



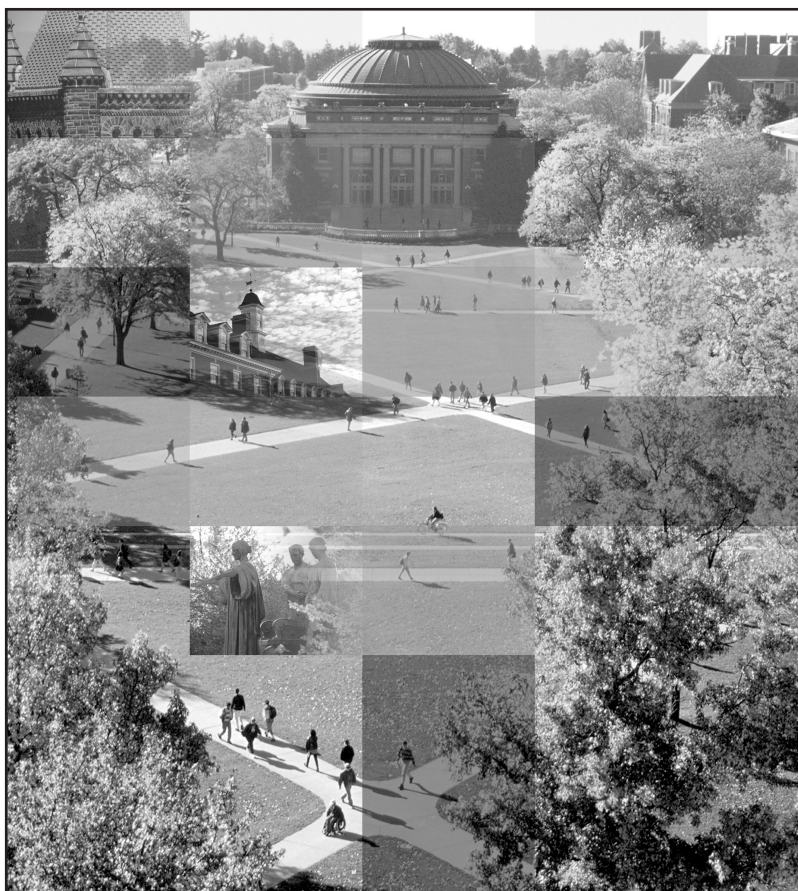
STUDENT CODE

STUDENT RIGHTS AND RESPONSIBILITIES

ARTICLE 1

2011–2012

University of Illinois at Urbana-Champaign





PREFACE

This booklet contains Article 1 (Student Rights and Responsibilities) of the Student Code, formerly the Code of Policies and Regulations Applying to All Students. Because Article 1 provisions are of particular importance to students, the University has authorized the separate printing and distribution of this booklet to all incoming students.

The full Student Code, which includes Article 1, Article 2 (General Policies and Regulations), and Article 3 (Academic Policies and Regulations), is available in print and online at admin.illinois.edu/policy/code. The specific changes that were made from the 2010-2011 publication to this year's issue can also be found on the website.

Unless otherwise noted, the rules stated in this Student Code apply to all undergraduate, graduate, and professional students enrolled at the University of Illinois at Urbana-Champaign.

The symbol § means section.



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Welcome to the University of Illinois! Our University has a long tradition of training students and scholars from all walks of life and from diverse geographic, ethnic, gender, racial, and religious backgrounds. Just as important has been its role in being a source of knowledge, hope, and opportunity for thousands of students from around the globe. Wherever they have come from, our students have made a difference in transforming all fields of human endeavor, and we want to make sure that your years at Illinois will be as successful and productive as those who have come before you.

With that goal in mind, we share this copy of the Student Code, which delineates the rights and responsibilities of students in a wide spectrum of activities throughout the University. The Code likewise sets this university's standards of civility and its expectations for responsible behavior. Illinois stands for the dignity of all peoples and respect for their ideals and beliefs. At the same time, as an educational institution, the University regards free speech and expression as integral to our values and essential to the preservation of a genuine learning environment. Within these enabling confines, we cherish the spirit of debate and look forward to the advances stemming from common inquiry. However, we draw the line and refuse to acquiesce to acts of intimidation, violence, or hate. We believe, in the spirit of Martin Luther King, that any infraction or injustice that threatens one of us threatens every member of our community. Indeed, we may not always understand or agree with each other, but ultimately we must try to listen to one other and respect the differing opinions among us.

