

Heartland Community College Code of Student Conduct



HEARTLAND

COMMUNITY COLLEGE

The Heartland Community College Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.

www.ncherm.org

A portion of the code was also adapted from Penn State University.

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PREFACE

Heartland Community College (HCC) students are responsible for knowing the information, policies and procedures outlined in this document. The College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online [www.heartland.edu/conduct] for the updated versions of all conduct-related policies and procedures.

Students at Heartland Community College are provided with a copy of the Code of Student Conduct annually in the form of a link on the College website. Hard copies are available upon request from the Student Conduct Office. Students are responsible for having read and abiding by the provisions of the Code of Student Conduct.

Core Values of Student Conduct at Heartland Community College

At HCC, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility.

Integrity: HCC students exemplify honesty, honor and a respect for the truth in all of their dealings.

Community: HCC students build and enhance their community.

Social Justice: HCC students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

Respect: HCC students show positive regard for each other, for property and for the community.

Responsibility: HCC students are given and accept a high level of responsibility to self, to others and to the community.

Definitions/Notes:

- *HCC* or the *College* used throughout this document refers to Heartland Community College.
- *Day* or *days* used throughout this document, refers to normal business days when the College is in operation.
- *Code* or *Code of Student Conduct*, used throughout this document refers to the Heartland Community College Code of Student Conduct.
- *Student* used throughout this document refers to undergraduate students, dual-credit students, and students in continuing and adult education programs.
- *Respondent* or *Responding Student* refers to a student who has allegedly violated the Code of Student Conduct.
- *Sanction* refers to the consequence for violating the Code of Student Conduct.

Heartland Community College: Code of Student Conduct

SECTION 1: PHILOSOPHY

Heartland Community College is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The Student Conduct Program within the Division of Student Support Services is committed to an educational and developmental process that balances the interests of individual students with the interests of the College community.

HCC recognizes its students as both citizens and members of the academic community. As citizens, students have freedom of speech, assembly, association and press, and the rights of petition and due process as guaranteed by state and federal constitutions. As members of the academic community, students have the right and responsibility to participate in formulating and reviewing all College regulations and policies directly affecting them.

A community exists on the basis of shared values and principles. Upon enrolling at HCC, each student assumes an obligation to act in accordance with generally acceptable standards of responsible adult behavior. All members of the College community bear responsibility for their conduct. When members of the community fail to exemplify the five core values by engaging in violation of the rules below, the campus conduct process is used to assert and uphold the Code of Student Conduct.

The student conduct process at HCC exists to protect the interests of the community and to address instances when a student's behavior is not in accordance with the College's policies with respect to student behavior expectations. Sanctions are intended to challenge students' decision-making and to help them bring their behavior into accord with community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice of a violation, a conference (or hearing, in some instances) before an objective decision-maker, and the right to appeal. No student will be found in violation of College policy without information showing that it is more likely than not that a policy violation occurred, and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

SECTION 2: JURISDICTION

The Code of Student Conduct and the student conduct procedures apply to the conduct of individual students and all College-affiliated student groups and organizations.

The Code of Student Conduct applies to undergraduate students, dual-credit students, students in continuing and adult education programs, (students enrolled in Kids at Heartland and Challenger Learning Center (CLC) will be held to a separate code). Students in special groups/programs (such as, athletics, truck driver training or selective admission programs) may be held to an additional code of conduct. In cases where codes of conduct conflict, this Code will take precedence.

With respect to students who withdraw, take a voluntary leave of absence or graduate from the College, the College reserves the right to retain jurisdiction over conduct that occurred while the student was enrolled in the College. If the College issues sanctions to a former student for such conduct, a hold may be placed on the student's ability to re-enroll (and/or enroll in future courses or programs). All sanctions must be satisfied prior to re-enrollment eligibility.

The Code of Student Conduct applies to behaviors that take place on College campus, at any College-related event or activity, and may also apply to off-campus behavior when the Dean of Students or designee determines that the behavior:

- poses a threat to the health or safety of any member of the College Community or College property; and/or
- significantly disrupts or interferes with the College community, College operations, or any College-related event; and/or
- is detrimental to the educational mission and/or interests of the College.

