



STUDENT SERVICES 2025-2026

Student Code of Conduct



KISHWAUKEE
COLLEGE

6/2/2025

TABLE OF CONTENTS

STUDENT CODE OF CONDUCT AND DISCIPLINE/COMPLAINT RESOLUTION PROCEDURES.....	2
JURISDICTION OF COLLEGE OVER STUDENT MISCONDUCT.....	2
STUDENTS' RESPONSIBILITY TO READ AND COMPLY WITH CONDUCT STANDARDS.....	3
I. DEFINITIONS.....	3
II. PROHIBITED CONDUCT.....	4
A. Academic Dishonesty.....	4
1. Procedures That Apply to Allegations of Academic Dishonesty.....	5
2. Discipline/Complaint Resolution Procedures for Academic Dishonesty.....	6
3. Sanctions for Academic Dishonesty.....	6
B. Other Prohibited Conduct.....	6
1. Relationship Between College Discipline and the Violation of Federal, State or Local Laws.....	8
2. Code of Conduct Procedure.....	8
3. Notice of Code of Conduct Violation.....	9
4. Procedures That Apply to Prohibited Misconduct.....	9
III. SANCTIONS FOR PROHIBITED MISCONDUCT.....	11
A. Sanctions.....	11
1. Minor Sanctions.....	11
2. Intermediate Sanctions.....	11
3. Severe Sanctions.....	12
4. Interim Suspension or Other Interim Conditions.....	12
5. Student Disciplinary Records.....	12
IV. INTERPRETATION AND AMENDMENT.....	13
V. THREAT ASSESSMENT TEAM.....	13



KISHWAUKEE COLLEGE

STUDENT CODE OF CONDUCT AND DISCIPLINE/COMPLAINT RESOLUTION PROCEDURES

INTRODUCTION

Students at Kishwaukee College are expected to demonstrate integrity, honesty, civility and respect. These values are important to the learning environment and should guide the conduct of everyone in the College community, in and out of the classroom setting. The College's Student Code of Conduct prohibits certain behaviors and activities that interfere with the orderly operation of the College and the pursuit of its educational mission and vision. The prohibited behaviors and activities that violate this Student Code of Conduct are outlined in Part II below. Complaints alleging violations of the Student Code of Conduct are subject to processing under the Discipline/Complaint Resolution Procedures set out in Part III below. Complaints alleging misconduct by students of the types addressed in the College's Prohibiting Sex-Based Misconduct Policy relating to gender-based or sexual misconduct, domestic violence, dating violence, sexual assault and stalking are also subject to processing under these discipline/complaint resolution procedures.

JURISDICTION OF COLLEGE OVER STUDENT MISCONDUCT

The College may impose discipline for student misconduct that occurs on College premises, on property owned by the Kishwaukee College Foundation, while using College technology, or at an activity, function or event sponsored or supervised by the College (whether in or out of the classroom setting). Discipline may be imposed for violations of the Student Code of Conduct that are committed off campus if the misconduct interferes with the College's operations, educational programs or environment or adversely affects the safety or well-being of members of the College community. Charges alleging academic dishonesty as defined in Part II Section A of this Code are under the jurisdiction of the Dean of the academic department involved and the Vice President of Instruction and will be processed under the procedures set out in Part II Section A Subsections 1, 2 and 3 of this Code. A student who is charged with other prohibited conduct as defined in Part II Section B will receive a notice informing him or her of the alleged violation(s) and an opportunity to respond to the allegations, as further set out in Part II Section B Subsections 1, 2, 3 and 4 of this Code.

STUDENTS' RESPONSIBILITY TO READ AND COMPLY WITH CONDUCT STANDARDS

Each student is responsible to read and comply with the Student Code of Conduct, which is published in the Student Handbook and College Catalog, posted on the College website, and available in the offices of the Vice President of Student Services, Director of Student Success and Campus Security. In addition, students should consult and comply with standards of classroom behavior as stated in individual course syllabi.