We provide this Student Code to help establish the firm foundation for the challenging, stimulating, and at the same time, nourishing set of interactions that will lead to a truly inclusive community and a successful college experience. If we as students, faculty, staff, and administration make intelligent use of these guidelines, we will truly contribute to our mission of "preparing students for lives of impact, and addressing critical societal needs through the transfer and application of knowledge."

Welcome to our community.

Best wishes,

A handwritten signature in black ink that reads "Robert Easter".

Robert Easter
Interim Chancellor

A handwritten signature in black ink that reads "C. Renée Romano".

C. Renée Romano
Vice Chancellor for Student Affairs

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ARTICLE 1—STUDENT RIGHTS AND RESPONSIBILITIES

PART 1. STUDENT RIGHTS

§ 1-101 Preamble

- (a) A student at the University of Illinois at the Urbana-Champaign campus is a member of a University community of which all members have at least the rights and responsibilities common to all citizens, free from institutional censorship; affiliation with the University as a student does not diminish the rights or responsibilities held by a student or any other community member as a citizen of larger communities of the state, the nation, and the world.
- (b) Any rules or regulations considered necessary to govern the interaction of the members of the University community are intended to reflect values that community members must share in common if the purpose of the community to advance education and to enhance the educational development of students is to be fulfilled. These values include the freedom to learn, free and open expression within limits that do not interfere with the rights of others, free and disinterested inquiry, intellectual honesty, sustained and independent search for truth, the exercise of critical judgment, respect for the dignity of others, and personal and institutional openness to constructive change. The following enumeration of rights shall not be construed to deny or disparage others retained by these individuals in their capacity as members of the campus community or as citizens of the community at large.

§ 1-102 In the Classroom

The instructor, in the classroom and in conference, should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

- (a) Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- (b) Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- (c) Information about student views, beliefs, and political associations that instructors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.
- (d) The instructor is in charge of the orderly conduct of the class and may exclude a student or an auditor who does not comply with a reasonable request in this regard. If the student is registered for the course and if the disruption is repeated or so egregious as to violate other conduct regulations, (usually § 1-302(f)), the instructor, after consultation with the department head or designee and the Executive Director of the Senate Committee on Student Discipline, may exclude the student from the class until such time as the disciplinary matter has been resolved. If the disciplinary matter is resolved in a manner that permits the

student to return to class, the instructor, in consultation with the department head and the Executive Director of the Senate Committee on Student Discipline or designee, shall decide whether and to what extent the student will be permitted to make up course work missed while excluded from class.

§ 1-103 Campus Expression

- (a) Discussion and expression of all views is permitted within the University subject only to requirements for the maintenance of order. Support of any cause by orderly means that are not in violation of law and that do not disrupt the operation of the University nor interfere with the rights of others is permitted.
- (b) Members and organizations in the University community may invite and hear any persons of their own choosing, subject only to reasonable requirements on time, place, and manner for use of University facilities.
- (c) The campus press and media are to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content.
- (d) The right of peaceful protest is recognized within the University community. The University retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.
- (e) Lawful picketing and other forms of peaceful protest are permitted on University premises except that lawful picketing is permitted only out-of-doors.

§ 1-104 Privacy

- (a) Members of the University community have the same rights of privacy as other citizens and surrender none of those rights by becoming members of the academic community. These rights of privacy extend to residence hall living. Nothing in University regulations or contracts shall give University officials authority to consent to a search by police or other government officials of offices assigned or living quarters leased to individuals except in response to a properly executed search warrant or search incident to an arrest.
- (b) When the University seeks access to an office assigned or living quarters leased to an individual to determine compliance with provisions of applicable multiple dwelling unit laws, ordinances, and regulations, or for improvement or repairs, the occupant shall be notified of such action not less than twenty-four hours in advance. There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared and for custodial service.
- (c) The University may not conduct or permit a search of an office assigned or living quarters leased to an individual except in response to a properly executed search warrant or search incident to an arrest.
- (d) The University shall not regulate the social life of students or their organizations except as such regulations may apply to use of University premises, facilities, or premises approved for student residences. Additional regulations for living units may be made by a democratically constituted student government for the unit.
- (e) The University shall not regulate the hours individuals may keep.

