

Student Services Department Formal Discipline Complaint Form Overview

Thank you for bringing to our attention that you were involved in an incident with a Harold Washington College (HWC) student and that the student may have violated the City Colleges of Chicago (CCC) Student Code of Conduct. We take complaints seriously and want to make you aware of your choices under our Academic and Student Policies. Below is the policy and procedures to help you understand your options.

The complete policy can be found here:

<https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/#text>

Upon receiving a complaint, the Conduct Officer, in collaboration with Security and/or Wellness Center, assesses the appropriate categorization of the violations noted on the complaint and determine the type of disciplinary hearing that will be conducted.

There are Two (2) Types of Disciplinary Hearings:

- 1) **Informal Hearing** - Provides students with minor violations, as determined by the Code, with an option for resolving matters in an informal manner. After investigating the facts of the conduct case, the Dean of Student Services or designee determines whether the violations committed may be resolved through the *Informal Resolution Agreement (IRA)*. This procedure may be exercised in lieu of referring the case to the Disciplinary Committee for a formal conduct hearing. The IRA procedure consists of four steps and the student must agree to all four conditions if the student wishes to resolve the case informally:
 1. The student must agree to have violated the Student Code of Conduct.
 2. The student must agree with the sanction(s) proposed by the Conduct Officer or the Dean of Student Services.
 3. The student must agree to waive the right to a formal hearing before the Conduct Board.
 4. The student must agree to waive the right to an appeal. If the student agrees to all four conditions, the student will be required to sign the IRA. The student will be provided with a copy and a disciplinary file and record will be created and maintained.

- 2) **Formal Disciplinary Hearing** - The Disciplinary Committee provides students (against whom a complaint has been made) the opportunity to communicate their position on the allegations brought forward. When the student has been interim suspended pending the Formal Disciplinary Hearing, the student shall have the right to a Formal Disciplinary Hearing within five (5) academic days of the start of the suspension. The student shall be allowed to bring no more than one (1) observer and two (2) witnesses. If a student fails to appear when the case is called for a hearing, without just cause, the hearing may proceed in the student's absence and the student will forfeit the right to appeal all final determinations.

Allegations of Sexual Misconduct - In cases where a student is alleged to have engaged in sexual misconduct, CCC's EEO Office will investigate the complaint pursuant to its Equal Opportunity Policy and Complaint Procedures. The EEO Office may modify academic or working situations while an investigation is pending if the EEO Office believes there is a threat of imminent harm. Refer to full Policy Manual for specific examples.

Allegations of Academic Misconduct - In cases where a student is alleged to have engaged in academic dishonesty, the complaint will be referred to the Dean of Instruction for investigation.

Next Steps:

Once the complaint has been appropriately categorized and the marked violations have been reviewed, the following steps occur:

1. **Interim Suspension** - The Dean of Student Services or designee is authorized to suspend the student against whom a complaint is made, pending the Formal Disciplinary Hearing **in instances where the student indicates a substantial threat to the good order, safety, or well-being of the college community**. The student will remain on suspension until the outcome of the hearing is rendered, up to fifteen (15) academic days.

2. **Due Process Pre-Hearing Meeting** - The respondent(s) will be contacted by the Dean of Student Services or designee to advise them of the alleged violations of the Code. The Dean of Student Services or designee will officially explain and review with the respondent student their rights and responsibilities. The student must sign the **Students' Rights and**

Responsibilities Form verifying receipt of the notice. The Dean of Student Services or designee will inform the respondent in writing of the scheduled date of their forthcoming hearing within two (2) academic days following this meeting.

How is a “Student” Defined for Conduct Purposes?

a. Definition of “Student” – For the purposes of this policy, a “student” means any person who is admitted, registered or enrolled for study at CCC, regardless of where courses are taught, whether they are enrolled full-time or parttime for credit or non-credit courses, for any academic period. Any person who is enrolled in online or hybrid courses is also considered a “student.” Any person who is not enrolled for a particular term, but who has been admitted and enrolled in courses from time to time, and has a continuing relationship with CCC is considered a “student.” Any person who withdraws after allegedly violating the student code of conduct is considered a “student” for purposes of this policy.

b. Definition of “Visitor” and Visitor Standards of Conduct – A visitor is defined as an individual who is not a member of the CCC community who is on CCC premises. CCC reserves the right to remove visitors, guests, and patrons of CCC if their behavior or actions are malicious in nature, violate any current CCC policy, or threaten the safety of the College’s administration, faculty, staff, or students.

