

Student Conduct

RVC Administrative Procedure (4:10.150)

Students are expected to demonstrate the College's core values of mutual respect, excellence, diversity, collaboration, innovation, public trust, and learner-centered community. The College will maintain a Code of Conduct for students to conduct themselves in a manner consistent with these core values and the College's operation as an educational institution.

The College may seek disciplinary action against students for violations of College rules and regulations for conduct, including the standards of student conduct as set forth in the Code of Conduct. Sanctions may be imposed for conduct which occurs on College premises, at off campus instruction sites, at College-sponsored extracurricular activities or events when a student serves as a representative of the College, or in the course of using College technology or property.

Sanctions may also be imposed for conduct that occurs on or off campus which materially and substantially interferes with the College's operation, educational programs or the safety and welfare of the College community. The right of due process will be afforded in any disciplinary action taken against a student.

The Student Code of Conduct will be published by the College.

"There are exceptions to this rule or procedure when sexual assault or harassment allegations are included. If so, please review sexual assault/harassment Board Policy and Admin Procedures."

Purpose

The purpose of this Administrative Procedure is to establish a fair, consistent, and educational process for addressing alleged violations of the Student Code of Conduct. This procedure outlines student rights and responsibilities, the College's jurisdiction over student conduct, reporting and resolution processes, disciplinary sanctions, and appeal procedures. The process is intended to protect the safety and welfare of the College community while ensuring students are afforded procedural due process.

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 procedure applies to conduct occurring:

- On College-owned or controlled property;
- At College-sponsored activities and events;
- At off-campus instructional sites, including internships, clinical placements, laboratories, and experiential learning locations;

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- While using College technology, systems, or property;
- Online or through electronic communications when such conduct affects the College community or educational environment;
- Off campus when the conduct substantially interferes with College operations, educational programs, or the safety and welfare of the College community.
- The College maintains jurisdiction over students between periods of enrollment and may address conduct that occurred while an individual maintained a continuing relationship with the College.

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 Student Code of Conduct violation.

Advisor/Support Person: An individual selected by a student to accompany them during conduct proceedings. The advisor may be a friend, family member, College employee, or peer and may provide support but may not speak on behalf of the student unless permitted by the Dean of Students.

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

College Official: Any person employed by the College performing assigned administrative, professional, or support responsibilities.

College Premises: Any land, building, facility, vehicle, or property owned, leased, operated, or controlled by the College.

Complainant: Any individual who reports or submits information regarding an alleged violation of 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 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 who has direct knowledge of an incident or event relevant to a conduct matter.

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Procedure 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 against them, unless disclosure would jeopardize the safety of others;
- The opportunity to present information and witnesses;
- The right to appeal suspension or expulsion sanctions;

Resolution based upon a preponderance of the evidence standard.

Reporting Alleged Violations

Any member of the College community may report an alleged violation of the Student Code of Conduct to the Dean of Students or designee.

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

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

Academic misconduct allegations are addressed through the Academic Appeals and Academic Integrity procedures and are not governed by this procedure.

Notice and Administrative Meeting

Within a reasonable timeframe following receipt of a report, the Dean of Students or designee will notify the responding student of:

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

Students may be accompanied by an advisor or support person during the administrative meeting.

Failure to respond to a request for an administrative meeting may result in the matter being resolved based on the information available.

Preliminary Investigation

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

Following review, the Dean of Students may:

- Dismiss the allegation;
- Find the student responsible or not responsible;

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- Assign sanctions;
- Refer parties to mediation or conflict resolution;
- Refer the matter to the Behavioral Intervention Team;
- Refer the student to educational programming, counseling, or community resources;
- Refer the matter to another appropriate College office.

Written notification of the outcome shall be provided to the student.

Findings and Resolution

Following review of the available information, the Dean of Students or designee shall determine whether the student is:

- Responsible; or
- Not Responsible

for the alleged violation(s).

Determinations shall be made using the preponderance of the evidence standard.

Interim Measures and Temporary Suspension

When necessary to protect the health, safety, welfare, or property of the College community, the Dean of Students, RVC Police Department, or designee may impose interim restrictions, including temporary suspension, prior to final resolution of a conduct matter.

Interim measures may include:

- Temporary suspension from campus;
- Restricted access to specific facilities or activities;
- Other measures necessary to preserve safety and College operations.

Sanctions

Students found responsible for violating the Student Code of Conduct 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 campus access;
- Administrative withdrawal from a course or program;
- Suspension;
- Expulsion;
- Other sanctions deemed appropriate by the Dean of Students.

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Failure to complete assigned sanctions may result in additional disciplinary action and administrative holds on student records.

Appeals of Suspension or Expulsion

Students sanctioned with suspension or expulsion may appeal the decision in writing to the Dean of Students within ten (10) business days of receiving notice of the sanction.

Appeals may be heard by:

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

The appeal decision shall be final.

Conduct Review Board

The Conduct Review Board shall review appeals involving suspension or expulsion sanctions.

The Board shall consist of representatives from Academic Affairs, Student Affairs, and the student body as designated by the College.

The Board shall:

- Review relevant information;
- Conduct hearings as necessary;
- Issue decisions based on a preponderance of the evidence;
- Provide written notice of the final decision.

Student Records and Confidentiality

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

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

Related Documents

Student Handbook

Reference: AR 314

Implemented: April 8, 2014

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