

 **Prairie State College**

**Student  
Code of  
Conduct  
Guide**





**Table of Contents**

**INTRODUCTION ..... 1**

**SOCIAL CODE OF CONDUCT ..... 1**

**CLEAN AIR/SMOKE/TOBACCO FREE ENVIRONMENT ..... 6**

**ACADEMIC CODE OF CONDUCT ..... 7**

**STUDENT DISCIPLINE ..... 8**

**STUDENT DUE PROCESS ..... 11**

## INTRODUCTION

The *Student Code of Conduct Guide* details the expectations of behavior every student and visitor at Prairie State College should exhibit. The college, maintains the authority to impose sanctions for behaviors that violate the Student Code of Conduct through the office of the Vice President of Student Affairs/Dean of Students and through the Dean of Student Development and Campus Life.

The college's interest in behavior is separate from that of the civil or criminal authorities. It has the right and responsibility to exercise its jurisdiction and take action as is appropriate to protect its interest. The college may report a discipline matter to civil or criminal authorities whenever appropriate.

While PSC is dedicated to an open campus community, there are actions inappropriate in an institution of higher learning. 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.

Copies of the complete Board policies are available in the Office of the Dean of Student Development and Campus Life, or the Vice President of Student Affairs/Dean of Students and on the college website. Go to [prairiestate.edu](http://prairiestate.edu), then A-Z index, then Board Policies.

## SOCIAL CODE OF CONDUCT

### **Students Rights and Responsibilities, Summary of Policy F-12**

Prairie State College supports student rights of free inquiry, expression, association, peaceful assembly, redress of grievances, and due process. PSC also protects an atmosphere of orderly behavior, 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 follow college regulations and the standards of behavior necessary at an educational institution.

## Student Conduct, Summary of Policy F-15

Persons attending or visiting the college must conduct themselves in a manner compatible with an educational institution.

- Children are not to accompany students to classes or to be left unattended on the campus or at any college event.
- Food, beverages, sleeping, card-playing, playing music devices, disruptive activity, misuse of furniture or other property, and/or inappropriate interpersonal conduct in a public area are not permitted in the Atrium or other designated areas.
- The college is a “Clean Air/Smoke-Free” environment.
- The college operates according to the Safe and Drug-Free Schools and Community Act of 1994, thus prohibiting criminal activities occurring within the boundaries of the college campus.
- 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:
  - Obstruction of College Business and Activities
  - Abuse/Assault/Harassment
  - Destruction of College Property
  - Theft
  - Conduct/Behavior
  - False Information
  - Unauthorized Use and Entry of College Facilities
  - Computer Information
  - Unauthorized Use or Possession of Keys
  - Alcoholic Beverages, Illicit Drugs, and Controlled Substances
  - Weapons on Campus. See Board Policy C-8 and C-8.1 for more details
  - Fire Safety
  - Bribery
  - Rights of Others
  - College Policies and Regulations
  - Failure to Comply with College Officials
  - Motor Vehicles

- Obligations or Debts
- Distribution of Unauthorized Materials
- Hazing
- Gambling
- Electronic Devices

### **Possession of Weapons, Summary of Policy C-8**

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

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

### **Firearm Concealed Carry, Summary of Policy C-8.1**

The Illinois General Assembly has adopted Public Act 98-0063, "The Firearm Concealed Carry Act" (the "Act"), 430 ILCS 66. Subject to the overall supervision and regulation of the Illinois State Police, the Act authorizes qualified individuals to carry a concealed firearm.

### **Reaffirmation of Prohibition**

Except as provided elsewhere in this Policy, no individual shall possess, carry, or have control of a firearm either on his or her person, or in his or her vehicle, on any property owned, leased, or otherwise controlled by the college. This prohibition includes the college's main campus in Chicago Heights, as well as the Matteson Area Center in Matteson. This prohibition includes the following areas:

- A. Any building or portion of a building under the college's control.

- B. Anywhere on the college's grounds.
- C. Anywhere on the college's parking areas, sidewalks, and common areas.
- D. Any property on campus where the college grants permission for a public gathering, such as Jazz Concerts and meetings held on campus.

There are special regulations for licensees. See Board Policy C-8.1 for details.

### **Sexual Harassment, Summary of Policy C-9**

Prairie State College protects the right of all employees and students to work and learn in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is unacceptable conduct 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 are sexual harassment.

### **Use of Information Resources Including World Wide Web and Internet, Summary of Policy C-21**

#### **Information Resources**

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 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.