*If you wish to proceed with filing out a Formal Discipline Complaint,
please complete the Formal Discipline Complaint Form
in the next pages.*

Formal Discipline Complaint Form

Select the type of disciplinary hearing you are requesting (please note that while you may select an option, the Conduct Officer, in consultation with the Dean of Student Services, the Director of Safety and Security, and/or the Director of Wellness, will make the final determination of the type of case proceedings). Please note that allegations of sexual misconduct will be referred to the Title IX Director and allegations of Academic Misconduct will be referred to the Dean of Instruction.

- Informal Hearing
 Formal Disciplinary Hearing
 Allegation of Sexual Misconduct
 Allegation of Academic Misconduct

Full name of the person making the complaint:	Date:
Student Information	
Student's full name:	Student's ID #:
Incident Information	
<i>The Standards of Conduct applies, and discipline may be imposed for conduct which occurs on college premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility.</i>	
What date(s) did the incident(s) occur?	Where did the incident(s) occur?
What, if any, behaviors were exhibited prior to the culminating event?	
What, if any, interventions were attempted/taken prior to the culminating event?	
Incident Details	
<i>Prior to submission, please ensure you have provided details on each of the three requirements listed below. Additional information may be added on a word/pdf document. Please note the additions under the attachments section. Failure to include all items listed as required will delay the processing of the request.</i>	
Detailed description of the incident:	
Describe the attempts you have made to resolve the incident:	

Describe the resolution you are seeking:

Types of Misconduct

Please select the type(s) of misconduct the student falls into:

1. **Academic Dishonesty.** Includes but is not limited to cheating, complicity, fabrication, and falsification, forgery, plagiarism, or unauthorized access to examination materials. *These cases will be administered by Academic Affairs.*

Please provide specific examples to support the charge indicated:

2. **Dishonesty involving college documents, records or identification cards.** Stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnishing false information to the college.
- 2.1a: Forgery of an administrative staff person, faculty member, or student's name; alteration or misuse of college documents, records, identification; or possession of documents and records belonging to another.
 - 2.1b: Deliberate misrepresentation of facts and/or knowingly furnishing false information to college departments and/or officials.
 - 2.1c: Use of the College's name, image, or logo without proper authorization or with intent to misrepresent or defraud.
 - 2.1d: Misrepresentation - Lying, misrepresenting of facts or giving false testimony to any college official is prohibited. This includes but is not limited to forging, transferring, altering, wrongfully obtaining or otherwise misusing documents including being in possession of an ID other than your own and/or a fake ID. Misrepresentation includes but is not limited to any misuse of college funds, using the college logo or name without appropriate permission and/or to falsely attribute an activity to the college. Representing oneself as City Colleges of Chicago in signing a contract or agreement, falsification of any college record or use of any computer to gain unauthorized access to an existing college record is not permitted.

Please provide specific examples to support the charge indicated:

3. **Obstruction or disruption of learning environment or other college activities.** Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities or conduct that creates a hostile working or learning environment.
- 3.1a: Engaging in violent, abusive, indecent, profane, boisterous, unreasonable loud, lewd behavior, derogatory language and/or images, or otherwise disorderly conduct under any circumstance including in-person, virtual, and/or online. This includes any conduct that causes or provokes a disturbance or disrupts the normal operations of the college.
 - 3.1b: Any action that causes inconvenience annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well-being or causes a risk of or physical harm to public or private property.
 - 3.1c: Any conduct or behavior that disrupts a faculty member while teaching is a violation. This includes, but is not limited to, talking in class, talking, texting, playing music, or listening to headphones.
 - 3.1d: The unauthorized recording and transmitting of class sessions. Unauthorized means not obtaining consent from classmates and

the instructor. Please note: If there is a need to record a class session to document behavior that is illegal and/or violating the health and safety of the virtual classroom (e.g. cyber bullying, threatening comments, use of inappropriate language, etc.), no consent is needed.

Please provide specific examples to support the charge indicated:

4. **Conduct that threatens health and safety.** Conduct that threatens the health or safety of any person including but not limited to physical assault, threats that cause a person to fear for one's own safety or the safety of her or his family, and incidents involving the possession, display, or use of a weapon. Includes such misconduct occurring via any telecommunication device, social media, or any other web-based means of communication.
- 4.1: Issues of Harassment/Intimidation
 - 4.2: Stalking
 - 4.3 Sexual Misconduct
 - 4.4 Acts of Discrimination including written and verbal actions
- Please note: 4.1 to 4.4 will follow the CCC Equal Opportunity Policy and Complaint Procedures.*

Please provide specific examples to support the charge indicated:

