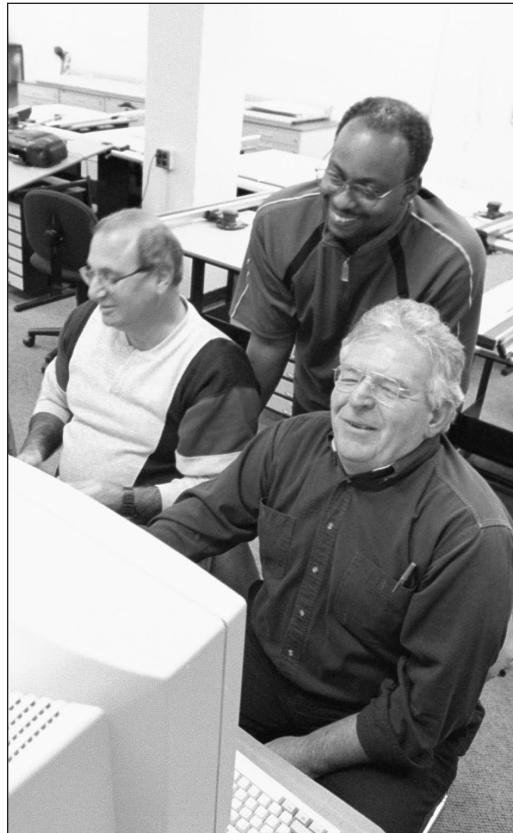


STUDENT RIGHTS AND RESPONSIBILITIES



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Code of Student Conduct

The faculty and staff of Moraine Valley Community College assume that students govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. The Code of Student Conduct, however, has been established to control action that is inconsistent with this assumption, and to maintain order on campus while guaranteeing the broadest range of freedom for all who come to learn at the college.

The code provides fair and reasonable rules and procedures to ensure that students do not engage in conduct that interferes with the mission or the operation of the college. Sanctions imposed for violating this code may range from a written reprimand to expulsion from the college.

Each student is responsible for knowledge of and compliance with the Code of Student Conduct, which is available through the College Activities Office (C275), from the vice president of Student Development (L244), or from the Police Department (Building 100).

Moraine Valley acknowledges each student's procedural right to due process—including notice, a fair hearing and appeal. Any student cited for violation of the Code of Student Conduct will receive written notice of the alleged violation, be provided the opportunity to present defense to a judicial body, and be notified of the right to appeal decision of a judicial body, according to the procedure noted in the code. If the student requests an appeal, any sanction ordered by the judicial body will be held in abeyance until the case has been reviewed. However, a student may be excluded from attendance at the college or from college-sponsored activities if, in the judgment of the assistant dean of Student Life and Judicial Affairs, continued attendance is dangerous to health and safety.

The following examples, while not inclusive, are considered violations of the Code of Student Conduct:

1. All forms of academic dishonesty, including—but not limited to—cheating, plagiarism, forgery, and alteration or use of college documents or instruments with intent to defraud.
2. Any acts which interfere with, disrupt or obstruct any teaching, research, administration, or authorized college activities.
3. Theft or damage to college property or to property of a member of the college community on college premises.
4. Gambling in any form.
5. Possession, use, sale, or distribution of illegal drugs, narcotics or alcoholic beverages, or being under the influence of the same on college premises.
6. Verbally or physically abusing, harassing, threatening, assaulting, or endangering the health or safety of any person on campus or at official college activities off campus.
7. Unauthorized possession, duplication or use of keys to any college premise.
8. Violation of local, state, federal, traffic, or parking laws on the college campus or at off-campus activities.
9. Theft or other abuse of computer time or facilities.
10. Denying a trustee, employee, student, or guest of the college the freedom of movement or use of the facility; disrupting the performance of institutional duties or pursuit of educational activities; or occupying the buildings or property after due and legal notice to depart.
11. Nuisances such as loud, abusive or otherwise improper language; loitering; assembling; creating a hazard to persons; or lewd or obscene conduct.
12. Violation of published college policies, rules and regulations.
13. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.
14. 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 these persons when requested to do so.
15. Abuse of the judicial system.

