this reason, instructors will report cases of academic dishonesty to the Dean of Academic Services & Counseling.

B. What do I have to do to be academically honest?

1. Academic honesty means that:
 - a. Any work you hand in with your name on it is your own work.
 - b. If you have used any outside sources, whether written sources or help from another person in writing your assignment, you must cite them. Your professor may or may not require specific forms for citation of sources, but it is never honest to omit this step.
2. In order to practice academic honesty, it is important to:
 - a. Make sure you understand what is expected for each assignment.
 - b. Ask your professor when you don't understand.

C. How can I avoid academic dishonesty?

The number one way to avoid academic dishonesty is by understanding what it is. All students are expected to have read and understood the PSC Academic and Student Codes of Conduct (printed here and also available online at www.prairiestate.edu under Board Policies). You are

responsible for understanding what is and is not honest college work.

The two main kinds of academic dishonesty are the following:

1. **Plagiarism** means handing in any work as your own which contains any part that is not your own and not properly cited. It includes any copying or paraphrasing of others' words or ideas, whether another student's, or printed or internet sources, without clearly and accurately identifying it and its source.
2. **Cheating** means using any source not permitted on a particular assignment or test. Sources might include someone else's test or help, or printed, photographed, or written material when not permitted. Cheating also includes knowingly furnishing any false information (such as data or sources) to fulfill an assignment or helping someone else to cheat.

Too much help can lead to academic dishonesty. It is okay, and sometimes very useful, to study and discuss assignments with your classmates, and to help each other edit and improve your work. It is also useful to work with a tutor to improve your work. However, you have received too much help on an assignment when another person has:

- written or revised your homework *for* you rather than *with* you, or rather than helping you do it yourself
- corrected your mistakes *for* you, rather than discussing them *with* you
- lent you their homework for you to copy.

Student Conduct

Policy F-15

Prairie State College shall require a Code of Student Conduct

whereby persons attending or visiting the College assume an obligation to conduct themselves in a manner compatible with the College's functioning as an educational institution.

In accordance therewith, the College shall institute the following Code of Student Conduct:

- A. Children are not to accompany students to classes or to be left unattended on the campus, in College buildings, or at any College event.
- B. Food, beverages, sleeping, card-playing, playing of personal radios/cassettes/CD players, disruptive activity, misuse of furniture or other property, and/or inappropriate interpersonal conduct for a public area are not permitted in the Atrium or other designed areas.
- C. The College shall be designated as a "Clean Air/Smoke-Free" environment.
- D. The College shall be designated as a "Safe School Zone" with *zero tolerance* for any violations of the law committed on the campus or at any College activity. The College operates according to the Safe and Drug-Free Schools and Community Act of 1994, which allows for a "Safe School Zone," thereby prohibiting criminal activities occurring within the boundaries of the College campus.
- E. Misconduct for which students may be asked to leave the College premises and be subject to official College disciplinary actions fall into the following categories:
 1. False Information.

2. Obstruction of College Business and Activities.
Obstruction, unauthorized interruption, or disruption of the business of the College or any College activity including, but not limited to, testing, research, teaching, or of the classroom setting.
3. Abuse/Assault/Harassment.
4. Destruction of College Property.
5. Theft.
6. Unauthorized Use and Entry of College Facilities.
7. Computer Information.
8. Unauthorized Use or Possession of Keys.
9. Alcoholic Beverages.
10. Illicit Drugs and Controlled Substances.
11. Weapons on Campus.
12. Fire Safety.
13. Bribery.
14. Rights of Others.
15. Conduct/Behavior.
16. College Policies and Regulations.
17. Failure to Comply with College Officials.
18. Motor Vehicles.

19. Obligations or Debts.
20. Distribution of Unauthorized Materials.
21. Hazing.
22. Gambling.
23. Electronic Devices.

Discipline of Students

Policy F-16

In accordance with the College's right to establish standards of student conduct, Prairie State College possesses the corollary disciplinary responsibility to enforce said standards when methods of example, counseling, guidance, and admonition are deemed ineffectual or inappropriate.

The enforcement of the College's standards of student conduct will adhere to the following provisions and principles:

- A. A student may not be disciplined for conduct or actions which do not occur on College property and are unrelated to the College or its activities.
- B. Any employee, student, or other person who feels that a student or group of students has violated a policy, rule or regulation of the College which would warrants disciplinary action; is to report the incident for appropriate referral. If in doubt as to the appropriate referral, report should be made to the Vice President of Student Life. The incident is then to be promptly investigated and appropriate disciplinary measures taken, as warranted.

Student Due Process

Policy F-17

Prairie State College shall recognize that all students have the right

to due process when charged with an alleged violation of a rule, policy, or regulation of the College. In the event that an alleged infraction cannot be resolved within the counseling/guidance mode, the College's judicial officer, as designated by the College President, may impose disciplinary actions. Should the student wish to appeal the decision and imposed actions, he/she may request a hearing to review the matter. The judicial officer may also mandate such a hearing.