The Code of Student Conduct may be applied to behavior that occurs online, via email, or any other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of a policy violation is posted online. HCC does not regularly search for this information but may take action if and when such information is brought to the attention of College officials.

Reporting Code of Student Conduct Violations

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer an individual waits to report an offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous reports are permitted, doing so may limit the College's ability to investigate and respond. Individuals who become aware of any incident of student misconduct are encouraged to report it as quickly as possible to the Dean of Students, and/or Public Safety and/or through this [online form](#). Visitors to and guests of the College who believe a student has engaged in a violation of the Code of Student Conduct may also report such violations to the Dean of Students or Public Safety.

SECTION 3: VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the Code of Student Conduct. When an offense occurs over which the College has jurisdiction, the College conduct process will typically proceed, notwithstanding any criminal complaint that may arise from the same incident. In addition, if the College becomes aware of violations of federal, state and local laws, they will be reported to the proper authorities, and the College will cooperate to the fullest extent possible with any investigations. The responding student must comply with all campus investigation efforts that will not prejudice their defense in the criminal proceedings. The responding student must also comply with all interim actions and/or restrictions imposed by the College.

Students accused of crimes may request to take a leave from the College until the criminal charges are resolved. In such situations, the College procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

SECTION 4: STANDARDS OF CONDUCT

Core Values and Behavioral Expectations: The College considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values presented in this document. These expectations and rules apply to all students, whether undergraduate, dual credit, non-credit, adult or continuing education. The College encourages community members to report to College officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 5: Overview of the Conduct Process.

Integrity: HCC students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

- Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.
- Academic Dishonesty. Acts of academic dishonesty as outlined in the Academic Integrity Policy.
- Unauthorized Access. Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a College building. Unauthorized possession, duplication or use of a means of access (i.e., keys, cards, etc.) to any College building or failing to timely report a lost College key.
- Collusion. Engaging in cooperation or conspiracy with others to violate the Code of Student Conduct.
- Trust. Violating of positions of trust within the community.
- Election Tampering. Tampering with the election of any College-recognized student organization (minor election code violations are addressed by the SGA).

- Theft. Stealing and/or taking with the intent to deprive College property or the personal property of another without permission or prior authorization, including, but not limited to, goods, services, other property, or anything of value.
- Possession of Stolen Property. Knowingly possessing, purchasing, or acquiring stolen property.

Community: *HCC students build and enhance their community. Behavior that violates this value includes, but is not limited to:*

- Disruptive Behavior. Any act that causes or has the purpose of causing a substantial disruption or obstruction of College operations including, but not limited to, teaching, research, administration, other College-related activities, and/or other authorized non-College activities which occur on campus.
- Rioting. Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
- Trademark. Unauthorized use (including misuse) of College or organizational names and images.
- Property Damage and Destruction. Intentional, reckless and/or negligent damage to or destruction of College property or the personal property of another.
- IT and Acceptable Use. Violating the College's Appropriate Use Policy. See the [Appropriate Use Policy](#) for more information.
- Gambling. Gambling, as defined by the laws of the State of Illinois. (Gambling may include, but is not limited to, raffles, lotteries, sports pools and online betting activities).
- Weapons. Knowing or unknowing possession, use, storage, control of, or distribution on College property of any explosives (including fireworks and live ammunition), guns (including air, BB, paintball, facsimile or "look alike" weapons and pellet guns), or other weapons or dangerous objects such as tasers, noxious substances, bows and arrows, axes, swords, machetes, nun chucks, throwing stars, switchblades, or knives with a blade of longer than 3 inches. Students are further prohibited from storing any item that falls within the category of a weapon in a vehicle that is parked on College property. Illinois law prohibits the carrying of a concealed weapon on college campuses. See the [College Violence Prevention Policy](#) for more information.
- Tobacco. Smoking, vaping, or using tobacco and/or e-cigarettes in any area of campus as outlined in the [Tobacco Free Policy](#).
- Fire Safety. Violation of local, state, federal or campus fire policies including, but not limited to:
 - a. Intentionally or recklessly causing a fire which damages College or personal property or which causes injury.
 - b. Failure to evacuate a College-controlled building during a fire alarm;
 - c. Improper use of College fire safety equipment; or
 - d. 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.
- Ineligible Pledging or Association. Pledging or associating with a student organization without having met eligibility requirements established by the College.
- Animals. Animals and pets are not permitted on campus, except for approved Service Animals that provide aid, as permitted by law, in accordance with Student Access and Accommodation Services procedures.
- Wheeled Devices. The use of skateboards, roller blades, roller skates, bicycles and similar wheeled devices inside College buildings is not permitted. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any fixtures that may be damaged by these activities. Individuals may be held liable for damage to College property caused by these activities.

