

Student Services and General Student Information



STUDENT SERVICES

College of DuPage provides many services to assist students in making appropriate academic and career plans, addressing other issues and enriching their College of DuPage experience through co-curricular activities. College of DuPage wants every student to achieve success in his/her own college endeavors and to have the opportunity to grow both in and out of the classroom.

Counseling and Advising Services

Counseling and Advising Services at College of DuPage provides services to help students develop their educational plans. Services include assistance with course selection, information on College of DuPage's career and transfer programs, and access to current and online resources. Student Success Counselors also provide counseling designed to meet the needs of students in academic difficulty. Student Mental Health Counselors are available to assist with non-academic concerns, personal development, and special situations which may interfere with the student's educational and personal goals. Services are available to all full- and part-time students enrolled at all locations of College of DuPage, as well as those students taking courses online. Students are encouraged to see a Student Success Counselor or Program Advisor each semester to update their educational plans, check for changes in the College of DuPage curricula and verify transfer information.

Student Success Counselors and Program Advisors are available to assist students on a daily walk-in basis. Students may also schedule an appointment through the Counseling and Advising Center by calling (630) 942-2259, email at counseling@cod.edu, or by stopping by the Student Services Center (SSC). Services are also provided at College of DuPage Regional Centers within District 502. It is recommended that students call in advance to schedule appointments, particularly during mid- and late-September.

Center for Access and Accommodations

Students with disabilities are entitled to reasonable accommodations under guidelines established by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Students with disabilities must be able to meet all academic requirements of the College. Students requesting accommodations need to schedule an intake appointment with the Center to self-identify. At the intake appointment, students must provide appropriate documentation of their disability. Documentation should include a diagnosis of disability and how it impacts the student in the educational setting. Information regarding a student's academic history and recommendations for accommodations may be requested. Accommodations are available for any student with a documented disability at any College location. Information provided by a student is voluntary and confidential. Accommodations include: notetaking paper, tape recorders, alternative testing, adaptive furniture and equipment, sign language interpreters, audio textbooks and other auxiliary services deemed appropriate. Tutoring is available for all students through the Learning Commons. Manual and electric wheelchairs may be available for two-week loans, depending on availability of these items. Barrier-free parking on campus requires a placard from the Secretary of State's office. Temporary permits for two weeks can be obtained through our office each term. For information on the Center for Access and Accommodations, call (630) 942-2154. The TDD number for hearing impaired is (630) 858-9692.

Veteran and Military Personnel Student Services

Veteran and Military Personnel Student Services is a resource center for transitional, educational and financial information. Through a variety of resources and services, center staff provides academic advising; processing of military and veteran educational benefits; guidance with scholarships and loans; orientation; as well as referrals for specialized veterans counseling. The local chapter of the Student Veterans Association is also sponsored by this office and meets regularly in the Veterans Lounge. The Veterans and Military Personnel Student Services center provides community connections and promotes awareness through presentations and participation in ongoing events.

International Student Services

Prospective students interested in applying for an F-1 or M-1 student visa for international admission to College of DuPage should first contact the International Admission Specialist at (630) 942-2979 or visit the International Student Services office in the Student Services Center.

The International Student Services office serves students in F-1 and M-1 non-immigrant status who have already received an I-20 document for international admission to College of DuPage. The International Student Services office provides F-1 and M-1 immigration advising, basic academic advising, cross-cultural and personal advising, and logistical assistance to international students as they pursue their studies at College of DuPage. Service is provided on an appointment basis, with limited scheduled hours for walk-in advising. Please call (630) 942-3328 for further information.

Career Services Center

The Career Services Center provides job and career-related information. Through a variety of resources and services, this center provides students, alumni and community residents with a connection to area employers and opportunities for paid and non-paid work experience such as, internships, full- and part-time employment and service-learning opportunities. The Career Services Center is located in the Student Services Center (SSC), Room 3258. Career Services helps students find full- and part-time employment while in college or after they graduate. The office has a variety of resources, including:

- Employer resource information
- On-campus interviewing with corporate recruiters
- Career specialists and workshops to assist students in their job search
- Web-based electronic job board which posts full- and part-time employment opportunities and internships
- Successful job search workshops

For more information about Career Services, call (630) 942-2230.

Math Assistance Area

The Math Assistance Area (MAA) offers help to students enrolled in COD mathematics courses from basic math through Calculus 2232, including students enrolled in math courses at any COD location and in any format, including traditional classroom, computer lab, or online classes. Most students are served on a walk-in basis, but 15-minute appointments are accepted. The MAA is staffed by COD faculty who are available to answer questions about homework assignments or to clarify concepts. The faculty can also provide mathematics advising, information about math placement

test preparation, and course recommendations. The MAA houses print and multimedia material for COD math courses, including current textbooks. For more information, call (630) 942-3339.

Tutoring Services

Tutoring Services is tutoring on a first-come, first-served basis, for a variety of COD courses. Students must be enrolled in the courses for which they are requesting tutoring. Tutoring occurs mostly on the Glen Ellyn campus but is sometimes offered at COD regional centers or online through the College's Blackboard site, www.bb.cod.edu. Peer tutors hold demonstrated master proficiency in the subjects they are tutoring, and have successfully completed pre-service training. To request tutoring assistance or obtain more information, please call (630) 942-3686.

Writing, Reading and Speech Assistance

Writing, Reading and Speech Assistance (WRSA) is open to all COD students, and this one-on-one assistance is available for all types of assignments in all academic disciplines. Coaches/consultants work with students to develop strategies for improving their communications skills.

Writing coaches assist students in narrowing a topic, focusing on a thesis, utilizing clear writing strategies and revising. Projects range from writing a research paper to writing a lab report. Reading coaches work with readers on strategies for understanding textbooks and study skills. Speech consultants provide help with topic selection, research, outlining, and delivery. The speech studio provides a safe, non-threatening environment to practice skills for effective presentations.