Possession of Weapons

Policy C-8

No employee, student, or visitor shall possess, on the Prairie State College campus or in any other location during College-sponsored activities, any dangerous or deadly weapon as enumerated in Section 24-1 of Chapter 38 of the Illinois Criminal Code. This prohibition shall extend to carrying such weapon(s) about the person, in any vehicle, or in any place of storage on the campus.

A violation of this policy by an employee or student shall be an irremediable offense warranting disciplinary action up to and including dismissal or expulsion. Any violator of this policy shall be subject to being reported promptly to appropriate authorities.

Sexual Harassment

Policy C-9

Prairie State College shall support and protect the right of all employees and students to work and learn in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is, therefore, unacceptable conduct for College employees and students and is subject to sanctions and disciplinary actions up to and including dismissal or expulsion. Sexual harassment is illegal under state and federal law.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of an unwelcome, sexual nature shall constitute sexual harassment.

Student Request for Policy Waiver

Policy F-14

Prairie State College shall provide a process whereby a waiver of stated College policies and/or procedures may be requested by students in the event of extraordinary circumstances. Certain programs may have specific policies and procedures related to enrollment status, program participation, and appeal. Such requests shall be reviewed by College personnel on a case-by-case basis and ruled upon in accordance with the principles of consistency, fairness, and academic/institutional integrity.

Grievances/Complaints By Students

Policy F-13

Prairie State College shall provide an avenue through which students may request the review and consideration of an alleged, unjust, or improper practice or harassment on the part of the College, a member of the Board of Trustees, one or more employee(s), or other student(s).

Efforts to address and resolve grievances/complaints are to be made in a timely manner .

The Vice President of Student Affairs, or designee, shall serve to assist students, as necessary, in implementing or utilizing this policy. Confidentiality shall be maintained.

Americans With Disabilities Act: Student Accommodation

Policy F-24

Prairie State College shall recognize and comply with the Americans with Disabilities Act (ADA), PL-10136, and with Section 504 of the Rehabilitation Act, which apply to post-secondary education programs and activities.

With regard to recruitment, admission, academic programs, occupational training, counseling, placement, financial aid, physical education, athletics, intercollegiate activities and clubs, Prairie State College shall provide reasonable accommodation and/or program modification to all qualified disabled students to afford them an equal

opportunity to participate in those programs or activities for which they demonstrate an ability to benefit. A qualified disabled student is an individual with a disability who meets the academic and technical standards requisite to admission or participation in the College educational programs or activities.

It is generally the responsibility of the student who requires accommodations to request such accommodation through the College's Director of Disability Services & Testing or designee.

Use of Information Resources Including World Wide Web and Internet
Policy C-21

Information Resources

In pursuit of its mission, Prairie State College shall provide access to information technology facilities and resources for students, faculty, staff and other authorized users consistent with institutional policies and within its financial resources. Information technology facilities and resources include all College computing resources and facilities, including the Internet and electronic mail. The College's information resources are not a public forum for general use. Access to the College's information technology facilities and resources shall be considered a privilege granted to PSC students, faculty, staff and other authorized users. All users are responsible for using these resources in an effective, ethical and lawful manner. Abuse of this privilege and nonobservance of this policy will subject violators to appropriate disciplinary action.

The privilege of use of the College's information resources is not transferrable and may not be extended by members of the College community to nonmembers, without prior authorization of the College President.

Authorized individuals may use the College's information resources for activities related to the College's curriculum and co-curricular organizations and activities sponsored by the College, for research consistent with the College's educational objectives, and for administrative record keeping.

The College reserves the right to extend, limit, restrict or deny computing privileges and access to its information resources. As a condition to access to College information resources, Prairie State College reserves the right to oversee its computing resources, including E-mail and Internet use, to protect the integrity of its computing systems, workstations and lab facilities.

Information resources shall not be used for any personal, commercial or private business purposes, including personal financial or commercial gain, or non-College related activities, without written authorization from the President. Any use of information resources, including the network, for personal and private business is prohibited.

The College's information resources shall not be used for any illegal activities, including but not limited to, copyright violations and unauthorized access to or unauthorized use of data bases.

Access to information technology resources without proper authorization, unauthorized use of College computing facilities, and intentional or negligent corruption or misuse of information technology resources shall be considered direct violations of the College's standards of conduct.

Designated College officials are authorized to make determinations on whether specific uses of the network are authorized and/or consistent with acceptable use practice.

This policy does not preclude further action resulting from the application of pertinent laws and regulations, as a consequence of unauthorized and/or illegal or otherwise unacceptable use of the College's information resources. By adopting this policy, the Board of Trustees recognizes that all members of the College are also bound by local, state and federal laws relating to copyrights, security and other statutes regarding electronic media.