Social Justice: HCC students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

- Discrimination, Harassment and Retaliation. Any act or failure to act that violates the College's Non-Discrimination and Anti-Harassment Policy or the College's Policy and Procedures Prohibiting Sex Discrimination, including engaging in any act of sex-based harassment, sexual violence, domestic violence, dating violence or stalking. This further includes engaging in any form of retaliation towards any individual who reports a violation of the College's discrimination and harassment policies, or participates in the College's grievance procedures;
- Bystanding by a Student Group or Student Organization. Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct, College Policy, the student group's/student organization's own bylaws, or State or federal law by its members.
- Abuse of Conduct Process. Abuse or interference with, or failure to comply with, the Student Conduct program processes, including, but not limited to:
 - a. Falsification, distortion, or misrepresentation of information;
 - b. Failing to provide, destroying or concealing information during an investigation of an alleged policy or Code of Conduct violation;
 - c. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system, or any other disruption or interference with the orderly conduct of the Student Conduct processes;
 - d. Harassment (verbal, written, or physical), intimidation, or any other attempt to influence the impartiality of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
 - e. Failure to comply with the sanctions imposed by the College;
 - f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system; or
 - g. Being an accessory to any person on the College campus who violates this Code.

Respect: HCC students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

- Harm to Persons. Intentionally, recklessly, or negligently causing physical harm or endangering the health or safety of any person.
- Threatening Behaviors: Engaging in written, physical, or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.

- Intimidation. Making implied threats or engaging in acts that cause or are intended to cause a reasonable fear of harm in another. See the [College Violence Prevention Policy](#) for more information.
- Bullying and Cyberbullying. Engaging in repeated and/or severe aggressive behaviors that intimidate, harm, or control, or are intended to intimidate, harm, or control, another person physically or emotionally. See the [College Violence Prevention Policy](#) for more information.
- Hazing. Any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against a student, regardless of the student's willingness to participate, that: (1) is committed in connection with an initiation into, admission into, affiliation with, or the maintenance of membership in a student group or organization; and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the College or in the student group or organization (such as the physical training necessary to participate in an athletic team), of physical or psychological injury. Participation or cooperation by the person(s) being hazed does not excuse the violation. Students are encouraged to intervene and/or make a report when they are aware of an incident of hazing. Failing to intervene to prevent, failing to discourage, and/or failing to report such acts may also violate this Code. For purposes of this Code of Conduct, a student group or organization is defined as an organization at the College (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the College, regardless of whether the group or organization is established or recognized by the College.
- Indecent Exposure. Deliberately and publicly exposing one's intimate body parts, as well as engaging in public urination, public defecation, and/or public sex acts.

Responsibility: *HCC students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:*

- Alcohol. Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the College's Drug and Alcohol Policy located on page 4 of the [Annual Security Report](#). In addition, it is a violation of this code to be in an impaired state while on campus.
- Drugs. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the College's Drug and Alcohol Policy located on page 4 of the [Annual Security Report](#). In addition, it is a violation of this code to be in an impaired state while on campus.
- Prescription Medications. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.
- Failure to Comply. Failure to comply with the reasonable directives of College officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Financial Responsibilities. Failure to promptly meet financial responsibilities to the College, including, but not limited to, knowingly passing a worthless check or money order in payment to the College or to an official of the College acting in an official capacity.
- Health and Safety. Creating a health and/or safety hazard (such as engaging in dangerous pranks or dangerous acts).
- Violations of Law. Violation of local, state or federal laws, when evidence of the violation is substantiated through the College's conduct process.
- Other Policies. Violating other published College policies or rules.