Sessions last 30 to 45 minutes and are scheduled in advance or on a walk-in basis. Appointments can be made online at <https://cod.mywconline.com> or by calling (630) 942-3355.

Library

The Library offers its collections and services to students, faculty, staff and District 502 residents. The Library's website, www.cod.edu/library, provides access to the Library's catalog as well as detailed information about the Library's services and links to resources for research.

The Library provides teaching and learning materials to support and enrich students' educational experiences. It offers an impressive array of print, audiovisual and electronic resources, and it provides assistance in how to locate information and use Library resources. The Library has public computers, a wireless network, audiovisual viewing facilities, group study rooms, individual study space and a multimedia lab. The Library's many special services and collections include I-Share, classes and workshops, and the Career and College Information Collection.

STUDENT RIGHTS AND RESPONSIBILITIES

Code of Student Conduct (Board Policy 20-35)

The College will maintain a Code of Student Conduct to provide fair and reasonable rules and procedures to promote personal development and to ensure that students do not engage in conduct that interferes with the operations of the College. Students are responsible for their own conduct in complying with existing College policies regarding student behavior. The College will maintain disciplinary procedures to address violations of the Code of Student Conduct.

Code of Student Conduct Procedures

Conduct which interferes with College purposes is not acceptable, yet a member of the College community can rightfully expect that the College will exercise with restraint its power to regulate student behavior and that rules and regulations will be adopted only when the educational process clearly and directly requires such action. Students are accountable for their own conduct. Sanctions for violations of College rules and regulations for conduct which interferes with college affairs will be addressed by the College. Student conduct which involves an alleged violation of criminal law, will be referred to appropriate civil authorities.

Students at College of DuPage are expected to demonstrate qualities of morality, integrity, honesty, civility, honor and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to, the following:

- A. Cheating, plagiarism, forgery, misrepresentation and all forms of academic dishonesty.
- B. Purposely furnishing false information to any College official, faculty member or office.
- C. Forgery, alteration or misuse of any College document, record, form or instrument of identification.
- D. Failure to meet College financial obligations.
- E. Verbal abuse, physical abuse, assault, threats, intimidation, harassment, sexual harassment, coercion or other conduct which threatens or endangers the health and safety of any person on College premises.
- F. Intentional damage, destruction, attempt to damage or destroy, theft or attempted theft of College property or the property of College personnel, other students or any other person or the property of independent contractors maintained or stored on College premises.
- G. Theft, attempted theft or mutilation of Library materials.
- H. Disruption or obstruction of any operation of the College, including, but not limited to, teaching, learning, disciplinary proceedings, college activities, public service functions on or off-campus or other authorized non-college activities when the act occurs on College premises.
- I. Illegal or unauthorized use of computing resources as defined in the Information Technology "Electronic Communications Guidelines" located in the Office of the Vice President of Information Technology and on the Information Technology website at www.cod.edu/it including, but not limited to:
 1. Unauthorized entry into a file to use, read or change the contents or for any other purpose.
 2. Unauthorized transfer of a file.
 3. Unauthorized use of a computer account, identification number or password.
 4. Use of computing facilities to interfere with any other person's work.
 5. Use of computing facilities to interfere with the operation of the College computing system or any other computing system.
 6. Unauthorized use or copying of copyrighted software.
 7. Use of computing facilities to send obscene or abusive messages or images.
 8. The installation or use of a program whose effect is to damage computer systems, media or files.
 9. Unauthorized use of computer time for personal or business purposes.

- J. Unauthorized use of College telephones, facsimile (fax) machines or other College equipment.
- K. Unauthorized possession, duplication or use of keys to any College premises, unauthorized entry or attempted unauthorized entry to College premises, unauthorized occupancy or use of College premises.
- L. Conduct, behavior or involvement in an activity which causes or may reasonably lead College authorities to anticipate substantial injury or disruption or material interference with College activities or the rights of others.
- M. Possession, use, distribution or attempt to use or distribute an illegal or controlled substance or look-alike. Refer to Board Policy 25-5, Drug Free School.
- N. Possession, use, distribution or attempt to use or distribute alcoholic beverages. Refer to Board Policy 25-5, Drug-Free Schools.
- O. Use of tobacco products is prohibited in all indoor College facilities, owned or leased, and in all college-owned vehicles. Refer to Board Policy 10-160, Smoke-Free Campus.
- P. Use or possession of a firearm, weapon or explosive, including, but not limited to, a pistol, revolver, switchblade knife, bomb or any object containing noxious or dangerous chemicals, unless such use or possession is authorized by the College of DuPage Police Department.
- Q. Gambling of any kind.
- R. Violation of published College Board Policies as stated in the College of DuPage Board Policy Manual, College of DuPage Administrative Procedures, departmental policies and procedures and College of DuPage Police Department procedures.
- S. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.
- T. Abuse of the judicial system, including, but not limited to:
 1. Failure to obey the summons of a judicial body or College official.
 2. Falsification, distortion or misrepresentation of information before a judicial body.
 3. Disruption or interference with the orderly conduct of a judicial proceeding.
 4. Initiation of a judicial proceeding knowingly without cause.
 5. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 6. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of the judicial proceeding.
 7. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Violation of Federal, State or Local Laws (Board Policy 20-40)

- A. College disciplinary proceedings may be initiated against a student charged with a violation of a federal, state or local law which is also a violation of the Student Code of Conduct; that is, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this code may be carried out prior to, simultaneously with or following civil or criminal proceedings off-campus.

- B. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of the individual's status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Conduct (Refer to the *College Catalog*), however, the College may advise off-campus authorities of the existence of the Student Code of Conduct and how such matters will be handled internally within the college community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law, on College of DuPage premises. Individual students and college employees, acting in their personal capacities, remain free to interact with governmental representatives as they consider appropriate.

