

Student Rights and Responsibilities RVC Administrative Procedure (4:10.140)

The College recognizes the rights of its students guaranteed by the constitutions of the United States and the State of Illinois. This includes a student's rights within the institution to freedom of expression, inquiry, assembly, peaceful pursuit of an education, and reasonable use of College services and facilities. Associated with these rights are the responsibilities of students for fulfilling their academic obligations and complying with existing College rules and regulations. If student conduct is disruptive or interferes with College operations, educational programs or the safety and welfare of the College community, the College reserves the right to seek disciplinary action. The right of due process will be afforded in any disciplinary action taken against a student. Procedures governing student rights and responsibilities will be published by the college.

Purpose

The purpose of this Administrative Procedure is to establish student rights and responsibilities and provide a fair, equitable, and educational process for addressing alleged violations of College policies and the Student Code of Conduct. This procedure ensures students are afforded due process, outlines the College's authority and jurisdiction regarding student conduct, and establishes procedures for resolving allegations of misconduct while maintaining a safe and supportive learning environment

Scope

This Administrative Procedure applies to all students enrolled at the College, including but not limited to: full-time, part-time, Community & Continuing Education, Workforce Development, Adult Education, etc.

The College maintains jurisdiction over student conduct:

- On College-owned or controlled property;
- At College-sponsored programs, activities, and events;
- At off-campus instructional sites, internships, clinical placements, laboratories, and experiential learning locations;
- Through the use of College technology, systems, or resources;
- Through electronic communications and online activity that substantially affects the College community;
- During periods between enrollment when a student maintains a continuing relationship with the College.
- The College may also address off-campus conduct when such conduct substantially interferes with College operations, educational programs, or the safety and welfare of the College community.

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Department and Primary Point of Contact Involved

Department Responsible for Administration: Dean of Students Office. **Primary Point of Contact:** Dean of Students

Definitions

Administrative Meeting: A meeting between the Dean of Students, or designee, and a student to discuss and resolve an alleged violation of College policy or the Student Code of Conduct.

Advisor or Support Person: A friend, family member, College employee, or peer selected by a student to provide support during conduct proceedings.

Business Day: Any day the College is open for normal business operations, excluding weekends, holidays, and College-designated closures.

College Official: Any employee of the College acting within the scope of their assigned responsibilities.

College Premises: All land, buildings, facilities, vehicles, and property owned, leased, operated, or controlled by the College.

Complainant: Any individual who reports or submits information regarding an alleged violation of College policy or the Student Code of Conduct.

Conduct Review Board: The body authorized to hear appeals involving suspension or expulsion sanctions.

Responding Student (Respondent): A student alleged to have violated College policy or the Student Code of Conduct.

Student: Includes all persons taking courses at Rock Valley College either full-time or part-time; persons who withdraw after allegedly violating the student code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission.

Witness: An individual with direct knowledge of an incident relevant to a conduct matter.

Procedure

This procedure can be found in the Student Handbook.

Student Due Process Rights

Students facing possible disciplinary action are entitled to:

- Written notice of alleged violations;
- A prompt and fair administrative meeting or hearing;
- Information regarding the allegations, unless disclosure would jeopardize the safety of others;

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- The opportunity to present relevant information and witnesses;
- The opportunity to be accompanied by an advisor or support person;
- The right to appeal suspension or expulsion sanctions.

Reporting Alleged Violations

Any member of the College community may report an alleged violation of College policy or the Student Code of Conduct (See Student Conduct Administrative Procedure 4:10.150) to the Dean of Students or designee.

Reports may be submitted in person, electronically, or through College-approved reporting methods.

Anonymous reports may be accepted; however, anonymity may limit the College's ability to investigate and resolve a complaint.

Notice and Response

The Dean of Students or designee shall provide written notice to the responding student regarding the alleged violation.

The notice shall include:

- The alleged violation(s);
- The opportunity to participate in an administrative meeting;
- Information regarding the student's procedural rights.

Students are expected to respond to requests for meetings and participate in the conduct process.

Preliminary Investigation and Administrative Meeting

The Dean of Students or designee shall conduct a preliminary review of reported conduct and determine whether sufficient information exists to proceed.

The Dean of Students may:

- Dismiss the allegation;
- Determine a student is responsible or not responsible;
- Assign sanctions;
- Refer parties to mediation or conflict resolution;
- Refer a student to educational programming, counseling, or community resources;
- Refer a matter to the Behavioral Intervention Team or another appropriate College office.

Findings and Resolution

Following review of all available information, the Dean of Students or designee shall determine whether a student is responsible or not responsible for the alleged violation(s).

Determinations shall be based upon a preponderance of the evidence.

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Interim Actions

When necessary to protect the health, safety, welfare, or property of the College community, interim actions may be imposed pending resolution of a conduct matter.

Interim actions may include temporary suspension, restricted access to College facilities, or other appropriate restrictions.

Sanctions

Students found responsible for violations may be assigned one or more sanctions, including:

- Warning;
- Disciplinary probation;
- Educational programming;
- Behavioral requirements;
- Community service or discretionary assignments;
- Restitution;
- Loss of privileges;
- Limited access to College facilities;
- Administrative withdrawal from a course or program;
- Suspension;
- Expulsion;
- Other sanctions deemed appropriate by the Dean of Students.

Failure to complete assigned sanctions may result in additional disciplinary action or administrative holds.

Appeals

Students suspended or expelled from the College may submit a written appeal within ten (10) business days of receiving notice of the sanction.

Appeals shall be reviewed by either:

- The Conduct Review Board; or
- The Chief Academic Officer (CAO).

The decision of the Conduct Review Board or CAO shall be final.

Student Records and Confidentiality

Conduct records shall be maintained in accordance with applicable records retention requirements and the Family Educational Rights and Privacy Act (FERPA).

Information may be disclosed as permitted by FERPA, Title IX regulations, the Clery Act, or other applicable laws.

Related Documents

Student Handbook

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Reference: AR 314

Implemented: April 8, 2014

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