SECTION 5: OVERVIEW OF THE CONDUCT PROCESS

This Section provides an overview of the College's student conduct procedures. Not all student conduct situations are of the same severity or complexity and therefore, each report of student misconduct will be evaluated on a case-by-case basis.. The conduct procedures and all applicable timelines commence with notice to an administrator of a potential violation of the Code of Student Conduct. The student conduct process will apply a preponderance of the evidence ("more likely than not") standard.

INTERIM SUSPENSION: The College may place a student on Interim Suspension during the pendency of the College's investigation and Student Conduct procedures to preserve the integrity of an investigation, to preserve the health and safety of the College community, to preserve College property and/or to prevent disruption of, or interference with, the normal operations of the College. Interim Action may include issuance of a temporary interim suspension and/or no trespass order.

STEP 1: Preliminary Review of Report Upon receipt of a report of alleged violation(s) of the Code of Student Conduct, the Dean of Students (or designee) will review the report to determine appropriate next steps. The Dean may initiate an investigation and/or may determine that there is insufficient information to proceed with the conduct process. The Dean may determine that, even if true, the conduct would not constitute a violation of the Code of Student Conduct. In cases where no further conduct process is warranted, the Dean may refer the matter to another appropriate College official for administrative action.

When the College has sufficient evidence demonstrating that a student has potentially engaged in a Code of Student Conduct violation(s), the College will notify the student in writing of alleged violation(s).

STEP 2(A): Administrative Conference (If Applicable)

Students will have the right to an Administrative Conference, with the Dean of Students or other designated College official, to discuss the alleged misconduct and present any evidence or witnesses on their behalf.

Following the Administrative Conference, the Dean of Students will issue a written notification to the student, informing them of any violation(s) found and recommended disciplinary sanctions. Students recommended for suspension or expulsion will have the right to request a hearing before the Student Conduct Board, within five (5) business days.

Title IX and other discrimination cases will be handled in accordance with the College's Policy and Procedures Prohibiting Sex Discrimination and/or the College's Non-Discrimination and Anti-Harassment Policy.

STEP 2(B): Hearing Before Student Conduct Board (If Applicable)

A student who is issued a suspension or expulsion due to a violation of the College's Code of Student Conduct may request a hearing before the Student Conduct Board. Following the Administrative Conference, the student, by written notice from the Dean of Students, shall be informed of the alleged violation(s) and recommended disciplinary sanctions, and will be given five (5) business days to notify the College in writing (via email) of their request for a hearing before the Student Conduct Board.

If the student does not submit a written request for a hearing to the College within five (5) business days, no hearing shall be held, the recommended sanctions proposed by the College shall be imposed, and disciplinary action shall be considered final.

If the student requests a hearing by the Student Conduct Board, the student will be notified of the time, place and the process for the hearing. The Student Conduct Hearing Board shall consist of three (3) members: one (1) student, one (1) faculty member, and one (1) administrator or staff member. An additional staff member shall be identified to serve as the presiding officer.

The hearing shall be private and closed to the public unless otherwise agreed to by College officials and the accused student.

At the hearing, a designated College Administrator will present evidence and witnesses demonstrating the student's violation(s) of the Code of Student Conduct and present the College's recommendations regarding disciplinary sanctions to be imposed. The student will be allowed to present their case and have witnesses present oral statements on the student's behalf.

The student may have an attorney present or an advisor of their choice to advise them but not to act as a spokesperson for the student. The College may also have its attorney present. Any party to the hearing may present witnesses subject to questioning by the Student Conduct Board. All procedural questions are subject to the final decision of the presiding officer.

The function of the Student Conduct Board shall be to determine whether or not the student violated the Code of Student Conduct and the appropriate disciplinary sanction. A verbatim record (i.e., audio recording) of the proceedings shall be taken and made available to College officials and to the student. The decision of the Student Conduct Board will be determined by a majority vote of the membership, with all deliberations private, without the presence of the student, the designated College Administrator, attorneys, or other parties.