The assistant dean of Student Life and Judicial Affairs or a designate develops procedures for the administration of the judicial program and rules for the conduct of judicial hearings.

Any member of the college community may file, with legitimate cause, misconduct charges against any student. A judicial advisor will investigate the charges to determine if they have merit and if they can be disposed of administratively by mutual consent of the parties involved. Charges determined to have merit that cannot be disposed of by mutual consent will be heard by a judicial body. A hearing will be conducted according to guidelines published in the Student Code. The judicial body, when determining that a student has violated the code, will impose sanctions, ranging from a written warning to expulsion. More than one sanction may be imposed for any violation.

A decision reached or a sanction imposed by the judicial body may be appealed by either the complainant or the accused according to the procedures noted in the Student Code. Any decision made during the appeals process will be final.



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The Code of Student Conduct provides detailed descriptions of rules and regulations, judicial authority, judicial procedures, sanctions, and options for appeal. Anyone filing charges, as well as anyone being charged with code violations, should carefully read the code. Anyone with questions or input related to the Code of Student Conduct is encouraged to meet with the assistant dean of Student Life and Judicial Affairs.

Student Complaint and Hearing Process

Students have the right to express concern if they believe to have been treated unfairly, subjected to harassment, or discriminated against. The student complaint and hearing process provides a means to express such concern, request some form of relief, and receive an objective hearing. Student complaints are categorized in three ways.

1. Those arising out of an academic decision, primarily grading
2. Those unrelated to an academic decision
3. Those arising out of a perception of discrimination or harassment by a member of the college community.

You are encouraged to use the complaint and hearing process when you believe it is necessary to do so. The right to complain, however, is accompanied by the responsibility to act with integrity. As such, it is inappropriate to file unfounded complaints against a student or staff person. Members of the college staff can assist you in deciding if filing a complaint is an appropriate step.

Student Complaints Arising out of Academic

Decisions—Academic decisions are defined as those actions that affect the student's academic standing at the college. Primarily, but not exclusively, these actions involve the assignment of grades.

Students have the right to express their concerns regarding the fair treatment of their academic achievements, keeping in mind that faculty have complete and sole responsibility for determining and issuing academic credit and grades. The following procedure should be followed to appeal an academic decision.

1. Express your concerns to your instructor. Try to resolve the situation informally.
2. If step 1 does not resolve your concerns, you may appeal in writing to the faculty member's dean, using the Academic Complaint Form available from any dean.

Remember that complaints must be initiated within 20 college days of the occurrence of the alleged violation.

The dean will thoroughly investigate your concerns and communicate a decision to you in writing, normally within 40 college days of the written appeal's initiation.

3. If you are not satisfied with the dean's decision, you may continue your appeal to the vice president of Academic Affairs. After receiving the dean's written response, you have 10 college days to request a review by the vice president of Academic Affairs.

The vice president will conduct an investigation and communicate a written decision to you, the faculty member and the dean, normally within 70 college days of the written appeal's initiation.

The action of the vice president of Academic Affairs is final.

Student Complaints Unrelated to Academic Decisions

—If a student has a complaint about the conduct of an instructor; member of the staff, another student, or about any aspect of college operations (for example, admission, refunds, withdrawal, parking), the complaint shall be handled according to the following procedure. (This procedure does not apply to allegations of sexual or discriminatory harassment, for which a separate process exists.)

1. When appropriate, express your concerns to the person immediately responsible. Attempt to resolve the complaint informally at this level.
2. If step 1 does not resolve your concerns, you may appeal in writing to the assistant dean of Student Life and Judicial Affairs, using the Non-Academic Complaint Form available from the office of the vice president of Student Development or in the Admissions Office.

Remember that complaints must be initiated within 20 college days of the occurrence of the action being grieved.

The assistant dean of Student Life and Judicial Affairs will refer your complaint to the administrator responsible for the area of concern. A thorough investigation will be conducted, and you will be provided with a written determination, normally within 40 college days of the written appeal's initiation.

3. If resolution of your concerns does not occur, you may ask the assistant dean of Student Life and Judicial Affairs to continue the appeal. You have 10 college days, after receiving the written determination, to request further review.