For more information, contact the Dean of Students, (630) 942-2485.

Code of Academic Conduct (Board Policy 20-41)

College of DuPage is committed to the promotion of absolute integrity and high ethical standards of individual honesty in academic work. As members of the College community, students are expected to refrain from academic dishonesty in all forms, including but not limited to: cheating, plagiarism, furnishing false information, abuse of academic materials, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the student's individual thoughts, research and self-expression. When students use ideas, wording, or organization from another source, the source shall be acknowledged appropriately.

The College will maintain disciplinary procedures to address violations of the Code of Academic Conduct.

Code of Academic Conduct Procedures

As members of the College of DuPage Community, we have expectations of both faculty and students. Thus, there must be a shared commitment to the highest standards of learning. Faculty and students have mutual responsibility for establishing a clear understanding of the importance of honest academic behavior and for practicing the College of DuPage values of Integrity, Honesty, Respect, and Responsibility. Together we envision a positive learning environment that promotes the open exchange of ideas by practicing civility as defined in the Code of Student Conduct and ethical learning behaviors as defined in the Code of Academic Conduct.

Violations and Sanctions

Violations of the Code of Academic Conduct are activities (observed or reported) or materials that are deceitful and dishonest. Violations of the Code will be reported and determined in accordance with the processes described in the procedures relating to academic integrity. Sanctions for violations of the Code will be based upon the nature of the violation and may include any of the sanctions in the procedures relating to academic integrity.

Responsibilities of Students and Faculty

The objective of the Code of Academic Conduct is to sustain an environment in which students recognize and demonstrate the

importance of being accountable for their academic behavior: Students have the responsibility to:

- Become fully knowledgeable of the Code of Academic Conduct;
- Produce their own work;
- Encourage honesty and integrity among their fellow students.

Faculty members have the responsibility to:

- Review classroom expectations with respect to all aspects of academic honesty;
- Describe those expectations clearly in the class syllabus;
- Inform the student directly of any charges of academic dishonesty;
- Refer students to the Dean of Students in a consistently applied manner.

Definitions—Behaviors Covered by the Code of Academic Conduct

As members of the College community, students are expected to refrain from academic dishonesty in all forms, including, but not limited to:

Cheating – copying or attempting to copy from another student in any work submitted for evaluation, whether tests or assignments; intentionally using or attempting to use unauthorized materials, information, or study aids; use of any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations; altering graded work after it has been returned, then submitting the work to be re-graded.

Plagiarism – the reproduction of ideas, words or statements of another person as one’s own without acknowledgement, or use of an agency engaged in the selling of term papers or other academic materials.

Unauthorized Collaboration – intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.

Furnishing False Information – intentional and unauthorized falsification or invention of any information or citation furnished to any College official, faculty member or office; misuse of identification with intent to defraud or deceive.

Facilitation of Academic Dishonesty – permitting or attempting to help another violate the Code of Academic Conduct; alteration or sabotage of another student’s work, such as tampering with laboratory experiments.

Abuse of Academic Materials – Destroying, stealing, or making inaccessible library, laboratory or other academic resource material, or attempting to do so; stealing or otherwise obtaining advance copies of placement tests; the acquisition, without permission, of a test or other academic material belonging to College of DuPage, to any department, or to any staff member; duplicating copyrighted software without authorization or using such software on College computers; “hacking” on College computers or installing “virus” programs.

Bribes, Favors and Threats – Bribing or attempting to bribe, promising favors to, or making threats against, any person with the intention of affecting an evaluation of a student’s academic performance; conspiring with another person who then performs one of these acts on one’s behalf.

Complicity in Academic Dishonesty – Helping another commit an act of academic dishonesty, especially providing material or information to another person with knowledge that this will be used deceitfully in an academic evaluation activity; permitting one’s own work to be submitted by another person as if it were that person’s original work.

Falsification of Records and Official Documents – Altering transcripts, grade reports or other documents affecting academic records; forging a signature of authorization or falsifying information on any academic document, such as permission forms, petitions or other documents.

Personal Misrepresentation and Proxy – Taking another person’s place in an exam, placement test or other academic activity, either before or after enrollment; having another person participate in an academic evaluation activity or evaluation in place of oneself.

PROCEDURES FOR VIOLATIONS OF THE CODE OF ACADEMIC CONDUCT

A. Discovery of Irregularity

As part of their responsibilities, faculty members must make judgments about the academic performance of their students, with due regard for established standards of scholarship. During this process, a faculty member may discover that a student’s activity or the material a student has submitted contains irregularities that appear to be violations of the Code of Academic Conduct. (If no faculty is directly involved, such as in the Testing Center, the person who discovers the irregularity will notify their unit administrator, who will then be responsible for executing the Code of Academic Conduct duties normally assigned to the faculty member involved.)

B. Notification to Student of Discovery of Violation(s) of the Code of Academic Conduct

When an irregularity is discovered, the faculty member will notify the student as promptly as reasonably allows, either orally or electronically, and will by means of this notification provide the student with a timely opportunity to meet and discuss the irregularity.

C. Initial Meeting with Student

At this meeting, the faculty member will determine whether or not an irregularity actually occurred. If so, the faculty member will then determine whether the situation is appropriately resolved by further instruction, in which case it becomes a learning opportunity, or if the alleged violation requires further investigation and a possible sanction. At the conclusion of the meeting, or as soon thereafter as reasonably possible, the faculty member will inform the student of his or her determination.

D. Learning Opportunity

A faculty member may determine a violation has occurred but is unintended, e.g., the result of the student’s misunderstanding of the assignment or ignorance of research conventions. Rather than invoke the Code of

Academic Conduct Violation procedure, the instructor may use the opportunity to advance the student's learning by requiring a corrected version of the work in question. In such a case, the instructor may grade only the final product and may not impose any sanction.

