

## STUDENT RIGHTS AND RESPONSIBILITIES/PROCEDURES



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## I. Students Rights

Students are entitled to enjoy the rights protected by the United States and Illinois Constitution and laws, subject to legally recognized restraints that may be imposed because of the College's role and function. Students should exercise these rights reasonably and avoid violating the rights of others. Following is a non-exhaustive list of students' rights:

- A. To participate through the Student Government Association in the formulation and review of College regulations and policies directly affecting them.
- B. In providing educational programs and opportunities, the College of Lake County is committed to maintaining an environment free from harassment and discrimination and will not discriminate against any student or prospective student on the basis of race, color, age, sex, national origin, disability, religion, sexual orientation, gender identity or expression, marital status, military or veteran status, genetic information, ancestry, citizenship, parental status, pregnancy, domestic violence, economic status, or any other status as protected by law. The College will take steps to ensure the lack of English-language skills will not be a barrier to admission and participation in the College's educational and vocational programs, including its career and technical education (CTE) programs, provided prospective students meet the essential eligibility requirements. It is the policy of the College of Lake County to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other sex-based misconduct.
- C. To learn in an environment that is free of physical abuse or threats.

- D. To the rights granted by the Family Educational Rights and Privacy Act (FERPA), including the right to inspect one’s educational records, challenge inaccurate or misleading records and maintenance of their educational records in a confidential manner consistent with FERPA and any other applicable laws.
- E. To file a grievance or an academic or non-academic concern.
- F. To freedom of speech and the freedom of assembly consistent with a College environment and lawful regulations.

The College of Lake County is a comprehensive community college committed to equitable high quality education, cultural enrichment and partnerships to advance the diverse communities it serves.

This is CLC’s mission, and by enrolling in the College, each student is expected to conduct themselves in accordance with the College’s policies, procedures, and values:

“Purpose, Integrity, Excellence, Inclusion, Unity and Compassion”

Each student upon enrollment also agrees to engage in conduct which is consistent with CLC’s educational purpose, its policies and procedures, and all local, state and federal laws. If a student fails to meet this obligation, the College may take appropriate disciplinary action. The College may impose sanctions on a student whenever they commit, attempts to commit, or contributes to conduct that violates these procedures on College premises, on a College extension site, at a College sponsored activity or event, or off-campus when that conduct (1) adversely affects the health, safety, or security of any member of the College community or (2) adversely affects the interests of the College.

## II. Standards of Conduct

The College considers the behaviors described in the following subsections as inappropriate for the College community. Any student found to have committed or to have attempted to commit the following actions is subject to the sanctions outlined in Section IV, Student Conduct Process and Procedures, beginning on page 11. The below is not meant to be an exhaustive list of prohibited conduct, but merely represents examples of unacceptable behavior and conduct.

### A. Acts of dishonesty including, but not limited to, the following:

1. Furnishing false information to any College official, faculty member or office.
2. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
3. Tampering with the election of any College recognized student organization.
4. Academic dishonesty as described by Academic Integrity Standards and/or the classroom instructor.

### B. Behavioral Prohibitions

1. Conduct by any student that is disruptive to others or disruptive to the operations of the College. Such conduct includes, but is not limited to, the following:
  - a. Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
  - b. Threatening behaviors such as written or verbal conduct that causes a reasonable expectation of injury to the

health or safety of any person or damage to any property.

- c. Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
  - d. Bullying and cyberbullying and/or aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
  - e. Public exposure which includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, self-initiated inappropriate touching and public sex acts.
  - f. Public inappropriate touching of one's self, which includes, but is not limited to, masturbation.
2. Behavior by any student that is disruptive or obstructive to teaching, research, administration, disciplinary proceedings, or other College activities, including its public-service functions.
  3. Participation in, making claims of, or claiming responsibility for terrorist activity (such as threats of bombs, biological weapons, etc.), whether in fact or as a hoax.

#### C. Theft/Damage to Property

1. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community.
2. Knowingly taking or maintaining possession of stolen property.

#### D. Unattended Children

Students may not leave their children unattended on the College's premises including, but not limited to, parking areas, buildings, extension centers or at College events. Additionally, students are prohibited from bringing their children to class, unless expressly authorized by the classroom instructor.