The assistant dean of Student Life and Judicial Affairs will conduct an investigation and communicate a written decision to you, normally within 70 college days of the written appeal's initiation.

The action of the assistant dean of Student Life and Judicial Affairs is final.



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Addressing Student Allegations of Sexual or Discriminatory Harassment—Moraine Valley is committed to providing a learning atmosphere that is free from intimidation and harassment. A process exists to report and resolve such incidents. A procedural statement, defining sexual and discriminatory harassment, and outlining the reporting and resolution process, is available from the offices of the vice president of Student Development (L244) or College Activities (C275).

Counselors are available to confidentially discuss situations that might be construed as harassment. Counselors can also help you identify courses of action to resolve incidents of this nature.

Sexual or discriminatory harassment includes any behavior or communication by an employee or a student which improperly singles out, stigmatizes or victimizes a student to his or her detriment because of race, gender, sexual orientation, religion, creed, ethnicity, age, or disability. Sexual or discriminatory harassment by an employee or a student of Moraine Valley will not be tolerated.

The options to report and resolve allegations of sexual or discriminatory harassment include the following:

1. **Informally discuss your concerns** with a trained harassment advisor: All information obtained, as well as attempts to resolve issues, will be held in confidence. The primary goals are informal exploration of concerns and uncomplicated resolution of issues. Call the Counseling and Career Development Center at **(708) 974-5722** to arrange a meeting with a harassment advisor.
2. **File a formal complaint.** Complaints signed by the complainant must be submitted in writing within 40 college days following the incident, and directed to the vice president of Student Development (L244) or to the affirmative action officer (L167). Students are asked to read the complete procedural statement available in L244 to review the components of a formal complaint.

Preliminary Investigation

Formal complaints will be carefully investigated by either the vice president of Student Development or the affirmative action officer to determine if reasonable grounds exist. If no reasonable grounds for harassment exist, the complainant will be informed of such a finding and the complaint will be dismissed. When reasonable grounds appear to exist, the investigator will identify the relief sought by the student and attempt to resolve the situation.

3. **Request a formal investigation.** This option is granted only if the existence of reasonable grounds has been determined, and no resolution has occurred during the preliminary investigation.

Formal Investigation

A three-person panel will be appointed to conduct either a formal investigation or a formal hearing. The panel will make a determination about the facts of the case and may recommend that disciplinary sanctions be directed to the respondent. The panel will write a report and direct it to the appropriate vice president, who will take appropriate action. All actions will be conveyed to both the complainant and to the respondent.

Following this action, the investigation of the college will be concluded.

Privacy Rights of Parents and Students

Moraine Valley complies with all rules and regulations issued by the United States Department of Health and Human Services with respect to privacy rights of parents and students.

1974 Family Educational Rights and Privacy Act as amended

—This act requires that students be advised of their rights concerning education records and of certain categories of public information which the college has designated "directory information."

Students have the right to inspect and review all records that meet the act's definition of "education records." Education records are all records maintained by the college about each student.

The following are exceptions:

- employment records
- medical, psychological and counseling records used solely for treatment
- records of the Police Department
- financial records of a student's parents
- confidential letters and statements of recommendations placed in records prior to Jan. 1, 1975
- confidential letters and statements of recommendation for admission, employment or honorary recognition placed in records after Jan. 1, 1975, for which students have waived the right to inspect and review



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Records are not maintained in a central location on campus. Requests to review records must be made separately to each office that maintains records. Requests must be made in writing and presented to the appropriate office. That office will have up to 45 days to honor requests. For most students these offices include the Bursar's Office, College Store, Admissions and Records, Registration, Financial Aid, Workforce Development and Community Services, Counseling and Career Development Center, Learning Resources Center, Alternative Learning, Academic Skills Center, and Center for Disability Services.

Students may challenge any information contained in education records that may be misleading or inappropriate. This right does not extend to reviewing grades unless the grade assigned by an instructor was inaccurately recorded. To challenge information in a file, students must make a written request for a hearing to the vice president of Student Development.