§ 1-105 Student Records

- (a) The University and its subdivisions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records are normally separate. (See, however, § 3-704(a).) Access to the student's own records and files is guaranteed to each individual and is subject only to reasonable regulation as to time, place, and supervision.

- (b) Transcripts of academic records should contain only information about academic status and conditions relating to the student's eligibility for continuing registration on this campus. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the subject involved, except in cases where the student is not competent to grant such consent. In such cases, information will be made available only where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students.
- (c) Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.
- (d) The records and files of individuals no longer at the University shall continue to be subject to the provisions of this document.

§ 1-106 Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

- (a) Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

 - (1) The membership, policies, and actions of a student organization usually will be determined by the vote of only those persons who hold bona fide membership in the college or University community.
 - (2) Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
 - (3) If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
 - (4) Membership lists are confidential and solely for the use of the organization except that name(s) and address(es) of an agent or agents, and/or officers, if any, may be required as a condition of registration.
 - (5) Campus organizations, including those affiliated with an extramural organization, shall not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation including gender identity, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law.
- (b) Freedom of Inquiry and Expression
 - (1) Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
 - (2) Students should be allowed to invite and hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities, adequate financial underwriting for costs of services to be provided by the University, adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The University's control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

§ 1-107 Religious Beliefs, Observances, and Practices

- (a) Illinois law requires the University to reasonably accommodate its students' religious beliefs, observances, and practices in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Implementation of the law is specified in this booklet as follows: Class Attendance—§ 1-501; Examinations—§ 3-201 to § 3-204.
- (b) Any student may appeal in writing an instructor's adverse decision to a request based on religious beliefs, observances, and practices to the dean of the academic unit offering the course. Before taking action, the dean or director should request that the instructor explain his or her denial in writing.

§ 1-108 Nondiscrimination Policy

- (a) The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.
- (b) It is the policy of the University not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, and access to and treatment in the University programs and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.
- (c) For additional information on the equal opportunity, affirmative action, and harassment policies of the University, or information on Title IX, ADA, or 504, please contact: For the Urbana-Champaign campus: Associate Chancellor William Berry, Third Floor East, Swanlund Administration Building (MC-304), 601 East John Street, Champaign, IL 61820, (217) 333-4238; or Assistant Chancellor and Director of Equal Opportunity and Access Larine Cowan, 104 Swanlund Administration Building (MC-304), 601 East John Street, Champaign, IL 61820, (217) 333-0885.

§ 1-109 Sexual Harassment Policy

- (a) Sexual harassment is defined by law and includes requests for sexual favors, sexual advances or other sexual conduct when (a) submission is either explicitly or implicitly a condition affecting academic or employment decisions; or (b) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile, or repugnant environment; or (c) the behavior persists despite objection by the person to whom the conduct is directed. The University considers such behavior, whether physical or verbal, to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Further, retaliation against those who seek remedies under this policy is prohibited.
- (b) The University will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The University environment must be free of sexual harassment in work and study.
 - (1) In order to ensure that the University is free of sexual harassment, appropriate sanctions will be imposed on offenders in a case-by-case manner.
 - (2) The University will respond to every case of sexual harassment reported. Reporting and grievance procedures are published on the Web sites of the Office of Equal Opportunity and Access at www.eoa.illinois.edu and the Office of the Dean of Students at www.odos.illinois.edu.
 - (3) Incidents of alleged sexual abuse or sexual assault are included under § 1-302(b).
- (c) Statement on Consenting Sexual Relationships
University guidelines on responsible professional conduct (in the Academic Staff Handbook) state that individuals assessing the work of others should base their assessments on

appropriate professional criteria. Due to the inherent conflicts of interest, no individual should initiate or participate in institutional or educational decisions involving a direct benefit or penalty to a person with whom that individual has or has had a sexual relationship. Where supervisory or student-teacher relationships exist between husband and wife, or members of a couple, whether married or not, it is the responsibility of the teacher or supervisor to alert his/her supervisor so that appropriate arrangements can be made.