If it is found that the student did not violate the Code of Student Conduct, all records of allegations, documentary evidence and statements shall be destroyed, with only the verbatim record retained. If it is found that the student did violate the Code of Student Conduct, the Student Conduct Board shall determine the disciplinary sanctions and provide written notification to the designated College Administrator and the student of its decision. The disciplinary sanctions may include any of the sanctions identified in this policy and may be more or less severe than the sanctions recommended by the designated College Administrator.

STEP 3: Review and Finalize Sanction(s).

The Dean of Students or designee will issue a written determination letter, outlining the College's findings with respect to the alleged violation(s) and disciplinary sanctions to be issued. Following a hearing before the Student Conduct Board, the Board will issue a written determination, outlining the violation(s), if any, and recommended sanctions. The Student will have the right to appeal the decision of the Student Conduct Board in accordance with the Appeal Process outlined in Section 6.

Possible Disciplinary Sanctions:

One or more of following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:

WARNING: An official written notice that the student has violated College policies and/or rules and that, should the student engage in any further violation(s) of the Code of Student Conduct or other College policy, the student will be subject to additional disciplinary sanctions.

RESTITUTION: Compensation for damage caused to the College or any person's property, which may take the form of appropriate service and/or monetary or material replacement. This could also include situations such as payment of labor costs and expenses for failure to return a reserved space to proper condition. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

FINES: Reasonable fines may be imposed.

COMMUNITY/COLLEGE SERVICE REQUIREMENTS: Students and/or organizations may be required to complete a specific supervised Community/College service.

LOSS OF PRIVILEGES: Denial of specified privileges, or access to specific locations or events, for a designated period of time.

CONFISCATION OF PROHIBITED PROPERTY: Items whose presence is in violation of College policy will be confiscated. Prohibited items may be returned to the owner at the discretion of the Dean of Students.

BEHAVIORAL REQUIREMENT: Participation in required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

EDUCATIONAL PROGRAM: Requirement to attend or participate in an educational program related to the violation. It may also include 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. Audience may be restricted.

DISCIPLINARY PROBATION: The student is issued official notice that, should further violations of the Code of Student Conduct or other College policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

ELIGIBILITY RESTRICTION: The student is deemed "not in good standing" with the College (or a specific program within the College) for a specified period of time. Specific limitations or exceptions may be granted by the Dean of Students and terms of this sanction may include, but are not limited to, the following:

- Ineligibility to hold any office in any student organization recognized by the College or hold an elected or appointed office at the College; or
- Ineligibility to represent the College to anyone outside the College community in any way including, but not limited to: participating in the study abroad program, attending conferences, or representing the College at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

COURSE WITHDRAWAL: A student may be administratively withdrawn from a course or courses due to Code of Conduct violation(s). See the [Dismissal Policy](#) for more information.

SUSPENSION: Separation from the College for a specified minimum period of time, after which the student is eligible to return. Eligibility for re-enrollment may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus upon notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Students. During the suspension period, the student is banned from College property, functions, events and activities without prior written approval from the Dean of Students. This sanction may be enforced with a trespass action as necessary. See the [Dismissal Policy](#) for more information.

COLLEGE EXPULSION: Permanent separation from the College with potential loss of tuition and fees. The student is banned from College property and the student's presence at any College-sponsored activity or event is prohibited. This action may be enforced with a trespass action

as necessary. Due to the severity of expulsion, it may be noted on the student's official academic transcript. See the [Dismissal Policy](#) for more information.

INTERIM SUSPENSION: Suspension from the College for an interim period of time, pending disciplinary or criminal proceedings. The interim suspension shall become effective without prior notice, administrative conference, or hearing before the Student Conduct Board, when a student presents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve College property and/or to prevent disruption of, or interference with, the normal operations of the College.

Upon issuance of an interim suspension, the student will be issued written notification indicating the alleged Code of Student Conduct violation(s), the terms of the interim suspension and appeal process. A student suspended on an interim basis may appeal such determination by submitting a written appeal request to the Vice President for Enrollment Student Services, or their designee. Such appeal must be based on one of the following: 1) the reliability of the information concerning the student's conduct, including the matter of their identity and 2) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to themselves or to others or to the stability and continuance of normal College functions. The Vice President for Enrollment and Student Services will review the appeal request and notify the student, in writing, of their determination. The Vice President for Enrollment and Student Services' determination shall be final. During the interim suspension, the student is not permitted to be present on any College campus or attend any College-related events or activities.