I. DEFINITIONS

For purposes of this Student Code of Conduct:

- **Administrative Hearing** — An event conducted by the Director Student Success or designee in support of the violation as needed. This option will be offered to the alleged student as an opportunity to share information regarding the situation.
- **Academic Year** — Defined as the College's fall, spring and summer terms.
- **Authorized Campus Event** — An event sponsored by one or more officially recognized student groups.
- **Bias** — Refers to prejudice based on a person's actual or perceived race, color, gender, gender identity, sexual orientation, religion, national origin, ethnicity, age or disability.
- **Business Day** — Means a weekday (excluding Saturday and Sunday) on which College classes are held.
- **College** — Means Kishwaukee College.
- **College Premises** — Includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the College.
- **Conduct Appeal Committee** — Refers to the entity that is responsible for determining whether charged violations of the general Student Code of Conduct rules have occurred and, if so, to recommend sanctions.
- **Faculty Member** — Means any person employed or otherwise engaged by the College to conduct classroom or laboratory practicum instruction.
- **Gender-Based or Sexual Misconduct** — The types of misconduct described in detail of the Colleges Prohibiting Sex-Based Misconduct Policy relating to gender-based or sexual misconduct, domestic violence, dating violence, sexual assault and stalking found posted on the College website and portal and obtained from the Office of the Director of Student Success.
- **Hate Crime** — Refers to a bias incident that violates a criminal statute, such as but not limited to assault or property damage, and which manifests evidence that the victim was intentionally selected because of the perpetrators bias against the victim.
- **Matter** — Means any book, magazine, newspaper, other printed or written material, picture, drawing, photograph, motion picture, other pictorial representation,

- recording, or transcription delivered by electronic communication.
- **Member of the College Community** — Includes any person who is a student, faculty member, College official or any other person employed by or visiting the College.
- **Obscene Matter** — Means any matter that an average person, applying contemporary community standards, would find to be, taken as a whole, appealing to the prurient interest in the way in which the work depicts or describes sexual conduct in a patently offensive way, and lacking serious literary, artistic, political or scientific value.
- **Official** — Includes any person employed by the College to perform administrative or professional staff duties.
- **Organization** — Means any group that has complied with the formal requirements for College recognition.
- **Preponderance of the Evidence** — A standard of proof. Proving a proposition by a preponderance of the evidence requires demonstrating that the proposition is more likely true than not true.
- **Stalking** — Means engaging in a course (pattern) of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.
- **Student** — Means any person who applies for admission to the College, is accepted to register, or takes College courses on a full-time or part-time basis.
- **Trained Students** — Refers to those students selected by the Coordinator of Student Activities to participate in the judicial process upon completion of a group or one-on-one judicial affairs orientation.
- **Will/Shall/ May** — The terms “will” and “shall” are used in the imperative sense. The term may, “may” be used in the permissive sense.

II. PROHIBITED CONDUCT

A. ACADEMIC DISHONESTY

Academic dishonesty is a serious offense and a violation of the Student Code of Conduct. Violations of academic dishonesty include but are not limited to the following:

- **Cheating** — Such as copying another students academic work, paper, exam, quiz, or project; unauthorized use of calculators, artificial intelligence (AI) tools, browser extensions, apps, or other study aids; the sharing of information during a test through the use of personal electronic devices or by other means; or unauthorized collaboration on academic work.
- **Committing Academic Dishonesty** — Attempting to assist another student to commit academic dishonesty.
- **Fabricating or Falsifying Information** — Such as data, results or sources in academic work.
- **Forgery** — Such as duplicating a signature in order to represent it as authentic.

- **Plagiarism** — Falsely representing the work of another person as the student's own work or failing to properly acknowledge sources of information, including AI-generated materials, in the student's academic work.