§ 1-110 Policy for the Provision of Reasonable Accommodations for Students with Disabilities

- (a) The following guidelines state the manner in which reasonable accommodations are provided to students with disabilities admitted to study at the University. For the purpose of these guidelines, "reasonable accommodations" refer to those academic adjustments, services, and aids that are provided to ensure that otherwise qualified students with disabilities have equal access to University programs and activities. Coordination of the University's efforts in this area is through the Division of Disability Resources and Educational Services (DRES).
- (b) In general, it is the responsibility of students to make their status as a person with a disability and their need for accommodations known. All requests for reasonable accommodations should be directed to the DRES Student Services Office (333-4603 or disability@illinois.edu). The determination of reasonable accommodations will be based upon an individual student's needs. Academic accommodations shall be developed in consultation with the faculty member for whose course the accommodations are sought. Accommodations that impose an undue hardship on the campus or that require the fundamental alteration of academic standards, programs, or coursework may be declined.
- (c) In order to be considered for reasonable accommodations, the student must meet the following requirements:
 - (1) The student must complete and return the DRES Application for Services. Applications may be obtained from the Division, which is located in the Rehabilitation-Education Center at 1207 South Oak Street, Champaign IL, or via the Web at www.disability.illinois.edu.
 - (2) The student must have a disability and provide documentation of a disability in accordance with DRES documentation criteria.
- (d) To help ensure that a student's accommodations are enacted in a timely manner, the student or prospective student who believes he or she will need accommodations to access University programs and activities must complete the DRES Application for Services and return it as soon as possible. Some accommodations, such as interpreter, real-time captioning services, or the conversion of print-based educational materials to alternative accessible formats can require substantial lead time to schedule or prepare. Therefore, it is recommended that the student return the DRES Application for Services and discuss accommodation needs with DRES personnel at least six weeks before the accommodations will first be required. Such notice will allow the applicant and DRES personnel a reasonable period of time in which to ascertain whether the requirements of sections (c)(2) above have been fulfilled and, if so, to identify and implement the reasonable and effective accommodations that are identified as necessary to afford the student equal access to University educational opportunities, programs, services, and activities in the most integrated setting.
- (e) Accommodation recommendations of DRES personnel that the student deems to be ineffective may be appealed to the Director of DRES. Determinations of the DRES Director may be appealed to the Dean of Applied Life Studies. Students may take similar action in circumstances wherein the enactment of DRES accommodation recommendations by a campus unit is deemed to be unsatisfactory. Accommodation decisions of DRES or other campus units with which students are dissatisfied may also be appealed to the ADA Coordinator in the Office of Equal Opportunity and Access.
- (f) If a student is harassed or discriminated against because of his/her disability, the student should contact the ADA Coordinator in the Office of Equal Opportunity and Access to institute the complaint procedures.

- (g) Information for faculty regarding accommodations may be obtained at www.disability.illinois.edu.

PART 2. GENERAL RESPONSIBILITIES OF STUDENTS

§ 1-201 Responsibilities of Students

- (a) Students are responsible for knowing and complying with the regulations of the University, their college, and the departments from which they take courses, and for fulfilling the requirements for a particular degree. Regulations applicable to given colleges may be obtained from the respective deans.
- (b) It is expected that students enrolled in the University will conduct themselves at all times in accordance with accepted principles of responsible citizenship and with due regard for the rights of others.

PART 3. STUDENT DISCIPLINE

§ 1-301 Basis for Discipline—Source and Jurisdiction

- (a) By authority of the Board of Trustees, the Urbana-Champaign Senate Committee on Student Discipline is responsible for the administration of student discipline for acts involving the violation of campus or University regulations. These regulations are formulated by a variety of sources, including, but not limited to, the Conference on Conduct Governance, the Senate, the Chancellor, the President, and the Board of Trustees.
- (b) It is in the best interest of the University and all those who are students or who may desire to become students at the Urbana-Champaign campus that the basis for discipline at this campus be clearly defined. The University discipline system recognizes that not all violations of law affect the interests of the University community, and the discipline system accepts jurisdiction only in those instances in which the University community's interest is substantially affected. On the other hand, the University may take disciplinary action for incidents that violate the University's rules of conduct even though such conduct is not prosecuted in the courts. All members of the University community are expected to observe high standards of integrity and ethical behavior. The University discipline system may take action only upon the following basis:
 - (1) all actions that are violations of law or Board of Trustees' action or any University rule of conduct and that occur on University premises or property
 - (2) all actions that violate any of the laws or regulations cited in section (a) above and that substantially affect the University community's interest, even though such actions do not occur on University premises or property (for further information about the criteria used by the Senate Committee on Student Discipline in determining the kinds of conduct covered by this jurisdiction, see www.conflictresolution.illinois.edu or contact the Office for Student Conflict Resolution)
 - (3) all cases referred to the discipline system following interim suspension by the Chancellor
 - (4) academic violations
 - (5) appeals and referrals from student judiciaries arising from violations of regulations
 - (6) violations of University vehicle or bicycle regulations
- (c) Individuals subject to student discipline include but is not limited to all persons:
 - (1) taking courses at the University;
 - (2) who cancel, withdraw, or graduate after committing behavior which may violate the code;
 - (3) who are not officially enrolled for a particular term but have a continuing relationship with the University; and
 - (4) who have been notified of and accepted their admission.