#### E. Sexual Harassment and/or Violence

Sexual harassment, sexual assault, sexual exploitation, and other forms of sex, gender, and gender identity based discrimination. This includes dating violence, domestic violence, and stalking or other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. See Section V, Sex-Based Misconduct Procedures, beginning on page 21.

#### F. Discrimination and Harassment

Discrimination and harassment based on race, color, age, sex, national origin disability, religion, sexual orientation, gender identity or expression, marital status, military or veteran status, genetic information, ancestry, citizenship, parental status, pregnancy, domestic violence, economic status, or any other status as protected by law. See link on page 21.

G. Failure to comply with directives 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.

H. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.

- I. Violation of College policies, rules or regulations.
  
- J. Violation of federal, state or local law.
  
- K. Alcohol, Drugs, Smoking and Vaping Prohibitions
  - 1. Unlawful use, possession, or dispensation of prescription medication.
  - 2. Unlawful possession, manufacture, distribution, dispensation, or use of a controlled substance.
  - 3. Public intoxication and/or use, possession or dispensation of alcoholic beverages, except as expressly permitted by law.
  - 4. Public impairment from controlled substances, including cannabis.
  - 5. Smoking, vaping or tobacco use.
  - 6. Unlawful possession, manufacture, distribution, dispensation, or use of cannabis, including cannabis derivatives and products, or related paraphernalia in accordance with Sections 10-35(d) and 10-50 of the Illinois Cannabis Regulation and Tax Act.
  
- L. Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile or replica weapons, and pellet guns), or other weapons or dangerous objects including, but not limited to arrows, axes, machetes, nunchucks, throwing stars, or knives with a blade longer than 3 inches or spring loaded blades, etc.
  
- M. The use of wheeled devices such as bicycles, roller blades, skateboards, motorized skateboards, scooters and other wheeled items within College buildings. The only exception to this regulation



is the use of wheeled devices by authorized individuals and employees when associated with their work assignment, medical necessity, classes, programs or events at the College.

- N. "Technology System" or "System" shall include all computer hardware and software owned or operated on behalf of the College, College electronic mail (email), College websites, and College online services and bulletin board systems.
- O. Social Media Activities

For the purpose of these guidelines, social media is defined as any form of online publication that allows interactive communication, including but not limited to: social networking sites, blogs and websites. Examples include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, LinkedIn and YouTube.

The College values the First Amendment and the right of free speech and expression. However, not all expression is protected by the First Amendment, including but not limited to, expression that is obscene, defamatory, illegal, "fighting words," true threats, or false statements.

Students are strictly prohibited from any social media use that the College determines will materially and substantially disrupt the work and discipline of the school. Sharing, posting, or contributing to disruptive content on any social media platform is not allowed. Students who are found in violation of this prohibition are subject to discipline consistent with these Procedures.

These prohibitions apply to personal or CLC club-affiliated social media accounts, as well as to social media usage on both personal and College-owned devices.

See Club Manual's [Section D.1]: Guidelines for Social Media Use by Recognized Student Organizations, for additional policies regarding use of Club and other College-affiliated social media pages. These guidelines are in addition to and serve to complement any policies addressing the acceptable use of technology, College property, and the computer network system. The College reserves the right to update or modify these policies as necessary.

- P. Failure to comply with the College Student Conduct Hearing Board system, including, but not limited to:
1. Falsification, distortion, or misrepresentation of information before a hearing body;
  2. Disruption or interference with the orderly conduct of a hearing proceeding;
  3. Institution of a hearing proceeding knowingly without cause;
  4. Attempting to discourage an individual's proper participation in, or use of, the hearing body system;
  5. Attempting to influence the impartiality of a member of a hearing body prior to, and/or during the course of, the hearing proceeding;
  6. Harassment (verbal or physical) and/or intimidation of a member of the hearing body prior to, during, and/or after a hearing proceeding;
  7. Failure to comply with the sanction(s) imposed under the Student Rights and Responsibilities/Procedures (SRRP);

8. Influencing or attempting to influence another person to commit an abuse of the hearing body system.
- Q. Violation of local, state, federal or campus fire policies including, but not limited to:
1. Intentionally or recklessly causing a fire which damages College or personal property or which causes injury;
  2. Failure to evacuate a College-controlled building during drills and exercise;
  3. Improper use of College fire safety equipment; or
  4. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a local fine in addition to College sanctions.
- R. By standing as defined by complicity with or failure of any student to address known or obvious violations of the SRRP or law or complicity with or failure of any organized group to address known or obvious violations of the SRRP or law by its members.
- S. Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
- T. Participation in a campus demonstration or rioting which:
1. Disrupts the normal operations of the College and infringes on the rights of other members of the College community, including, but not limited to, causing a safety threat;

2. Leads or incites others to imminent lawless action or which is likely to incite such action;
3. Disrupts the scheduled and/or normal activities within any campus building or area;
4. Was not expressly authorized by College officials.