1. Procedures That Apply to Allegations of Academic Dishonesty

- a. The faculty member(s) bringing the charge(s) of academic dishonesty should document the suspected misconduct involved and collect all evidence of the misconduct.
- b. The faculty member will then inform the student in writing, in a timely and confidential manner, of the alleged academic dishonesty, the charge(s) being brought, and the proposed sanctions. The faculty member will file a report with Student Services documenting all evidence and correspondence relating to the matter.
- c. Student Services shall initiate follow-up communication with the student to review the submitted report and address the severity of the alleged charges. As part of this process, Student Services will also provide information regarding available support services to assist the student as needed. Upon closure of the case, Student Services will notify the reporting party of the closure.
- d. If the student wishes to contest the charge(s) and or proposed sanctions, they should first contact the faculty member to arrange a meeting to try to resolve the charge(s).
- e. If the student is not satisfied with the outcome of the meeting with the faculty member, the student may appeal in writing to the faculty member's Dean within five business days after the meeting.
- f. The student, the faculty member bringing the charge(s), and the Dean will meet within a reasonable period of time to discuss and attempt to resolve the charge(s) and or proposed sanctions. Within five business days of the meeting, the Dean will confirm the points discussed at the meeting and the outcome of the meeting in writing to the student and faculty member.
- g. Within five business days after receiving the written confirmation from the Dean described in Part II Section A Subsection 1 Item e, the student may further appeal the charge(s) and/or the proposed sanctions to the Vice President of Instruction in writing if they do not agree with the outcome of the meeting with the Dean and faculty member. The student's written appeal to the Vice President of Instruction should explain specifically the reasons why the student believes the academic dishonesty charge(s) and/or the proposed sanctions should not be upheld and should include any pertinent supporting documents.
- h. On receipt of a student's appeal, the Vice President of Instruction or designee will promptly provide a copy of the student's written appeal to the faculty member, requesting them to provide a written response to the appeal. Upon receipt of the faculty member's response, the Vice President of Instruction or designee shall provide a copy of the response to the student.
- i. Within 20 business days of receiving the faculty member's response, the Vice President of Instruction shall issue a written decision with respect to the student's appeal. The decision of the Vice President of Instruction shall be final.

2. Discipline/Complaint Resolution Procedures for Academic Dishonesty

Student conduct hearings are based on procedures designed to provide a prompt, fair and impartial investigation of misconduct charges and resolution of the charges within a reasonable period of time under the circumstances presented in each particular case. They are not formal legal proceedings and are not subject to the procedural rules that apply in civil or criminal court actions, such as, but not limited to, the rules of evidence. Charges of academic dishonesty are brought by faculty members to the Director of Student Success and brought to the appropriate Dean, the Vice President of Instruction, and/or his or her designee.

3. Sanctions for Academic Dishonesty

Sanctions for academic dishonesty may range from a written warning to a failing grade for the course or, in a serious case, removal from the academic program involved. The proposed penalty is left to the discretion of the faculty member, subject to appeal as provided above. Multiple or repetitive charges may be referred by the Director of Student Success to the appropriate Dean, the Vice President of Instruction, and/or designee for additional misconduct charges and proceedings under Part III of this Code.

B. OTHER PROHIBITED CONDUCT

Violations of the Student Code of Conduct shall also include:

- **Alcohol** — Unauthorized and/or illegal possession, use, or distribution of any alcoholic beverage as well as public intoxication while on College premises, off-campus instructional sites, or at College-sponsored or supervised functions.
- **Bodily Harm** — Assault, battery, fighting, physical abuse or other conduct resulting in bodily harm or which threatens/endangers the safety and welfare of any person on College property or where College-sponsored activities are taking place.
- **By-Standing** — Complicity in or failure by any student or student group to appropriately address known or obvious violations of the Student Code of Conduct or the law unless doing so would endanger the individual's safety.
- **Conduct Violation** — Any conduct that violates the terms of any discipline imposed by the College in accordance with this Student Code of Conduct and Discipline Procedures or any conduct that constitutes a violation of a federal or state law, local ordinance, or published College policies, rules or procedures.
- **Damage to Property** — Intentional or willful and wanton destruction of or damage to property or attempt to damage destroy or deface College property or the property of a member of the College community.
- **Disruptive Behavior** — Behavior or actions that disrupt the normal operations of the College and/or infringe on the rights of members of the College community, including, but not limited to, teaching, the learning environment, College services, administrative functions, technological services, disciplinary proceedings, College

activities, public service functions on or off campus, or other authorized College activities.