This definition includes but is not limited to individuals between academic terms and persons who consent to participating in the student discipline process.

- (d) The actions of a student organization in University-approved activities or University-sponsored activities that are in violation of University regulations for organizations may result in disciplinary action against that organization.
- (e) The University reserves the right to deny admission to any person because of previous misconduct that may substantially affect the interest of the University, or to admit such a person on an appropriate disciplinary status. The admission of such a person will not be approved or denied until the case has been heard by the appropriate disciplinary committee. (This applies to a person not now enrolled in the University who might apply for admission, or to a person who has pre-enrolled whether or not the applicant has paid a deposit.) A favorable action of the appropriate disciplinary committee does not abrogate the right of any dean or director to deny admission on the basis of scholarship. (See § 1-303.)
- (f) The University reserves the right to withhold authority to register to any student or former student because of previous misconduct that may substantially affect the interests of the University or to assign appropriate disciplinary status to the student or former student. Permission to register will not be approved or denied until the case has been heard by the appropriate disciplinary committee. A favorable action by the appropriate disciplinary committee does not abrogate the right of any dean or director to deny the authority to register on the basis of scholarship. (See § 1-303.)
- (g) Students admitted to or enrolled in the Graduate College or any of the professional schools or colleges are subject to any additional conduct regulations of those units. Regulations will be available in printed form to those students.
- (h) The University will take disciplinary action for conduct violating §§ 1-302 to 1-311 below. Disciplinary action also may be taken for violations of other sections. Examples include but are not limited to: (1) § 1-102(d) (Orderly Conduct of Classes); (2) § 2-402 (Library Regulations); (3) § 2-404 (Picketing); (4) § 2-405 (Solicitation and Commercial Activity in University Residence Halls); (5) § 2-406 (Posting and Distribution of Handout Materials); and (6) § 2-606 (Use of In-line Skates, Roller Skates, and Skateboards).
- (i) Alleged violations of the Student Code noted in (h) above are resolved through procedures developed and approved by the Senate Committee on Student Discipline, its Subcommittees on Student Conduct, and Disciplinary Officers approved by the Senate Committee on Student Discipline. These procedures include: Disciplinary Officer Procedures (informal resolution); Procedures for Appeal from the Action of Disciplinary Officers; Procedures for the Subcommittee on Undergraduate Student Conduct; and Procedures for Appeal to the Senate Committee on Student Discipline. These procedures may be found at www.conflictresolution.illinois.edu or by contacting the Office for Student Conflict Resolution. Other procedures available at the Office for Student Conflict Resolution include procedures for the subcommittees for graduate students, law students, and veterinary medicine students. Among other rights delineated in these procedures, the right to written notice of charges and an opportunity to respond to those charges are guaranteed.

§ 1-302 Rules of Conduct

Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to members of the academic community. Conduct for which students are subject to discipline includes, but is not limited to, the following:

- (a) Conduct that threatens the health or safety of any person, including but not limited to:
 - (1) causing bodily harm to an individual
 - (2) making physical contact of an insulting or provoking nature with an individual
 - (3) reckless disregard for the health or safety of any person
 - (4) any threat or physically threatening behavior which creates a reasonable fear for a person's safety
 - (5) engaging in behavior which is so persistent, pervasive, or severe as to deny a person's ability to participate in the University community