The hearing shall be held within a reasonable period of time after the administration has received the request. The student shall be given notice of the day, place and time well in advance of the hearing. The hearing will be conducted by three staff members and two students appointed by the vice president of Student Development. A decision of the panel will be final and based solely on the evidence presented.

If the hearing is not conducted according to the student's expectation, he or she may insert a note of exception in the record. The institution will correct or amend any documented record in accordance with the decision of the hearing panel.

Under the act, prior written consent must be obtained before information may be disclosed to third parties unless they are exempted from this provision. These exemptions include the following:

- requests from the college staff with a legitimate educational "need to know"
- requests in accordance with a lawful subpoena or court order
- requests from representatives of agencies or organizations from which students have received financial aid
- requests from officials of other educational institutions in which students enroll
- requests from other persons specifically exempted from the prior consent requirement by the act (certain federal and state officials, organizations conducting studies on behalf of the college, accreditary organizations)
- requests for directory information

In accordance with the act, the college has designated the following categories of information as public. This information will be released to any inquirer with the approval of the dean of Enrollment Services unless students request that all or part of this list be withheld. These categories are the following:

- name
- city/town of residence
- major field of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance (including current classification and year; matriculation and withdrawal dates)
- degrees and awards received (type of degree and date granted)

If students wish to file a request withdrawing some or all of the information in the directory classification, they should report to the Registration Office and complete the necessary form. After students file this form, the Registration Office will notify the appropriate college offices and begin to comply as soon as possible.

If students have questions regarding the provisions of the act, they may contact the office of the dean of Enrollment Services.

Rights and Responsibilities for Students with Disabilities

Moraine Valley Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which prohibit discrimination against individuals with disabilities.

According to these laws, no otherwise-qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public institution receiving federal financial assistance.

Inquiries about assistance to meet special needs should be directed to the Center for Disability Services at **(708) 974-5711**, Room L150.

Use of Cellular Phones and Pagers

Students, faculty, staff, and college visitors may not use and must silence cell phones, pagers and other communication devices in all instructional areas, which include all labs, classrooms, conference rooms, and lecture halls during instructional sessions, workshops and meetings; the Learning Resources Center/Library; the Assessment Services Center (B101), and other areas designated by the college.



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Presence of Children on Campus

For the safety of children on campus, children may not accompany students to class. Also, children may not be left unattended on the campus grounds, whether in college buildings, extension centers or at any college event.

Smoke-Free Facilities

In accordance with the Illinois Clean Indoor Air Act, and in recognition of the U.S. Surgeon General's Report indicating that secondary smoke (smoke that exists in the air because of a smoker nearby) is hazardous to the health of non-smokers, Moraine Valley Community College prohibits smoking in all campus buildings.

Drug-Free Campus

In accordance with the Drug-Free School and Communities Act of 1989, Moraine Valley provides the following information about the use of alcoholic beverages and illegal chemical substances.

Help on Campus—BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) is a student organization dedicated to preventing drug and alcohol abuse among college students. For information, call the Student Life Office at **(708) 974-5717**.

The Police Department is also available to Moraine Valley students. Call **(708) 974-5555**.

Help Lines—Some resources to help you or someone you know deal with drug or alcohol abuse:

Adult Children of Alcoholics	(708) 206-1156
Alcoholics Anonymous	(312) 346-1475
Families Anonymous	(773) 777-4442
Ingalls Family Care Center Tinley Park Harvey	(708) 429-3300 (708) 333-2300
Al-Anon and Alateen	(708) 848-2707
Palos Community Hospital	(708) 361-4500
24-Hour Crisis Line	(708) 361-TALK
Suburban Council on Alcohol and Substance Abuse	(708) 957-2854

Consult your local telephone directory for additional resources.

Violation of the Drug-Free Campus—Any Moraine Valley student guilty of being under the influence of or possessing intoxicating beverages or illegal chemical substances on college property is subject to immediate dismissal or possible criminal prosecution.

Laws—The following information pertains to federal and state laws concerning possession, usage, and sale of drugs and alcohol.