- **Electronic Device Misuse** — Misuse of cellular phones, pagers and other electronic devices, including, without limitation, the use of such devices to engage in academic dishonesty or to photograph or transmit photographs of individuals without their consent or in bathrooms, locker rooms or other areas in which they have a reasonable expectation of privacy.
- **Failure to Comply** — Failure to comply with the directions of, or to identify oneself to, an authorized College employee or representative performing of their duties.
- **False Information** — Providing false information for any reporting or investigatory office.
- **Firearms/Weapons** — Illegal or unauthorized possession or use of firearms, other weapons, or explosive devices, or unauthorized possession or use of dangerous chemicals. The complete Kishwaukee College Firearms & Weapons policy can be found in the College Catalog or on the College website.
- **Forgery** — Forgery or falsifying information on College documents, including, but not limited to, transcripts, applications, registration or financial aid forms.
- **Gambling** — Gambling in any form (except as authorized for College-approved events).
- **Gender-Based or Sexual Misconduct** — As described in the College's Prohibiting Sex-Based Misconduct and Procedure Policy relating to gender-based or sexual misconduct, domestic violence, dating violence, sexual assault and stalking found on the College website and portal and obtained from the Office of the Director of Student Success.
- **Hate Crimes** — Initiating or participating in incidents of bias or hate crimes.
- **Hazing** — Any intentional, knowing or reckless act by one or more persons against another, regardless of the victim's willingness to participate. Hazing occurs during initiation into, affiliation with, or maintenance of membership in a student organization and causes or risks physical or psychological harm, humiliation, intimidation or degrading treatment beyond normal participation risks. Hazing also includes soliciting, directing, aiding or actively or passively participating in such acts.
- **Illegal/Controlled Substances** — Possession, use, under the influence of, distribution or manufacturing of an illegal or controlled substance, look-alike drug paraphernalia or other chemical substance except as expressly permitted by law.
- **Sex Offender Registration** — Failure of a registered sex offender to register with Campus Security as required by Illinois state law.
- **Theft** — Attempted or actual theft of property or services or possession or sale of stolen property.
- **Threats** — Verbal abuse, threats, use of offensive language, intimidation, bullying, cyberbullying, hazing, hate speech, disparaging comments, epithets or slurs which create a hostile environment that threatens the physical or mental well-being, health or safety of another individual or group on College property or where College-sponsored activities are taking place.
- **Trespass** — Trespass on or unauthorized use of College property, including unauthorized possession, duplication or use of keys to any College facilities, or unauthorized entry to or use of secured College property.
- **Tobacco** — Smoking and tobacco product use of any kind is prohibited on all campus property, both indoors and outdoors, in open spaces, and in College-

owned vehicles. “Tobacco products” means all forms of tobacco, including, but not limited to, cigarettes, cigars, cigarillos, pipes, bee dies, creeks, water pipes, bongs and hookahs, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-FDA approved nicotine delivery device or product. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited. The Campus Smoking Policy is located in the Board of Trustees policy manual.

- **Violation of Acceptable Use Policy** — Abuse of College computers, networks or other technology system resources and violations of the Acceptable Use Guidelines as published in the Student Handbook and updated from time to time on the College website.