### **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.

### **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.

### **Copyright Infringement**

If the college is contacted with a "Notice of Claimed Infringement" or other violation notice involving a student, the Dean of Student Development/Campus Life will follow the Student Discipline process per Board Policy F-16. This process may result in a variety of actions, including warning, suspension, or expulsion. For more information about this process, see the Student Discipline section of this booklet. The college will also refer any criminal conduct to the appropriate law enforcement authorities. For more details, go to [prairiestate.edu](http://prairiestate.edu),

then A-Z index, then Copyright.

### **CLEAN AIR/SMOKE/TOBACCO FREE ENVIRONMENT**

In compliance with Illinois State Law, a policy has been adopted making PSC a 100% smoke/tobacco free campus effective July 1, 2015. The use of tobacco products is prohibited from all college buildings, on college grounds including parking lots, and in college vehicles. Use of tobacco products in personal vehicles is permitted. To view the policy in its entirety, see Board Policy C-11.

#### **Enforcement**

PSC Police will monitor the college to ensure compliance with the Smoke-Free Campus Act (110 ILCS 64) and PSC Board Policy C-11. At the discretion of Police Officers, citations will be given as follows:  
1st offense: \$25.00 fine or participation in tobacco use cessation class  
2nd offense: \$25.00 fine  
3rd offense and each offense thereafter: \$50 fine

In compliance with the Smoke Free Illinois Act (410 ILCS 82), persons who smoke within 15 feet of any entrance or inside any building or college-owned vehicle may be fined in an amount that is \$100 for a first offense and \$250 for each subsequent offense.

#### **Resources for Smoking Cessation**

American Heart Association 1-800-242-8721

American Lung Association 1-800-586-4872

Quitterinyou.org

Centers for Disease Control Office of Smoking  
and health 1-800-232-1311

Illinois Tobacco Quit-line 1-866-784-8937

Smokefree.gov

Tobaccofreeu.org



## ACADEMIC CODE OF CONDUCT

### Academic Code of Conduct, Summary of Policy F-25

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

### Violations of the Academic Code of Conduct

Faculty members define, communicate, and enforce reasonable behavior 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 may lose the right to attend or receive course credit 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. Some examples include:

- Plagiarizing
- Cheating
- Fabricating

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. Some examples include:

- Tardiness, leaving and returning during class, or leaving class early without permission from the professor;
- Use of electronic devices;
- Personal conversations during class;
- Bringing children into the classroom, laboratory or other instructional areas;
- Abusive language or epithets directed towards others;

- 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. Some examples include:
- Unauthorized installation, use, modification, or copying of software;
  - Using the network to gain unauthorized access to remote systems or disrupt the security of the network;
  - Sending obscene, abusive or inappropriate messages over the network;
  - Unethical, unlawful, or irresponsible use of equipment or the network; and
  - Use of equipment or computers for personal or business purposes.

### STUDENT DISCIPLINE

#### 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 to the faculty member's Dean.

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 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.

### **Discipline of Students, Summary of Policy F-16**

Prairie State College holds disciplinary responsibility to enforce the standards of the Student Code of Conduct when methods of example, counseling, guidance, and admonition are deemed ineffectual or inappropriate. The enforcement of the college's standards of student conduct will follow these provisions and principles:

- 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.
- Any person who feels that a student has violated a college policy, rule, or regulation which would warrant disciplinary action, is to report the incident. If in doubt as to the appropriate person to report to, the report should be made to the Vice President of Student Affairs/Dean of Students. The incident is then to be promptly investigated and appropriate disciplinary measures taken.

Types of disciplinary action include:

1. **Warning.** Notice to students that continuation or repetition of specified conduct may be cause for other disciplinary action;
2. **Reprimand.** Official statement to the student that he/she has been found guilty of misconduct. Such reprimand may be entered upon the student's college record, either permanently or for a specific period of time, and may also include the loss of certain campus privileges for a designated period of time.
3. **Restitution of Damages.** The student may be directed to pay for damages caused by his/her action. Such restitution may also include the loss of certain campus privileges for a designated period of time. Failure to pay damages will result in additional disciplinary actions being applied.