Federal Regulations**Federal Regulation 21-844****Possession of Controlled Substances**

It shall be unlawful for any person knowingly or intentionally to possess a controlled substance unless such substance was obtained directly or pursuant to a valid prescription or order from a practitioner. Any person who violates this subsection shall be sentenced to a term of imprisonment of not more than one year, a fine of not more than \$5,000, or both.

In an effort to curb the alarming trend of drug use among young people, Congress enacted legislation making it a federal offense to possess controlled substances with intent to distribute them on school property or within 1,000 feet of school property. Severe penalties of imprisonment and fines are applicable to such offenses.

Illinois Compiled Statutes**Chapter 720****Cannabis Control Act**

550/4 (a) Possession of Cannabis—Not more than 2.5 grams
Charge: Misdemeanor (Class C)
Bond: \$75

550/4 (d) Possession of Cannabis—More than 30 grams
Charge: Felony (Class 4)
Bond: Must be set by judge

Chapter 235, ILCS, Dram Shops

5/10-1 Manufacture, importation, distributions, and sale—misrepresentation of age by minor.

For more information on federal and state laws, call the Moraine Valley Police Department at **(708) 974-5555** or your local law enforcement agency.



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Health Risks of Alcoholic Beverages and Illegal

Chemical Substances

Central Nervous System Depressants

Drugs

Alcohol
(Beer; wine; liquor;
some medications for
coughs, colds, and
congestion)

Health Risks

Dehydration; hangover; long-term liver,
heart and brain damage. Overdose or
mixing with other depressants can
cause respiratory failure.

Tranquilizers
(Valium, Librium,
Equanil, Miltown)

Hangover; menstrual irregularities,
increase or decrease effect of other
drugs. Mixing with alcohol or other
depressants can be fatal.

Phencyclidine
(PCP)

Visual disturbance, delirium, feelings of
isolation and paranoia, violent behav-
ior, psychosis.

CNS Depressants

High risk of irreversible liver damage if
the analgesic Tylenol is taken in close
proximity to the ingestion of any alco-
holic beverage.

Barbituates
(Nembutal, Amytal,
Phenobarbital)

Lethargy, hangover; blurred vision, nau-
sea, depression, seizures. Mixing
Seconal with alcohol or depressants
can be fatal.

Central Nervous System Stimulants

Drugs

Amphetamines,
(Benzedrine,
Dexedrine,
Methadrine, diet pills)

Health Risks

Nervousness, paranoia, hallucinations,
dizziness, tremors, decreased mental
abilities, sexual impotence, seizures.
Death from overdose.

Cocaine (cocaine
powder; freebased
cocaine, crack)

Tremors, nasal bleeding, inflammation,
perforation. Toxic psychosis, seizures.
Depression (particularly afterward),
confusion. Death from overdose
(heart or respiratory failure) or
impure supply.

Narcotics

Drugs

Heroin, Morphine,
Opium, Codeine,
Methadone, Demerol

Health Risks

Respiratory and circulatory depres-
sion, dizziness, vomiting, sweating, dry
mouth, lowered libido, complications
from injection.

Methaqualone
(Quaaludes)

Hangover; nausea, seizures. Mixing with
alcohol or other depressants can be
fatal.

Cannabis

Drugs

Marijuana, Hashish,
Tetrahydrocannabinol
(THC)

Health Risks

Impaired driving ability. Possible lung
damage. Reduced sperm count and
sperm mobility. May effect ovulation
cycles. Damage from impure doses.

Hallucinogens/Psychedelics

Drugs

LSD, Psilocybin, MDA,
Mescaline (Peyote),
DMT, STP

Health Risks

Depression, paranoia, physical exhaus-
tion after use, psychosis, exaggerated
body distortion, fears of death, flash-
backs, adverse drug reactions.

Other

Drugs

Inhalants, (Amyl
Nitrate, Butyl Nitrate,
Nitrous Oxide, glue,
paint, magic markers)

Health Risks

Nitrates: headache, dizziness, accelerat-
ed heart rate, nausea, nasal irritation,
cough, lost erection. Solvents: bone
marrow, liver, kidney, heart, CNS
impairment.

*Because of variations in drug use as well as changing laws, this
information is not all-inclusive. For more information about any
drug, consult your physician or local library.*