1. Relationship Between College Discipline and the Violation of Federal, State or Local Laws

- a. College disciplinary proceedings may be instituted against a student charged with a violation of a federal, state or local law for misconduct that is also a violation of this Student Code of Conduct without regard to pending civil or criminal court proceedings. College disciplinary proceedings may be carried out prior to, concurrently with, or after such civil or criminal proceedings.
- b. When law enforcement authorities charge a student for violating federal, state or local law, the College will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a disciplinary proceeding under the Student Code of Conduct, the College may advise law enforcement authorities. The College will cooperate with authorities in the enforcement of law on campus, and in implementing such conditions as imposed by the courts may impose for the rehabilitation of violators who are also students.
- c. To provide for the safety and welfare of the College community, the College may impose conditions or limitations on students who have been charged with violating federal, state or local laws based on alleged criminal misconduct committed off campus that does not constitute a violation of the Student Code of Conduct. In such cases, no disciplinary sanctions may be imposed by the College unless the student has been convicted of the charges in a court of law after a trial or because the student has declined to contest such charges, although not actually admitting guilt.

2. Code of Conduct Procedure

Code of Conduct allegations can be made by anyone in the College community, including students. The allegations will be presented to the Director of Student Success or designee to allow due process to take place. Any member of the College community may bring charges against a student for other violations of the Student Code of Conduct or for misconduct of the types addressed in the Prohibiting Sex-Based Misconduct Policy to address sex-based misconduct, including sexual harassment,

domestic violence, dating violence, sexual assault or stalking by submitting allegations of such Code violations or misconduct in writing or in person to the Director of Student Success or their designee or any of the Campus Sheriff's Office personnel. Student discipline records are confidential to the extent provided by the federal Family Educational Rights and Privacy Act of 1974, 20 U.S.C., §1232g and implementing regulations.

3. Notice of Code of Conduct Violation

Notice may be provided to the Director of Student Success, Campus Safety & Security, Vice President of Student Services and/or the Title IX Coordinator on campus. Allegations can be submitted by anyone involved in the situation, including the victim. The College has the right to proceed with due process based on the Student Code of Conduct. Within 30 days of receiving the alleged incident information, the Director of Student Success or designee will notify the student of the allegation. The notice will contain the alleged Code of Conduct violation and offer to meet with the Director of Student Success or designee to discuss the alleged violation. The student is offered the opportunity to have an advisor present during the discussion for support. However, the advisor is not present to speak on behalf of the student. If the student chooses not to meet with the Director of Student Success or designee within 10 business days of the notice, the Director of Student Success or designee will make a decision without input from the student. The violation may result in an interim suspension until the Code of Conduct violation has been resolved and/or permanent suspension, depending on the nature of the situation.

4. Procedures That Apply to Prohibited Misconduct

- a. When a student is charged with prohibited misconduct other than academic dishonesty, the Director of Student Success or designee will conduct a review meeting and investigation to determine whether the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Director of Student Success. If reached, the administrative disposition will be confirmed in writing, will be final, and no subsequent proceedings will be held.
- b. A student who is charged with prohibited misconduct and the individual who has brought the charges (the "complainant") are each entitled to be accompanied to a disciplinary proceeding, including any related meeting, by an advisor of their choice, provided that the involvement of the advisor does not result in undue delay of the proceedings.
- c. Allegations of sex-based misconduct, including sexual harassment, domestic violence, dating violence, sexual assault, or stalking, the College will adhere to the Prohibiting Sex-Based Misconduct Policy. The College has developed a Prohibiting Sex-Based Misconduct Policy and Procedure to address sex-based misconduct, which can be found on the College website and portal and obtained from the Office of the Director of Student Success.