1. Learning Opportunities are to be settled between the faculty member and the student. No report to either the Division Associate Dean or the Dean of Students is necessary.
2. If the student refuses the Learning Opportunity procedure, he/she must be informed that, in consequence, the instructor may choose to file a complaint alleging academic dishonesty with the Dean of Students.

E. Informal Faculty Resolution of the Complaint

Instances when a Code of Academic Conduct violation occurs which would result in a sanction no greater than failure of the assignment or test, and for which the student accepts responsibility, the faculty member and the student may resolve the complaint between them by:

1. Discussing the violation.
2. If the faculty member is confident that the student understands and acknowledges that he/she did something wrong and the student is willing to accept the sanction considered appropriate by the faculty member (failure on the assignment; failure on the test; completion of an alternative assignment; or failure for the course), the matter can be resolved between the faculty member and the student.
3. The faculty member then fills out the Academic Dishonesty form indicating the matter will be recorded in the Judicial Database, but no further action is required, which is then signed by both the faculty member and the student.
4. Copies of the form are kept by the faculty member, given to the student, the Division Associate Dean, and the Dean of Students.
5. If the Dean of Students' office determines the student has been responsible for prior violations, the matter may be referred for a formal hearing.

F. Formal Resolution of the Complaint

In instances when the student denies complicity in an act of academic dishonesty or when prior methods to bring the issue to closure were not effective, a student must be afforded the due process of a Formal Judicial Hearing.

1. Determination of the need for a Formal Judicial Hearing

- a. If, after talking with the involved student, the faculty member determines the situation involves an apparent Code of Academic Conduct violation for which the student denies responsibility or for which a sanction greater than 1) failure in an assignment; 2) failure on a test; 3) completion of an alternative assignment; or 4) failure in the course may be warranted, the faculty member will confer with the Division Associate Dean to determine if a Formal Judicial Hearing is appropriate.
- b. If the need for a Formal Judicial Hearing is determined, the faculty member will complete the

portion of the Academic Dishonesty Complaint form which requests a Formal Judicial Hearing by the Dean of Students or designee. The report will describe the violation and include all relevant backup material.

2. Notification to student of a Formal Judicial Hearing

- a. In preparation for the Formal Judicial Hearing, the Dean of Students will review the student's file to determine if this is a first offense.
- b. The Dean will place the student's registration on temporary hold, so that the student can neither withdraw from the course in question nor register for future courses until the current matter is settled.
- c. The Dean will notify the student in writing that the complaint has been filed (enclosing a copy of the Academic Dishonesty Complaint form completed by the instructor and the Code of Academic Conduct Policy and Procedure) and require the student to attend a Formal Judicial Hearing with the Dean or designee.
- d. If the student fails to attend the Judicial Hearing or if the student does not respond to the Hearing notice, the student registration record will remain on hold until the matter has been formally resolved.
- e. If the process cannot be completed before the end of the term, the instructor may be directed to assign the student an Incomplete (I) in place of a grade for the course, to be changed when the matter is resolved.

3. Formal Judicial Hearing

During the hearing, the Dean of Students or designee will review both the complaint and the Code of Academic Conduct procedures with the student to ensure the student understands them clearly and is aware of the possible consequences.

- a. The student will have an opportunity to present evidence and/or make statements in his/her behalf.
- b. At the conclusion of the hearing, if the student now agrees that he/she was involved in a violation of the Code of Academic Conduct, the Dean or designee will complete the Judicial Hearing Outcome Form, assigning the appropriate sanction(s), which may include completion of learning modules from the College of DuPage Library Workshops.
- c. In the event the student has been found at fault in an earlier incident involving academic dishonesty, the Dean or designee will determine whether a greater degree of sanction is appropriate.
- d. If the Dean or designee has determined that no academic dishonesty has taken place, no sanction will be assigned. The student will then have the option of completing the class; transferring to another section of the same class, if that is possible; or withdrawing from the class.
- e. The hold will be removed from the student's record. In cases where the student is required to complete a Library Workshop, the hold will be removed upon notification that has been completed.

- f. The student should understand that a record of the judicial proceedings will be kept on file for a period of three years.
- g. At this point, notice of academic dishonesty will not be recorded on the student's transcript. However, should the student require a transfer application to another institution or apply for an honor or award, which require disclosure of the student's academic honesty, if it is within the three-year period, such academic dishonesty will be disclosed.
- h. At the conclusion of the Formal Hearing, the student will be handed a Hearing Outcome Form which clearly states the sanction(s) imposed. The student will be required to sign and date the form. The original signed copy will be given to the student; the other copy will become part of the student's file. Outcome information on this form will be shared with the faculty member making the original complaint, the associate dean in that area, and be added to the Judicial Database.
- i. A follow-up letter will be sent to the student reiterating the charge and the sanction(s).

4. Formal Hearing Outcome

At the conclusion of the Hearing, if the Dean or designee determines that a violation of the Code of Academic Conduct has occurred, one or more of the following sanctions will be administered, based upon the Dean's or designee's judgment concerning the nature of the violation.

a. Sanctions—Definitions

1. **Disciplinary Warning:** A notice in writing stating the student has violated the Code of Academic Conduct.
2. **Disciplinary Probation:** A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is again found to be in violation of the Code of Academic Conduct during the probationary period.
3. **Disciplinary Loss of Privileges:** Denial of access to privileges commonly available to applicants, students and alumni of College of DuPage. These may include, but are not limited to access to particular student employee positions on campus, access to the Library, access to computer facilities, access to career and placement services, access to scholarships, access to academic honors, participation in clubs, organizations, athletics or campus activities. This denial may stand alone, it may accompany suspension, and it normally accompanies extended suspension.
4. **Withdrawal from Class:** Administrative withdrawal from a class or classes in which a student is enrolled for the current and/or subsequent semester. Administrative withdrawals do not provide for the refund of tuition and fees.
5. **Limited Access:** Administrative restriction to selected areas/locations of College facilities.