- 4.5: Hazing.** City Colleges of Chicago prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, in the course of an individual's initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the Student Code of Conduct. Any person suffering from an incident of hazing, witnessing an incident of hazing, or have knowledge of an incident of hazing shall report the incident to the Dean of Student Services or designee.
- 4.5a: The threat to inflict bodily harm or the action of inflicting bodily harm to an individual as part of an initiation rite is prohibited.
 - 4.5b: The forced purchase or consumption of alcohol or drugs as part of an initiation rite is prohibited.
 - 4.5c: the forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite is prohibited.
 - 4.5d: the creation of excessive fatigue or prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite is prohibited.
 - 4.5e: Forced participation in any other activity that endangers the physical or mental health of an individual is prohibited.
 - 4.5f: Any student who willingly participates in any acts of hazing will also be in violation and subject to disciplinary proceedings.

Please provide specific examples to support the charge indicated:

4.6: Physical Altercation/Violent/Threatening Behavior. The intentional use of force or violence directed upon another: Physical altercations or physical contact, which includes, but is not limited to fighting, slapping, pushing, punching and/or contact using a weapon of any sort for the purpose of physical abuse or violence involving physical contact.

Please provide specific examples to support the charge indicated:

4.7: Weapons/Firearms/Explosives. The use, possession and/or storage of firearms, ammunition, explosives, fireworks or other lethal weapons of any kind in motor vehicles, buildings or elsewhere on college premises or during college activities are prohibited. The penalty for possessing weapons may be subject to expulsion. If a student is found responsible, automatic expulsion will be rendered.

Specific violations of this policy include, but are not limited to, the possession, use or threat of use of any of the following items:

- Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded);
- Any toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;
- Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury;
- Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon;
- Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or
- Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.

Note: Students who hold a conceal carry permit are not allowed to be in possession of their firearm on CCC property, including, including parking lots, campus grounds, buildings, or elsewhere on college premises, including parking lots, campus grounds, buildings, or elsewhere on college premises.. 3D printing, machining, or otherwise producing/ drawing/designing any of the above-described items or their parts using CCC property or on CCC premises is also a violation of this policy.

Please provide specific examples to support the charge indicated:

5. Theft or vandalism.

- 5.1a: Theft of property, including taking without express permission, or misappropriation of, any property or services of CCC or others; or possession of any property that the student had knowledge, or reasonably should have had knowledge, was stolen.
- 5.1b: Damage to or destruction of CCC premises or property or to the property of a member of the CCC community while on institutional premises.

Please provide specific examples to support the charge indicated:

6. **Failure to comply.** Failure to comply with college officials acting in the performance of their duties.

Please provide specific examples to support the charge indicated:

7. **Breaching Campus Safety and Security.**

- 7.1a: Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards. Duplicating college keys or access cards; or propping open of exterior security doors.
- 7.1b: Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations emergency exits, or other safety equipment.
- 7.1c: Placement of equipment or vehicles to obstruct the means of access to or from college buildings or intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored functions.

Please provide specific examples to support the charge indicated:

8. **Retaliation.** Including retaliation or harassment against any student, program participant, employee or other person(s) who make complaints or cooperate in the investigation of EEO matters and complaints, student grievances, and/or student disciplinary matters.

Please provide specific examples to support the charge indicated:

9. **Alcohol and controlled substances.**

- 9.1a: Alcohol possession and/or consumption, including the possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.
- 9.1b: Controlled substance possession and/or consumption, including the possession, sale, use or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance prohibited by law.
- 9.1c: Consumption of alcohol and/or controlled substance or intoxication during class in-person or virtually.

Please provide specific examples to support the charge indicated:

10. **Clinical/Practicum Misconduct.** Students should refer to clinical program policies and procedures which address academic performance, including adherence to ethical and professional standards. These separate clinical program policies and procedures may result in dismissal of a student from a program or other appropriate action by the program.

Please provide specific examples to support the charge indicated:

11. Violations of CCC policies.

- [Equal Opportunity in Employment, Programs, Services and Activities policy](#)
- [Equal Opportunity Policy and Complaint Procedures](#)
- Academic Program Handbooks
- [College Rules](#)
- [Drug and Alcohol-Free Campus policy](#)
- [Tobacco-Free Campus policy](#)
- [Responsible Computer Use policy](#)
- Other approved CCC Policies and Procedures

Please provide specific examples to support the charge indicated:

Attachments

From the listing below, please mark all the supporting evidence and/or documentation that will be submitted with this form:

- Addendum to Narrative Summary
- Email exchanges
- Photographs/videos
- Coursework
- Other: _____

Please save a copy of all documents for your records, then submit your completed form and supporting documents via email to hwc-conductofficer@ccc.edu. Your complaint will be reviewed by a member of the Student Services team within two academic days.