- d. The charged student will receive notification not fewer than 10 nor more than 20 business days after the date of written notice of the hearing to the student. A copy of the administrative hearing procedures shall be enclosed with the notice. Time limits for scheduling of administrative hearings may be extended at the discretion of the Director of Student Success, provided that such extensions shall not unreasonably delay resolution of the misconduct charges.
- e. The Conduct Appeal Committee will conduct the administrative hearing according to the following guidelines:
 - 1. The administrative hearing will be conducted in private and will not be open to members of the public. Admission of any person to the hearing will be at the discretion of the Director of Student Success or designee, except as to persons described in Item C below.
 - 2. When the charged misconduct involves more than one accused student, the Director of Student Success or designee may permit a separate administrative hearing to be conducted for each accused student.
 - 3. The complainant and the respondent may each participate and may present witnesses.
 - 4. All witnesses are subject to questioning related to the Code of Conduct violation.
 - 5. The complainant and the respondent may not be compelled to testify in the presence of the other party. If a party invokes this right, the College shall provide a procedure by which each party can, at a minimum, hear the other party's testimony.
 - 6. The Conduct Appeal Committee may receive in evidence exhibits tendered by the accused student or by the charging party, subject to the discretion of the Director of Student Success or designee, to exclude proffered exhibits from evidence for stated reasons, which shall be noted in the hearing record.
 - 7. The Director of Student Success or designee shall resolve such procedural questions or objections as may arise in the course of the administrative hearing.
 - 8. The Conduct Appeal Committee will determine by majority vote, based on a preponderance of the evidence, whether the student committed each violation of the Student Code of Conduct with which the student is charged and shall determine sanctions.
- f. Following the administrative hearing, the Director of Student Success or designee will notify the accused student in writing of the Conduct Appeal Committee's decision and of any sanction(s) imposed regarding:
 - 1. The outcome of the disciplinary proceeding.
 - 2. The Colleges procedures for the accused and the victim to appeal the results of the disciplinary proceeding.
 - 3. Any change to the results that occurs when results become final.
 - 4. When results become final.
- g. The complainant or the respondent may appeal a decision by the Director of Student Success or designee to the Vice President for Student Services or designee within 10 business days after receiving notice of the decision and/or the sanctions. The appeal shall be in writing and cite and explain specifically the reasons why the appealing party believes the decision and/or sanction(s) should not be upheld.

- h. An appeal to the Vice President of Student Services will be limited to a review of the record of testimony, exhibits and arguments made at the disciplinary hearing to determine whether:
 - 1. A procedural error occurred.
 - 2. New information exists that would substantially change the outcome of the finding.
 - 3. The sanction is disproportionate with the violation.
- i. Within 20 business days of receiving a written appeal of a decision of and/or sanction(s) imposed by the Conduct Appeal Committee, the Vice President of Student Services shall issue a written decision with respect to the appeal. On review of appeals by students found to have violated the Student Code of Conduct, the Vice President of Student Services may affirm or reduce, but may not increase, the sanctions imposed by the Conduct Appeal Committee.
- j. The decision of the Vice President of Student Services shall be final.

III. SANCTIONS FOR PROHIBITED MISCONDUCT

A. SANCTIONS

A student found to have committed a violation or violations described in Part II Section B of the Student Code of Conduct or of misconduct of the types addressed in the Prohibiting Sex-Based Misconduct Policy and Procedure to address sex-based misconduct, including sexual harassment, domestic violence, dating violence, sexual assault or stalking is subject to one or more of the sanctions described and classified below. Notice of any sanctions imposed shall be given to the student in writing.

1. Minor Sanctions

- a. Warning — A written notice to the student that their conduct is in violation of specified provisions of this Code.
- b. Reprimand and Probation — A written reprimand to the student for violation of specified regulations of this Code, accompanied by notice that the student will, as a consequence, be placed on probation for a designated period and the student will be subject to additional sanctions if they are found to have committed additional Code violations during the probationary period.
- c. Discretionary Assignment — A written work assignment to perform community service work to benefit the College or other local governmental or non-profit entities within its territory recommendation to and with prior approval of the Director of Student Success.