### **III. Academic Concerns Process and Procedures**

Students shall have a procedure by which they can address their academic concerns. The evaluation shall be conducted in accordance with written procedures which shall be distributed to all faculty.

- A. Initiated within six months from the time the action occurred which caused the student a concern, the student discusses the concern and, if possible, resolves the matter with their instructor. If the concern is not immediately resolved and the student wishes to bring their concern to the appropriate Dean, the student will provide the Dean with a written statement of the concern and their position.
- B. At the student's request, the Dean, or designee, will meet with the instructor and the student. After meeting with the student and instructor, the Dean reviews the concern which may involve consulting with other faculty or staff members appropriate to the situation. The Dean also has the instructor write a statement of their position, including supporting rationale. Within fifteen (15) business days of meeting with the student, the Dean renders a decision, which will include their rationale for the decision. The Dean will send their final decision to the student in writing.
- C. If the student wishes to appeal the Dean's decision, the student must submit a written statement within fifteen (15) business days indicating their concern, the desired outcome and the rationale,

and supporting documentation to the Vice President of Education (VPE). Upon receipt of the student's concern, the VPE will collect necessary documentation including instructor's statement from the appropriate Dean. The VPE will review the supporting documentation and develop their final decision. The VPE will make a decision within fifteen (15) business days after receipt of the student's request and shall inform the student of their decision in writing.

The decision of the Vice President of Education (VPE) will be the final decision of the College of Lake County.

#### **IV. Student Conduct Process and Procedures**

The following procedures may be carried out prior to, simultaneously with, following, or in the absence of any civil or criminal action proceedings. The College may report alleged acts of misconduct to law enforcement, when appropriate. Concerning violations of the law, a student also can report to CLC Police.

Alleged acts of misconduct other than discrimination, harassment and sex-based misconduct will be investigated pursuant to this Student Conduct Process and any sanction rendered as a result of that Process is described in herein.

##### **A. Reporting Student Misconduct**

Any staff or faculty member may report a violation of the Student Rights and Responsibilities Procedures (SRRP) by submitting a Make a Report form at <https://www.clcillinois.edu/student-resources/student-behavior> or by contacting the Office of Student Development, A213.

## B. Investigation and Determination

The Vice President (VP) for Student Development or designee will initiate an investigation of any reported or observed misconduct within seven (7) business days of receiving the report. This timeline may be extended for certain circumstances. The investigation will include, unless refused or declined by the reporting student, but not limited to, a conference with the reporting party during which the allegations will be explained and the student will be given an opportunity to respond to the allegations. Based on the information obtained, the VP or designee will make the following determinations:

1. Whether the student violated the SRRP.
2. The appropriate sanction for the violation, if any. The sanction will become effective immediately.
3. The student may appeal the decision as described in Section IV., D.
4. In cases of suspension or expulsion, the VP will notify the student in writing of their right to a hearing before the Student Conduct Hearing Board and the student's right to appeal.

## C. Sanctions through Student Conduct

In keeping with the essential values of the College of Lake County, sanctions are designed to promote its educational mission. Sanctions may also serve to promote safety or to deter students from behavior that harms, harasses or threatens people or property. The VP or designee may impose any of the following sanctions for violations of the SRRP:

1. Warning

An official verbal or written notice that the student has violated College policies and/or rules and that additional sanctions may result should the student be involved in other violations while enrolled at the College.

2. Probation

When a student is under probation, a letter outlining conditions and restrictions of a student's behavior will be provided. Probation will be imposed indefinitely but may contain time-limited sanctions. If the student fails to fulfill the terms of the probation, the VP or designee may recommend suspension of the student to the Student Conduct Hearing Board and/or apply additional sanctions. As part of the conditions and restrictions, a student may be required to meet specified conditions.