At the discretion of the Dean of Students and with the approval of, and in collaboration with the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student during the student's interim separation.

GROUP SANCTIONS: The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

- One or more of the sanctions listed above; and/or
- Deactivation, de-recognition, loss of all privileges (including status as a College registered group/organization), for a specified period of time.

OTHER SANCTIONS: Additional or alternate sanctions may be created and designed as deemed appropriate to the violation with the approval of the Dean of Students or designee.

COLLEGE RECORD HOLD: A hold may be placed on a student's academic record, denying them access to official transcripts, registration or degree until all of the obligations of the college conduct process and/or assigned sanctions are completed.

SECTION 6: OTHER CONDUCT PROCEDURES

CONFLICT RESOLUTION: The Dean of Students has discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. The Dean of Students may also refer complaints that do not involve a violation of the Code of Student Conduct to mediation or other appropriate conflict resolution.

GROUP VIOLATIONS: A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Conduct procedures for student groups or organizations follow the same general student conduct process. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

AMNESTY: *For Victims:* The College provides amnesty to victims who may be hesitant to report to College officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result. Records regarding the provision of amnesty will be maintained.

For Those Who Offer Assistance: To encourage students to offer help and assistance to others, the College follows a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Dean of Students, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

For Those Who Report Serious Violations: Students who engage in minor violations but who bring related serious violations by others to the attention of the College are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Any decision to offer amnesty is at the sole discretion of the College. Abuse of amnesty requests may result in a decision by the Dean of Students not to extend amnesty to the same person repeatedly.

SAFE HARBOR: If any student brings their own use, addiction, or dependency to the attention of College officials outside of conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to adhere to the Safe Harbor action plan will nullify the student's protection and the student conduct process may be initiated.

PARENTAL NOTIFICATION: The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. Parental notification may also be utilized at an administrator's discretion when permitted by FERPA or with consent of the student.

STUDENT CONDUCT RECORDS: Each student's conduct file is considered part of the student's education record, maintained by the College in accordance with the Family Educational Rights and Privacy Act (FERPA), including any notification and determination letters issued pursuant to the Code of Student Conduct process.

FAILURE TO COMPLETE CONDUCT SANCTIONS: All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the Dean of Students or designee. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the College. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Dean of Students.

APPEAL REVIEW PROCEDURES: Any party may request an appeal of the decision of the administrative conference and/or student conduct hearing by filing a written request to the Vice President, Enrollment and Student Support Services, subject to the procedures outlined below. All sanctions imposed as a result of the original conference or hearing will remain in effect, and all parties shall be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

GROUND FOR APPEAL REQUESTS: Appeal requests are limited to the following grounds:

- A procedural error occurred that would change the outcome of the conference, investigation, or hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- To consider new evidence, not reasonably available during the original conference, hearing, or investigation, that could change the outcome of the original finding or sanction. A summary of this new evidence and its potential impact must be included;
- The Dean of Students, designee, or other administrator responsible for investigating, adjudicating, or serving as a decision-maker for the complaint had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome of the determination or dismissal; and/or
- The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or disproportionate to the violation and/or the cumulative conduct record of the responding student.

Appeals must be filed in writing by sending an email to appeals@heartland.edu within five (5) business days of the notice of the outcome of an administrative conference or conduct hearing. Appeals are not intended to be a re-investigation of the student's conduct. In most cases, appeals are confined to a review of the written documentation or record of the original conference or conduct hearing, and pertinent documentation regarding the grounds for appeal.

The Dean of Students will share the appeal by one party with the other party (parties) when appropriate under College policy and/or applicable law.

APPROVAL AND IMPLEMENTATION: This *Code of Student Conduct* was approved on August 30, 2018 by the Academic Planning Council and implemented on October 1, 2018.

Reviewed and Revised Spring 2025