4. **Behavioral Contract.** Written agreement whereby the student consents to modify his/her behavior. Failure to fulfill terms of the contract could result in additional disciplinary actions being applied.
5. **Probation.** An official warning regarding a student's behavior that may result in the withdrawal of one or more of the following student privileges:
  - The holding of an office in a campus organization;
  - The attending of non-academic activities at the college; or
  - The representation of the college in any intercollege events;

Probation shall be imposed for a specific period of time and the student shall be automatically removed from probation when the imposed period expires. Any subsequent violation of conduct, as described in the Board of Trustee's policy on Student Conduct, during the probationary period may result in more severe disciplinary actions.

6. **Suspension.** Exclusion from classes and other activities for reasons set forth in a notice of suspension:
  - Suspension is not to exceed seven (7) days pending the final determination of an alleged violation; and
  - The President, through the college's judicial officer, as designated by the college President, may impose suspension immediately for reasons relating to the student's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, employees or college property;
7. **Dismissal.** Termination of student status for a period not to exceed one (1) term. After the period of dismissal, the student

must appeal in writing to the judicial officer for reinstatement. This action may be imposed only after review by the college President.

8. **Expulsion.** A permanent termination of student status and permanent separation of the student from the college.

## STUDENT DUE PROCESS

### 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. The due process for handling student disciplinary matters shall be as follows:

- A. Upon receipt of a report of an alleged violation, the student shall be informed by the judicial officer (or designee) that such a report has been received. The student shall be advised that he/she must respond to the notification of alleged misconduct within seven (7) days whereupon the judicial officer will seek to rectify the situation informally (via the counseling/guidance mode).
- B. In the event that the matter cannot be rectified normally, the judicial officer may impose appropriate disciplinary actions or mandate that a judicial hearing be conducted. Notification of disciplinary actions or of a hearing will take place within five

- (5) days.
- C. The student has the right to appeal the decision by requesting in writing to the judicial officer within five (5) days of receipt of the notification of disciplinary action that a judicial hearing be conducted.
  - D. The judicial officer will convene the hearing in accordance with established procedures. Said hearing is to be conducted in a manner consistent with procedural due process and “fair play;” however, it is not to be unduly restricted by rules of evidence or judicial formalities. The object of the hearing is to ascertain the truth of the allegations at hand and to do so with dispatch, propriety, and respect for the rights of all parties involved.
  - E. The Student Appeals Committee, appointed by the Vice President of Academic Affairs, shall serve as the judicial board for formal hearings. All actions taken by this body are to be decided by a majority vote.
  - F. The Student Appeals Committee shall be comprised of five (5) members: two (2) faculty representatives, two (2) student representatives, and one (1) administrative representative. The Student Appeals Committee shall establish its own internal operating procedures consistent with due process.
  - G. In the event that the student is found to be responsible for the charges brought against him/her, the Student Appeals Committee will uphold the disciplinary actions imposed by the judicial officer and/or have the authority to recommend the imposition of other actions.
  - H. Upon official receipt of notification of the appeal outcome, the student may then appeal this decision by submitting a written request within five (5) days to the college President. The written appeal must state the reason for the appeal and supply information to substantiate the reason(s) stated. Such an appeal will only be considered for any one or more of the following reasons:

- a. The disciplinary action was too severe;
  - b. Additional pertinent information is available which was previously not available;
  - c. College regulations were not correctly applied; and/or
  - d. The college's due process procedures were not followed correctly.
- I. Upon receipt of a legitimate request for appeal, the President will either review the matter himself/herself and make a determination or form an ad hoc appeal committee to review the matter and submit a recommendation.
- J. Should the President determine that a rehearing is called for, he/she shall convene such a hearing as soon as possible. Individuals present shall include the student, his/her advisor (if any), a representative of the judicial board, and others designated by the President. If the student's advisor is an attorney, the college may have legal counsel present. The outcome of this second hearing will be one of the following:
- 1. An affirmation of the original decision of the Student Appeals Committee;
  - 2. An acceptance of the appeal and a decision to return the case to the Student Appeals Committee for a rehearing within seven (7) days; or,
  - 3. A modification of the decision and/or disciplinary action.
- K. Requests for review of the decision rendered from this second appeal are to be submitted in writing within five (5) days to the Board of Trustees whose decisions are final.

# Mission Statement

Prairie State College fosters collaborative relationships that empower students to achieve their education and career goals. The college embraces its diversity, nurtures life-long learning, and supports community and economic development.

## Values

Learning

Excellence

Accessibility

Respect

Integrity

 **Prairie State College**

202 S. Halsted St.

Chicago Heights, IL 60411

(708) 709-3500

[prairiestate.edu](http://prairiestate.edu)



Subject to approval by Board of Trustees.