3. Behavioral Requirement

This includes required activities including, but not limited to, having no contact with specified person(s), substance and/or alcohol abuse screening and writing a letter of apology, etc.

4. Educational Program

Includes, but is not limited to, requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible.

## 5. Interim Suspension

An interim suspension of a student may be immediately imposed, prior to completion of a full investigation and/or hearing of the Student Conduct Hearing Board if necessary and in exceptional circumstances consistent with other college policies and procedures, when the student is deemed to pose a direct threat to the health and safety of members of the College community. The student will be provided an immediate opportunity to know the reasons for their interim suspension and a chance to respond.

A student on Interim Suspension shall not be on college premises, physically attend any college classes or programs or participate in any college activities or events. The Student, unless prohibited by the Interim Suspension, may contact their instructors during the suspension to plans related to continued course work.

6. Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the VP or designee.

## D. Procedure for Appeal of Decision

The student may appeal the VP or designee's decision regarding sanctions through Student Conduct to the Student Conduct Hearing Board by submitting a written request to the VP within five (5) business days of receiving the decision. Appeal requests must be based on one or more of the following reasons:

1. Proper procedures were not followed.
2. There is new evidence (this does not include withheld evidence) not reasonably available at the time of the meeting or the



imposition of the sanction. In such cases, new evidence may be offered to the Student Conduct Hearing Board for consideration on appeal.

3. The sanction(s) is/are disproportionate with the violation.

The Student Conduct Hearing Board will make a decision within fifteen (15) business days of the student's request for appeal and shall inform the student of their decision in writing. The decision of the Student Conduct Hearing Board will be final.

#### E. Sanctions through the Student Conduct Hearing Board

Upon recommendation by the VP or designee, the Student Conduct Hearing Board will consider cases related to the following sanctions and may impose any of the following sanctions for violations of the SRRP:

1. Suspension

Separation from the College for a specified minimum period of time, after which the student is eligible to return. Suspended students are prohibited from all College premises, academic or other activities and events, and from interacting with the College community during the term of suspension, and are expected to comply with any and all other conditions as determined by the College. The suspension may not exceed four (4) academic school years. Students suspended within a semester or summer term may be administratively withdrawn from classes. Suspended students may appeal the decision of suspension within five (5) business days of receiving the Student Conduct Hearing Board's decision. Failure to adhere to the suspension terms, stipulations and/or trespass agreement, may result in further disciplinary measures, expulsion and/or criminal charges as dictated by the College.

## 2. Expulsion

Expulsion is permanent separation from the College unless successfully appealed. Expelled students may appeal the decision of expulsion within five (5) business days of receiving the Student Conduct Hearing Board's decision. Expelled students are prohibited from all College premises, academic or other activities and events, and from interacting with the College community.

Depending on the nature of the misconduct for which they are expelled, or violating the terms of their expulsion, students may also be subject to criminal charges.

## F. Trespassing

If issued a Notice of Trespass, the student is prohibited from being on College premises which includes College owned or operated property at all three campuses, attending classes or attending College sponsored activities or events. Failure to comply with the Notice of Trespass may result in arrest or additional charges, as well as other sanctions that the College may deem necessary. If the student has a prearranged meeting with a College official that requires them to be on campus, the student must contact the College of Lake County Police Department and speak to the highest ranking Police officer on duty to arrange for an escort while on campus. Failure to do so could constitute a violation of the Notice of Trespass. For definition of Notice of Trespass, see Definitions, page 23.

## G. Reinstatement

Reinstatement would be contingent upon the individualized assessment by the Student Conduct Hearing Board.

1. The assessment is based on the written rationale provided in the individual's request for reinstatement, any other

supplemental documentation to support re-admission to the College.

2. A review of the initial violation causing suspension, and the individual's adherence to behavioral expectations noted in the SRRP and letter of conditions and restrictions.

#### H. Student Conduct Hearing Board Determination

In all cases involving a sanction involving a suspension, expulsion or request for reinstatement, a hearing may be conducted before the Student Conduct Hearing Board.

The Student Conduct Hearing Board will be convened monthly or as needed. The Student Conduct Hearing Board will be composed of three (3) faculty representatives appointed by the Faculty Senate, one to three (1-3) student representatives appointed by the Student Government Association, one (1) specialist representative appointed by the Specialist Senate, one (1) classified representative appointed by the Classified Senate, and one (1) administrator (excluding the VP) appointed by the President. Faculty, specialist, classified and the administrative representatives will serve at the discretion of the appointing senate. Student representatives will serve a one-year term. A quorum will consist of five (5) voting members. All actions by the Student Conduct Hearing Board will be decided by a majority vote.