2. Intermediate Sanctions

- a. Loss of Privileges — Denial of specified privileges for a designated period.
- b. Access Limitations — Restriction to or exclusion from specified locations or facilities on the College campus.
- c. Restitution — Required compensation, in the form of payment or in-kind

- materials or services, for loss, damage or injury to property.
- d. Removal from a College course, courses or program.
- e. Requirement to participate in educational programs, counseling, or treatment to address alcohol or substance abuse, anger management, or sex-based or sexual misconduct as a condition of continued attendance or (in the case of a student who has been suspended or expelled) return to attendance at the College.
- f. No-contact orders prohibiting the student from contacting or attempting to contact or communicate with, by any means, the complainant(s) who brought the charges which resulted in the student's eligibility for sanctions or other members of the College community as may be appropriate under circumstances of a particular case.

3. Severe Sanctions

- a. Suspension — Temporary removal of the student from College attendance or enrollment for a specified period of time, after which the student may be eligible to resume attendance or to re-enroll on specified conditions. A suspended student will be administratively withdrawn from their classes for the balance of the semester during which the suspension is imposed. If an interim suspension has previously been imposed on the student for the misconduct involved, the official start date of the suspension will be the first date of the interim suspension.
- b. Expulsion — Permanent removal of the student from enrollment at the College.

4. Interim Suspension or Other Interim Conditions — The Vice President of Student Services or the Director of Student Success shall be authorized to impose an interim suspension or other interim conditions such as, but not limited to, loss of privileges, access limitations, or no-contact orders on the student pending any hearing before the Conduct Appeal Committee if such action is reasonably necessary determined by the Vice President or Director of Student Success. Conditions include:

- a. To protect the safety and physical or emotional well-being of the student or other members of the College community and/or to protect College property.
- b. Because the student's presence on campus threatens to disrupt or interfere with normal College operations. A student on interim suspension or on whom interim conditions are imposed will be denied access to, as may be applicable, College grounds, facilities, classes and/or all other College activities or privileges they would otherwise be eligible, as the Vice President of Student Services may determine to be appropriate. The student shall be allowed make-up privileges if he or she is determined not to have violated the Student Code of Conduct.

5. Student Disciplinary Records

- a. Student disciplinary records are confidential to the extent provided for under the federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and FERPA implementing regulations, as further explained in the College Catalog.
- b. As provided in Part III Section A Subsection 5 Items c, d and e below, records of disciplinary violations and sanctions will not be made part of the student's

- permanent academic record but will become part of the student's confidential discipline record maintained by the Office of the Director of Student Success.
- c. The College maintains records of disciplinary suspensions and expulsions as a permanent part of a student's confidential disciplinary records.
 - d. Records of disciplinary action for violations of the Academic Dishonesty prohibitions set out in Part II Section A of this Code shall be part of the student's permanent confidential discipline record unless otherwise determined by the Vice President of Instruction.
 - e. Records of disciplinary action for violations of Part II Section B of this Code dealing with other types of prohibited conduct shall be part of the student's permanent confidential discipline record unless otherwise determined by the Vice President of Student Services.

IV. INTERPRETATION AND AMENDMENT

Any question of interpretation regarding the Student Code of Conduct Disciplinary Procedures will be referred to the Vice President of Student Services for final determination.

This Code may be periodically reviewed and amended as necessary or useful under the direction of the Vice President of Student Services or their designee.

This Student Code of Conduct and Discipline Procedures are published by the office of the Director of Student Success and are subject to change in accordance with College procedure regulations. For more information on the Student Code of Conduct, contact the Office of the Director of Student Success at 815-825-9738.

V. THREAT ASSESSMENT TEAM

The Threat Assessment Team is an interdisciplinary team that supports the campus security plan by responding to reports of individuals displaying signs of behavioral or emotional distress that may indicate a possible threat to the College. The team will meet on a regular basis to assess referrals, determine appropriate intervention/strategies and effectively respond to incidents of concern. Any member of the campus community may fill out a Student of Concern form to report observations or concerns for a student exhibiting personal wellness, mental health, unusual behavior or other issues requiring attention. If there is an immediate or urgent concern, please call 911 for immediate assistance. To file a report, use the Student of Concern form at kish.edu/safety.



Helping you create the life you want.