6. **Disciplinary Suspension:** Denial of permission to register for academic work at College of DuPage for a designated period of time, usually not more than one year. Conditions for readmission will be specified by the Dean or designee.
7. **Extended Disciplinary Suspension:** Dismissal from College of DuPage for a designated period of up to five years: students under this sanction must petition the Dean of Students for readmission to College of DuPage.

b. Sanctions for Course Violations

In the case of a violation occurring in a College course, in most cases, a student will be placed on disciplinary warning or probation and may be assigned one or more of the following:

1. An "F" grade for the activity in which the violation occurred.
2. An "F" grade for the course in which the violation occurred and immediate dismissal from the course.
3. Placement on disciplinary suspension for at least one semester, either: a) the semester in which the violation occurred, or b) the semester following the violation.
4. Placement on extended disciplinary suspension from the College with a letter attached to the transcript indicating the student has been found to have violated the Code of Academic Conduct. This letter will remain in the student's file for up to three years as determined by the Dean of Students or designee; the students must petition the Dean of Students to be re-admitted.
5. Disciplinary Loss of Privileges.
6. A project to help make reparation to the community and demonstrate that learning has occurred.

c. Sanctions for Assessment Test Violations

In the case of a violation occurring during an assessment test, in most cases, the student or student applicant will be placed on disciplinary probation, will be required to take all future assessment tests under supervision in the Testing Center, and may:

1. Be limited in registering for the next term to only the course(s) indicated by the new placement scores(s).
2. Be required to take the course(s) indicated by the new placement test score(s) in addition to any others in the next term's schedule.
3. Be restricted from registering for any College of DuPage courses for a semester or longer, as determined by the Dean of Students or designee.
4. Be immediately withdrawn from any courses in which he or she might be enrolled currently, without refund of tuition or fees.
5. Be immediately withdrawn from any courses in which he or she might be enrolled currently, with a

letter attached to the transcript indicating that the student has been found to have violated the Code of Academic Conduct. This letter will remain in the student's file for a minimum of one year and a maximum of three years, as determined by the Dean of Students or designee.

6. Be placed on extended disciplinary suspension from the College with a letter attached to the transcript indicating the student has been found to have violated the Code of Academic Conduct. This letter will remain in the student's file for up to five years, as determined by the Dean of Students or designee; the students must petition the Dean of Students to be re-admitted.
 7. If not a student at the time of the violation, be prevented from taking classes at College of DuPage for up to five years, and required to petition the Dean of Students to be admitted or re-admitted.
 8. In addition to, or instead of, any of the above, be subject to Disciplinary Loss of Privileges.
- d.** A student may be required to participate in counseling, educational seminars or seek medical attention in lieu of, or in addition to, the imposition of sanctions.
- e.** More than one of the sanctions listed above may be imposed for any single violation.
- f.** Integrity violations which occur independent of a course or testing situation may have any of the preceding sanctions applied.
- g.** Other than College suspension, disciplinary sanctions will not be made part of the student's permanent academic record; however, they will become part of the student's confidential record maintained by the Dean of Students.

Discipline Records

Except as specified above, disciplinary sanctions will not be made part of the student's permanent academic record, but will become part of the College of DuPage Judicial Database and the student's confidential record maintained by the Dean of Students' office. Ordinarily, cases involving the imposition of sanctions will be expunged automatically from the student's confidential record three years after final disposition of the case, except when the Dean of Students or designee has stipulated otherwise or the student has been placed on extended disciplinary probation for up to five years.

Appeal Rights and Process

A standing Judicial Review Board (described in Board Procedure 20-35) will hear cases and make recommendations on appropriate disciplinary cases referred to it by the Vice President of Student Affairs. If, through a hearing, there is a finding that a student has violated the Code of Academic Conduct and sanctions have been imposed, that student has the right to appeal the finding(s) or sanction(s) or both.

A student who wishes to appeal the outcome of the hearing must do so within two business weeks of the date on the Hearing Outcome Form received from the Dean of Students or designee.

The appeal must be addressed to the Vice President of Student Affairs; it must be typewritten; and must state the

grounds for appeal. If the student wishes to appear in person before the Judicial Review Board, this must be indicated in writing in the appeal letter. The Vice President of Student Affairs will arrange a meeting convenient to all parties.

In the event of an appeal, the decision(s) of the Judicial Review Board as relayed by the Vice President of Student Affairs will be final. In the event the student does not appeal within the required two-week period, the decision of the Dean of Students or designee will be final.

Prohibition of Discrimination, Harassment and Sexual Harassment (Board Policies 15-10 and 15-11)

No student, employee, Board member or visitor will discriminate against or harass a student, employee or visitor on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or any other unlawful basis. The College will not tolerate discrimination or harassment. Individuals found to have violated this policy will be subject to disciplinary action up to and including termination and/or expulsion from the College as determined by such administrative or Board action as is required by Illinois law or by Board policy. Sexual harassment is illegal and violates state and federal laws. It is the policy of College of DuPage that no staff member or student shall be subject to sexual harassment. Student complaints should be filed with the:

- Affirmative Action Officer, Vice President of Human Resources, if against an employee;
- College of DuPage Police Department, if against a visitor;
- Dean of Students, if against a student.

Grievance Policy

Grievances may be categorized by appeal for the following reasons:

1. Discrimination because of race, color, sex, religion, national origin, ancestry, age, marital status, disability, unfavorable military discharge or sexual orientation in programs, courses, activities, facilities, financial aid or student employment.
2. Arbitrary and capricious grading
3. Disciplinary sanctions
4. Academic regulations
5. Privacy of educational record

Efforts will be made to resolve the grievance at the point of origin. The following procedures should be followed in sequence:

1. Consult with the instructor, advisor, coordinator or person responsible for the area concerned.
2. Appeal to the director, associate dean, dean, associate vice president, or vice president for the area concerned.
3. Appeal to the appropriate board or individual: Academic Regulations Committee, Vice President of Student Affairs for ADA Compliance issues, Judicial Review Board, Traffic Appeals Committee, or Financial Aid Committee.