##### 1. Hearing Notice

If requested, the VP or designee will notify the student via certified mail of the date, time, and location of the hearing at least five (5) business days prior to the hearing date.

## 2. Attendance at Hearing

The hearing will be closed to the public. Admission of any person to the hearing will be at the discretion of the Student Conduct Hearing Board.

The student may represent themselves or be accompanied by a personal advisor of their choice, and at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing, provided that the involvement of the advisor does not result in undue delay of the meeting or proceeding. An advisor may only consult and advise the reporting party or responding party, but not speak for the advisee at any meeting or hearing. The advisor cannot be someone who presents a conflict of interest (i.e. a witness in the incident). If the advisor violates this rule or engages in behavior that harasses, abuses or intimidates either party, a witness or an individual resolving the complaint, that advisor may be prohibited from further participation. The student must provide the VP with at least five (5) business days notice prior to the hearing of their decision to bring an advisor and provide the advisor's identity.

## 3. Failure to Appear

The Student Conduct Hearing Board may proceed in the absence of any party who has received due notice of the hearing.

## 4. Record of Hearing

The hearing will be audio recorded, except that on order of the chairperson or person designated by the Student Conduct Hearing Board, certain matters may be discussed off the record.

a. Burden of Proof

The VP or designee must prove the allegations are more probably true than not true using preponderance of evidence standard.

b. Evidence

Rules of Evidence and Procedures will not be strictly applied to the presentation of information at the hearing. Evidence will be admitted if it is of a type commonly relied upon by reasonable people.

c. Presentation of Information

1. The VP or designee and the student may make short opening statements.
2. The VP or designee will first present information and evidence in support of the charges and sanctions.
3. The student may then present evidence to refute the charges.
4. The Board may direct questions to the student, the VP, or designee and any witnesses presented.
5. The VP or designee and the student may make closing statements at the conclusion of the hearing.

d. Decision

Within fifteen (15) business days after conclusion of the hearing, the Student Conduct Hearing Board chairperson will notify, in writing, the student, and President or designee of the following: (1) a determination of

whether the student violated the SRRP, (2) the sanctions imposed, if any, and (3) the student's right to appeal its decision to the President or designee. This timeline may be extended by the Student Conduct Hearing Board for certain circumstances.

#### 5. Procedure for Appeal of Decision

The student may appeal the Student Conduct Hearing Board's decision regarding suspension and expulsion sanctions to the President or designee by submitting a written request to the VP or designee within five (5) business days of receiving the Student Conduct Hearing Board's decision. Appeal requests must be based on one or more of the following reasons:

- a. Proper procedures were not followed.
- b. There is new evidence (this does not include withheld evidence) not reasonably available at the time of the hearing or the imposition of the sanction. In such cases, new evidence may be offered to the President or designee for consideration on appeal.
- c. The sanction(s) is/are disproportionate with this violation.

The President or designee will make a decision within thirty (30) business days of the student's request for appeal and shall inform the student of their decision in writing.

The decision of the President or designee will be final.

## V. Sex-Based Misconduct Procedures

The College of Lake County (“College”) is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. Therefore, all alleged acts of sex-based misconduct will be investigated and be subject to the requirements of the disciplinary procedures pursuant to the Procedures Implementing the College’s Policy Prohibiting Sex-Based Misconduct at [www.clcillinois.edu/sexualmisconduct](http://www.clcillinois.edu/sexualmisconduct) and any sanction rendered as a result of that process is described therein.

The College’s Non-Discrimination and Harassment Procedures can be found at <https://www.clcillinois.edu/aboutclc/who-we-are/consumerinformation/nondiscrimination>

## VI. Definitions

- A. The term “day” refers to calendar days.
- B. The term “College” means College of Lake County.
- C. The term “student” for the purposes of this Procedure, is defined as an individual who applies for admission and who is accepted to register for one or more course as indicated by being assigned a CLC ID number. The College may address allegations of a student’s misconduct through the SRRP when the alleged violation occurs within one (1) year after any of the following: application for admission, attempt to register for or attend one or more courses, or if the student is under sanction; so long as the College has not expelled the student.