World Wide Web and Internet Use

Prairie State College recognizes that the World Wide Web (WWW) is an important electronic publication medium. This policy is adopted to promote appropriate use of this medium. The WWW allows the College to promote its programs and services to prospective students, businesses and agencies, alumni and members of the public. The College's presence on the WWW is intended to promote a positive image of the College.

Prairie State College recognizes the value and potential of publishing on the Internet and encourages the development of electronically published information. The College shall maintain an official WWW home page in order to connect visitors to pertinent information.

There shall be only one officially authorized and recognized Prairie State College WWW home page located at *www.prairiestate.edu*. Any other WWW home page shall be considered as counterfeit and subject to appropriate legal sanctions by the College. The home page may include references or links to pages created and supported by campus units but not to individual home pages.

The Prairie State College WWW web site and all pages within the College's web site shall be recognized as official publications of the College, and thereby will be subject to the College's established publication policies and guidelines.

Students, faculty and staff are not allowed to create individual home pages as part of the College's home page and Website, and the College will not provide direct support for developing individual home pages. College resources shall not be used to create WWW home pages primarily used for personal, commercial or private business, including personal, financial or commercial gain. Official college information may not be included on individual home pages.

Any recognized student organization may create its own home page. However, the organization's home page will not be part of, or linked with, the College's home page or web site. The following statement shall appear on all pages of the organization's home page:

"The views and opinions expressed in this page are strictly those of the author(s). The contents have not been reviewed or approved by Prairie State College."

The College shall reserve the right to disable and/or remove, after appropriate review and warning, the web page links and publishing capability of college-managed servers of any person or unit which uses the Internet in violation of College policy; which conducts or promotes activities which are illegal or in violation of contractual obligations; or which negatively impacts the College or imposes excessive use of computing or network resources.

The College President shall cause standards and guidelines to be prepared for the development of the College's WWW home pages.

Use of Electronic Mail Communication

Electronic mail communication shall not be used to create, communicate, repeat or otherwise convey or receive any message or information which is illegal, indecent, obscene, defamatory, likely to constitute harassment of a College student or staff member or any other individual, likely to cause disruption in the College, or is otherwise inconsistent with the College's curriculum and educational mission.

Electronic mail users shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.

Consequences of Improper or Prohibited Use of Prairie State College Information Resources

Improper or prohibited use of the College's information resources and/or nonobservance of this policy will result in disciplinary measures imposed. Criminal conduct will be referred to the appropriate law enforcement authorities.

This policy is not intended, nor should it be used, to abridge academic freedom or constitutional guarantees of free speech.

CAMPUS & PUBLIC SAFETY

The Campus and Public Safety Department (CPS) offers the following services:

- Escorts •Vehicle Assistance
- Safety Awareness /Prevention Education

Building Hours

Main Building Hours

Monday through Friday	6:00 a.m. to 10:30 p.m.
Saturday	6:00 a.m. to 6:30 p.m.
Sunday	Closed

Parking

Parking stickers are required to park in Lots A and C. Lots B, BCEC, ATOC and Children’s Learning Center lots are restricted. Permits or special placards are required for the Visitor, Handicapped and Reserved parking spaces. Permits can be obtained at the CPS office, Room 1102.

IDs

ID cards are required for all students and are issued by CPS in Room 1102, Monday through Thursday, 9-12, 1-3 and 5-7; Friday, 9-12 only.

Smoking

Smoking is not permitted anywhere inside College buildings.

CPS Mission

The Mission of the Prairie State College Department of Campus & Public Safety is to provide a safe and secure educational environment on campus. In order to accomplish this, a cooperative effort by students, staff, faculty and visitors is required. The Department of Campus & Public Safety assists in this effort by enforcing both criminal laws and the College Code of Conduct.

Information about the CPS department, as well as campus crime statistics can be obtained by visiting the department on the first floor near the south wing of the main campus or by visiting the department website at www.cps.prairiestate.edu.

CLEAN AIR/SMOKE-FREE CAMPUS

Prairie State College is committed to enhancing the environment on campus. As part of that effort, smoking guidelines are in effect. These guidelines provide an improved quality of life for all students, faculty, staff, and visitors.

Smoking is not permitted anywhere inside College buildings. In addition, there are five designated smoking areas on campus. Smoking is **only** allowed in those areas. If an individual is found smoking outside of the designated areas, the following disciplinary action will occur:

1. **First offense:**
Warning issued by Campus and Public Safety
2. **Second offense:**
\$100 fine or option of attending Tobacco Free Class (2 hours)
Failure to either pay fine or attend class will result in a block on student registration.
3. **Third offense:**
\$100 fine. Failure to pay fine will result in block on student registration.

After the third offense the student will be referred to the disciplinary process outlined in the Student Code of Conduct.

NOTES

 **Prairie State College**

202 S. Halsted Street
Chicago Heights, IL 60411
(708) 709-3500
prairiestate.edu