Student Conduct and Disciplinary Procedures

Students as members of the academic community are expected and required to observe certain standards of behavior. Policies governing student conduct and disciplinary procedures can be found by contacting the Dean of Students' office at (630) 942-2485.

Student Concerns and Grievances

Students who have concern about an issue that adversely affects them or someone else or feel their rights have been infringed upon by the enforcement of policies and regulations may through appropriate channels, work to resolve such problems. Procedures outlining the process can be obtained by contacting the Dean of Students' office at (630) 942-2485.

Communicable Diseases (Board Policy 20-10)

Students are to inform the Dean of Students' office if they have or are a carrier of a reportable Communicable disease as defined by the Illinois Department of Public Health (DPH). Upon being informed that a student is suspected of having a communicable disease, the Dean of Students may consult with appropriate College personnel, public health personnel, the College's legal counsel and the student. Pending determination, a student who has a reportable communicable disease, or is a carrier of a reportable communicable disease or a student who is reasonably suspected of having a reportable communicable disease or being a carrier, may be temporarily excluded from the College. For more information, contact the Dean of Students' office.

STUDENT APPEALS PROCEDURES (ADMINISTRATIVE PROCEDURE 20-165)

Academic Regulations Committee

The committee considers student petitions regarding matters such as students' unresolved concerns about their academic records. The Academic Regulations Committee considers each case on its individual merits. Its decisions are final. An appeal to the Academic Regulations Committee is submitted through the Office of Student Records and must be for classes in which an "F" grade was received for a class taken less than five years before the petition is submitted.

Financial Aid Committee

The Financial Aid Committee, comprised of staff and faculty representatives, is responsible for the awarding of selective scholarships and for Financial Aid Standards of Academic Progress appeal reviews. Scholarship applications and Standards of Progress appeals must be submitted to the Office of Student Financial Aid by the posted deadlines. All decisions of the committee are final.

Judicial Review Board (Administrative Procedure 20-40)

The Judicial Review Board is comprised of faculty, staff and student representatives approved by the College President. This body conducts appeals from students who feel the college judicial officer did not provide a fair hearing during a disciplinary inquiry for violations of the Student Code of Conduct. An appeal to the Judicial Review Board is submitted through the Dean of Students' office.

Code of Academic Conduct

As members of the College of DuPage Community, we have expectations of both faculty and students. Thus, there must be a shared commitment to the highest standards of learning. Faculty and students have mutual responsibility for

establishing a clear understanding of the importance of honest academic behavior and for practicing the College of DuPage values of Integrity, Honesty, Respect and Responsibility. Together we envision a positive learning environment that promotes the open exchange of ideas by practicing civility as defined in the Code of Student Conduct and ethical learning behaviors as defined in the Code of Academic Conduct.

Violations

Violations of the Code of Academic Conduct are activities (observed or reported) or materials that are deceitful and dishonest. Violations of the Code will be reported and determined in accordance with the processes described in the procedures relating to academic integrity. Sanctions for violations of the Code will be based upon the nature of the violation and may include any of the sanctions in the procedures relating to academic integrity.

The objective of the Code of Academic Conduct is to sustain an environment in which students recognize and demonstrate the importance of being accountable for their academic behavior:

Students have the responsibility to: 1) Become fully knowledgeable of the Code of Academic Conduct; 2) Produce their own work; 3) Encourage honesty and integrity among their fellow students.

Faculty members have the responsibility to: 1) Review classroom expectations with respect to all aspects of academic honesty; 2) Describe those expectations clearly in the class syllabus; 3) Inform the student directly of any charges of academic dishonesty; 4) Apply Code of Academic Conduct Procedures in a consistent manner; 5) Determine the academic consequence of the student's academic dishonesty.

As members of the College Community, students are expected to refrain from academic dishonesty in all forms, including, but not limited to:

- **Cheating** – copying or attempting to copy from another student in any work submitted for evaluation, whether tests or assignments; intentionally using or attempting to use unauthorized materials, information or study aids; use of any unauthorized assistance, resources, materials or electronic/cellular devices in taking quizzes, tests or examinations; altering graded work after it has been returned, then submitting the work to be re-graded.
- **Plagiarism** – the reproduction of ideas, words or statements of another person as one's own without acknowledgement, or use of an agency engaged in the selling of term papers or other academic materials.
- **Unauthorized Collaboration** – intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.
- **Furnishing False Information** – intentional and unauthorized falsification or invention of any information or citation furnished to any College official, faculty member or office; misuse of identification with intent to defraud or deceive.
- **Facilitation of Academic Dishonesty** – permitting or attempting to help another violate the Code of Academic Conduct; alteration or sabotage of another student's work, such as tampering with laboratory experiments.

- **Abuse of Academic Materials** – Destroying, stealing or making inaccessible library, laboratory or other academic resource material, or attempting to do so; stealing or otherwise obtaining advance copies of placement tests; the acquisition, without permission, of a test or other academic material belonging to College of DuPage, to any department, or to any staff member; duplicating copyrighted software without authorization or using such software on College computers; “hacking” on College computers or installing “virus” programs.
- **Bribes, Favors and Threats** – Bribing or attempting to bribe, promising favors to, or making threats against, any person with the intention of affecting an evaluation of a student’s academic performance; conspiring with another person who then performs one of these acts on one’s behalf.
- **Complicity in Academic Dishonesty** – Helping another commit an act of academic dishonesty, especially providing material or information to another person with knowledge that this will be used deceitfully in an academic evaluation activity; permitting one’s own work to be submitted by another person as if it were that person’s original work.
- **Falsification of Records and Official Documents** – Altering transcripts, grade reports or other documents affecting academic records; forging a signature of authorization or falsifying information on any academic document, such as permission forms, petitions or other documents.
- **Personal Misrepresentation and Proxy** – Taking another person’s place in an exam, placement test or other academic activity, either before or after enrollment; having another person participate in an academic evaluation activity or evaluation in place of oneself.