Any student who has left the College with an unresolved case will be bound by the current policy/procedures until such time that the case is resolved. This may extend to incidents that occur during breaks within or between semesters of enrollment, as well as between the time of application to the College and registration or participation in courses.

- D. The term “College community” or “College official” includes any person who is a student, faculty member, staff member, administrator or any other person employed by the College.
- E. The term “College premises” includes all land, buildings, facilities, and other property in the possession of, owned, or controlled by the College (including adjacent streets and sidewalks). This includes, but is not limited to, the Grayslake, Lakeshore and Southlake campuses, the University Center, and the High School Technology campus.
- F. The “VP” or “Vice President of Student Development” is that person designated by the College President to be responsible for the administration of the Student Rights and Responsibilities/Procedures.
- G. The “VPE” or “Vice President of Education” is that person designated by the College President to be responsible for the administration of the Academic Concerns.
- H. A “controlled substance” is as defined in the Illinois Controlled Substance Act. “Cannabis” is defined by the Cannabis Control Act and the Illinois Cannabis Regulation Tax Act (Public Act 101-0027). “Smoke” or “smoking” means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, cannabis, water pipes, bong, or other lighted smoking equipment, including products containing or delivering tobacco, nicotine, or cannabis. This includes using electronic



cigarettes. "Tobacco products" shall mean cigarette, cigar, pipe or tobacco in any form, including smokeless tobacco, which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

- I. The Student Conduct Hearing Board will be composed of three (3) faculty representatives appointed by the Faculty Senate, one to three (1-3) student representatives appointed by the Student Government Association, one (1) specialist representative appointed by the Specialist Senate, one (1) classified representative appointed by the Classified Senate, and one (1) administrator (excluding the VP) appointed by the President.
- J. The VP's Panel will be composed of faculty and/or staff representatives designated to make appeal determinations.
- K. "Technology System" or "System" shall include all computer hardware and software owned or operated on behalf of the College, College electronic mail (email), College websites, and College online services and bulletin board systems.
- L. "Notice of Trespass" (Illinois Compiled Statues 720ILCS5/21-5(a); Criminal Trespass to State Supported Land).  
Whoever enters upon land supported in whole or in part with State funds, or federal funds administered or granted through state agencies or any building on such land, after receiving, prior to such entry, notice from the State or its representative that such entry is forbidden, or remains upon such land or in such building after receiving notice from the State or its representative to depart, and who thereby interferes with another person's lawful use or enjoyment of such building or land commits a Class A Misdemeanor.
- M. "Individualized Assessment" means consideration of the nature, duration, and severity of the risk and the likelihood of potential

harm and whether any reasonable modifications of relevant college policies, practices or procedures will sufficiently mitigate the risk posed by a student without fundamentally altering the nature of the program or activity.

## **VII. Disciplinary Records**

Disciplinary records will be maintained by the College as part of the student's education record in accordance with the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §1232g. If a student is found responsible for misconduct or accepts responsibility for misconduct, the disciplinary record may be maintained in the student's education record. Separate disciplinary records may also be maintained by the VP for Student Development apart from the student's education record. Pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, the College reserves the right to disclose and release student records and personally identifiable information without consent to appropriate persons during a period of emergency if the information released is necessary to protect the health or safety of students or other individuals.

## **VIII. Interpretation and Revision**

- A. Any question of interpretation regarding the SRRP will be referred to the Vice President of Student Development or designee for final determination.
  
- B. The SRRP will be reviewed periodically under the direction of the Vice President of Student Development.

Please check the website for the most up-to-date version of this document <http://www.clcillinois.edu/aboutclc/depts/ssd/student-rights-and-responsibilities>.



### **Grayslake Campus**

19351 West Washington Street  
Grayslake, Illinois 60030

### **Lakeshore Campus**

33 North Genesee Street  
Waukegan, Illinois 60085

### **Southlake Campus**

1120 South Milwaukee Avenue  
Vernon Hills, Illinois 60061

### **Online 24/7**

**[www.clcillinois.edu](http://www.clcillinois.edu)**

### **Student Development Office**

[studentdevelopment@clcillinois.edu](mailto:studentdevelopment@clcillinois.edu)  
(847) 543-2048  
Room A213

02/2022