Discovery of Irregularity

As part of their responsibilities, faculty members must make judgments about the academic performance of their students, with due regard for established standards of scholarship. During this process, a faculty member may discover that a student’s activity or the material a student has submitted contains irregularities that appear to be violations of the Code of Academic Conduct. If no faculty is directly involved, such as in the Testing Center, the person who discovers the irregularity will notify their unit administrator, who will then be responsible for executing the Code of Academic Conduct duties normally assigned to the faculty member involved.

When an irregularity is discovered, the faculty member will notify the student as promptly as reasonably allows, either orally or electronically, and will by means of this notification provide the student with a timely opportunity to meet and discuss the irregularity.

Resolution of Complaint

At the conclusion of the meeting (referred as an Informal Hearing), or as soon thereafter as reasonably possible, the faculty member will inform the student of his or her determination. A student’s failure to attend the meeting does not stop the process from going forward.

When a faculty member determines a violation has occurred but is unintended (e.g., the result of the student’s misunderstanding of the assignment or ignorance of research conventions), then, rather than invoke the Code of Academic Conduct Violation procedure, the faculty might use the opportunity to advance the student’s learning by requiring a corrected redo of the work in question. In such a case, the instructor may choose not impose any sanction.

These *Learning Opportunities* are to be settled between the faculty member and the student. No report to either the Division Associate Dean or the Dean of Students is necessary. If the student refuses the Learning Opportunity procedure, he/she must be informed that, as a consequence, the instructor may choose to file a complaint alleging academic dishonesty with the Dean of Students. The Dean of Students will initiate a Formal Hearing with the student.

Sanctions

If, as a result of an Informal or Formal Hearing, it is determined that a violation of the Code has indeed occurred, sanctions will be imposed based upon the nature of the violation. Sanctions include, but are not limited to:

- Plagiarism remediation
- Disciplinary warning
- Disciplinary probation
- Disciplinary loss of privileges
- Withdrawal from class
- Limited access
- Disciplinary suspension
- Community service

Appeal Rights and Process

A standing Judicial Review Board (described in Board Procedure 20-35) will hear testimony and make recommendations on appropriate disciplinary cases referred to it by the Vice President of Student Affairs. If, through a Formal Judicial Hearing, there is a finding that a student has violated the Code of Academic Conduct and sanctions have been imposed, that student has the right to appeal the finding(s) or sanction(s) or both to the Judicial Review Board (JRB).

A student who wishes to appeal the outcome a Formal Judicial Hearing must do so within two business weeks of the date on the Hearing Outcome Form received from the Dean of Students or designee.

The appeal must be addressed to the Vice President of Student Affairs; it must be typewritten; and must state the grounds for appeal. If the student wishes to appear in person before the Judicial Review Board, this must be indicated in writing in the appeal letter. The Vice President of Student Affairs will arrange a meeting convenient to all parties.

In the event of an appeal, the decision(s) of the Judicial Review Board will be final. In the event the student does not appeal within the required two-week period, the decision of the Dean of Students or designee will be final.

The Code of Academic Conduct information above has been excerpted from Board Policy and Procedure 20-41. For the complete Policy and Procedure, contact the Dean of Students.

Traffic Appeals Committee

This committee, composed of staff and students, considers the appeals of students who feel they have been wrongly ticketed for traffic violations on campus. Appeal forms can be completed and submitted online at www.cod.edu/about/police_department/traffic_regulations.aspx.

Appeals must be made within five days of ticket issuance. Right of appeal is forfeited on the sixth day after the citation has been issued. The decision of the Traffic Appeals Committee is final.

ADA Compliance

Appeals regarding accessibility can be made to the Dean of Students, who serves as the ADA Compliance Officer. Recommendations regarding program and physical accessibility for qualified individuals with disabilities are handled by the Office of Access and Accommodations.

STUDENT PRIVACY

Notification of Students' Rights Under The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day College of DuPage Office of Student Records receives a request for access. Students should submit to the Office of Student Records written requests that identify the record(s) they wish to inspect. The College will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask College of DuPage to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If College of DuPage decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information (not "Directory Information") contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by College of DuPage to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Computer Lab Security Policy

Several computing labs are available on campus for student use. Students who use these computing labs must comply with COD Board of Trustees Policy Manual, Administrative Procedure 10-126, "Electronic Communications" guidelines. In addition to legal sanctions, violators of these guidelines may be subject to disciplinary action, including dismissal or expulsion, as relevant, consistent with other College policies, procedures or collective bargaining agreements.

Tobacco-Free Campus Policy (Board Policy 10-160)

Use of tobacco and tobacco-related products (including electronic cigarettes) is prohibited on all College of DuPage premises, in all indoor College facilities and in all College vehicles.

"College of DuPage Premises" includes all land, building, facilities and other property leased or rented by the College, whether on a short-term or long-term basis; owned by the College (including adjacent streets and sidewalks); subject to the control of the College but not leased, rented or owned; and where an official College activity is held and where students, faculty or staff are present or are participants in the official College activity.

Tobacco use is permitted inside private vehicles. The improper disposal of tobacco and tobacco-related products from a vehicle while on College of DuPage premises is prohibited. Improper disposal includes, but is not limited to, spitting smokeless tobacco product, littering and anything that creates fire hazards.

It is the responsibility of all faculty, staff, students and visitors to comply with this policy. Refusal to comply with this policy may result in citations issued by Campus Police and/or disciplinary action by the appropriate administrative office.

Disclosure of Directory Information

The items listed below are designated as "Directory Information" by College of DuPage Board Policy and Procedure 20-15 and may be released for any purpose at the discretion of the College. Under provision of the Family Educational Rights and Privacy Act of 1974, as Amended, a student has the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below. The student should consider very carefully the consequences of any decision to withhold "Directory Information." Should a student decide to inform the College not to release any or all of this "Directory Information," any future requests for such information from non-college persons or organizations will be refused. The College will honor a student's request to withhold the information listed below but cannot assume responsibility to contact the student for subsequent permission to release the information. Regardless of the effect upon the student, the College assumes no liability for honoring the student's instructions that such information be withheld. Directory Information consists of the following: Name, community, terms attended, last educational institution

attended, major field of study, awards, degrees and awards received, participation in officially recognized sports and activities, height and weight of members of athletic teams. If a student wishes to withhold the directory information, complete the “Student Request to Prevent Disclosure of Directory Information” form and submit it by the fourth week of the term to the Office of the Director of Enrollment Services and Registrar. Forms are available in the Office of Student Records. If the form is not received in the Office of the Director of Enrollment Services and Registrar by the fourth week of the term, it is assumed that the above information may be disclosed.

Forms are available for students who wish to disclose non-directory information and are available in the Office of the Director of Enrollment Services and Registrar, the Office of Student Records, as well as various other offices. This form needs to be completed each term.

Printed Materials Guidelines

Individuals and organizations have the right to distribute printed material on the College of DuPage campus. Such material must not be contrary to local, state or federal laws and no items may be sold or money solicited. However, the Board does reserve the right to control the place, time and manner such printed material is distributed. The administrative procedures concerning the distribution of printed materials are available in the Office of Student Life, Student Services Center (SSC), and on the College website under Board Policies.

GENERAL STUDENT INFORMATION

Bookstore

The campus Bookstore is located on the first floor of the Student Resource Center. The Bookstore carries all required textbooks for student purchase, and offers both rental and digital options on select textbooks. The Bookstore also carries imprinted and non-imprinted school supplies, greeting cards and College of DuPage emblematic gifts and clothing. Additional services provided include fax service, small copy services and free gift wrapping for any items purchased from the Bookstore. The Bookstore is open Monday to Saturday during the fall and spring semesters, and Monday to Thursday during the summer semester. The Bookstore offers extended hours during the first week of classes each semester.

For hours of operation, contact the Bookstore at (630) 942-2360 or visit www.codbooks.com.

Students can order textbooks online at www.codbooks.com. Order delivery options include either a FedEx ship or convenient in-store pick-up at the Bookstore on the Glen Ellyn campus. Online orders can be placed by using the course information on a student’s schedule.

Closing the College—Severe Weather and Other Emergencies

In the event that it becomes necessary to close the campus or to cancel classes and other activities due to inclement weather, notices are sent out through the College’s COD Alerts system via text, email and voice mail (sign up at www.getrave.com/login/cod). Announcements are also posted on the College’s website at www.cod.edu, on the exterior LED signs, the student and employee portals, and on Facebook and Twitter. This closing information is also available on the College’s incoming phone message at (630) 942-2800, through WDCB 90.9fm and on *Chicago Tribune’s* Emergency Closing Center website.

Dining Services

The campus Dining Services department offers an exciting and innovative dining program for the College of DuPage community. A variety of food concepts, including national brands, are available to choose from. The E.E. Gibson Café is conveniently located on the first floor of the Student Resource Center with hours of operation during the academic year from 8 a.m. to 7 p.m., Monday through Thursday, and 8 a.m. to 2 p.m. on Friday. National brand food venues are also located on the second floor of the Student Services Center, and the first floor of the McAninch Arts Center. Vending machines are located throughout the campus, and provide snacks and cold/hot beverages. For further information on food service or catering functions, contact Dining Services at (630) 942-2555 or (630) 942-3343.

College of DuPage Police Department

The College of DuPage Police Department is a professional 24-hour law enforcement agency. The department’s police officers have full police powers and are responsible for maintaining a secure environment in which educational activities are conducted and assets are protected. Contact the College of DuPage Police Department to report a crime, for emergency first aid, to report lost items, or to report a motor vehicle or personal-injury accident on campus.

The College of DuPage Police Department also provides assistance with disabled vehicles and lockouts and, if needed, provides escort service to your vehicle or class.

The office can be reached at (630) 942-2000, ext. 2000, 24 hours a day, seven days a week.

Campus Parking

The parking lots on campus are available to faculty, staff, students and visitors. The College reserves the right to tow illegally parked vehicles at the owner’s expense. Some designated parking areas require a parking permit. There is a 20 m.p.h. speed limit on all the entrance drives and roads around the campus and a 10 m.p.h. speed limit in all parking lots. Penalties for parking violations range from \$15 to \$250. Fines may be paid by mail or in person to the Cashier’s Office. To appeal a traffic citation, one must file a form with the Cashier’s Office or go to the COD Police website within five days of issuance.

Public Transportation

Pace Suburban Bus Service provides bus transportation to and from the campus in Glen Ellyn. There are three bus shelters on campus. One is on the southwest corner of Fawell Boulevard and Lambert Road near the Homeland Security Education Center, and there are two on Tallgrass Road on the north side of the Student Resource Center (SRC) and the Berg Instructional Center (BIC). Two Pace routes serve the campus directly, No.714 and No.715. These routes connect with many others, as well as with the Metra and Northwestern train lines. Please check the Pace website, www.pacebus.com or call (847) 364-PACE, for up-to-date schedules, fares and route maps. All routes are subject to change.

Pace schedules are available on campus in the Office of Admissions and Outreach and the Office of Student Life. Students may purchase a Pace Campus Connection Pass through Ventra. Details can be found at www.pacebus.com/ventra/#Campus.