- (b) Sexual misconduct: any sexual activity that does not involve the knowing consent of each individual. The University defines consent as informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not effective if it results from force, threats, intimidation, or coercion. In addition, to have sex with someone who you know to be or should know to be incapable of making a rational, reasonable decision about a sexual situation is a violation of this policy (e.g. an intoxicated person or someone with mental or emotional impairment). Prohibited behavior includes but is not limited to:
 - (1) any form of sexual penetration without consent
 - (2) any intentional or knowing touching or fondling by either person, directly or through clothing, of the sex organs, buttocks, or breasts of either person for the purpose of sexual gratification or arousal of either person without consent
 - (3) indecent exposure with sexual intent;
 - (4) sexual harassment as defined by University policy and the Student Code
 - (5) use of email, text, telephone, or other forms of communication to send sexually explicit or intimidating materials that are unwelcome to the recipient
- (c) Stalking, defined as knowingly following a person or placing a person under surveillance on two or more occasions.
- (d) Hazing: any action taken or situation created for the purpose of initiation into, admission into, affiliation with, or as a continued membership in, a group or organization, to produce physical discomfort or injury, mental discomfort, embarrassment, or ridicule. Such actions or situations may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; wearing of apparel which is conspicuous or not in good taste; engaging in public stunts; degrading or humiliating games and activities; or any activities which are not consistent with the academic mission, organizational ritual or policy, or applicable state or local law.
- (e) The use of force or violence, actual or threatened, to willfully deny, impede, obstruct, impair, or interfere with any of the following:
 - (1) the freedom of movement of any person, including entering or leaving property or facilities
 - (2) the performance of institutional duties by a member of the University or
 - (3) by knowingly occupying or remaining in or at any property or facility owned or controlled by the University after receiving due notice to depart.
- (f) Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University. Without excluding other situations, examples include shouting, noise making, obstruction, and other disruptive actions designed or intended to interfere with or prevent meetings, assemblies, classes, or other scheduled or routine University operations or activities.
- (g) Providing false or misleading information to a member or agent of the University acting in the performance of his or her duty; or failing to comply with reasonable directions of a member or agent of the University acting in the performance of his or her duty.
- (h) Providing false or misleading information to a University or other law enforcement official acting in the performance of her or his duty; or failing to comply with the reasonable directions of a University or other law enforcement official acting in the performance of her or his duty.
- (i) Participation in a disruptive or coercive demonstration. A demonstration is disruptive or coercive if it substantially impedes University operations, substantially interferes with the rights of others, or takes place on premises or at times where students are not authorized to be. There is no requirement that University authorities order students to cease participation in a disruptive or coercive demonstration.
- (j) Theft, unauthorized use, or unauthorized possession of property or services of another; or knowing possession of stolen property.

- (k) Intentional or reckless destruction or damage of University, public, or personal property of another.
- (l) Indecent exposure of the body, including, but not limited to urination or defecation in public.
- (m) Unauthorized entry to or use of University, public, or private premises.
- (n) Abuse of computers where the University community's interest is substantially affected, including, but not limited to:
 - (1) unauthorized entry into a file for any purpose
 - (2) unauthorized transfer of a file
 - (3) unauthorized use of another individual's identification, account, or password
 - (4) knowingly disrupting the work of another person or the normal operation of the University computing system
 - (5) accessing child pornography
 - (6) the use of computing facilities and resources in violation of copyright laws.
- (o) Abuse of the University disciplinary system including, but not limited to:
 - (1) failure to obey the directive of a disciplinary body or University officials in performance of their duties
 - (2) knowing falsification, distortion, or misrepresentation of information before a disciplinary body
 - (3) deliberate disruption or interference with the orderly conduct of a disciplinary proceeding
 - (4) knowingly initiating a disciplinary proceeding without cause
 - (5) attempting to influence the impartiality of a member of a disciplinary body prior to, or during the course of, the disciplinary proceeding
 - (6) harassment or intimidation of any participant in the disciplinary system
 - (7) failure to comply with the sanction(s) imposed under the Code
- (p) Making, attempting to make, or distributing a sound or visual recording of any person(s) in bathrooms, showers, bedrooms, or any other premises where there is a reasonable expectation of privacy, without the knowledge and consent of all participants subject to such recordings.
- (q) Violation of published University policies, rules, or regulations.
- (r) Inciting, aiding, or encouraging others to engage in a behavior which violates the Student Code.
- (s) Committing or attempting to commit any act which would be a violation of local, state, or federal law on or off University property, when such behavior is detrimental to the University community's interest.

§ 1-303 Falsification of Documents

- (a) Any student who, for purposes of fraud or misrepresentation, falsifies, forges, defaces, alters, or mutilates in any manner any document or representation thereof may be subject to discipline when this action substantially affects the University community's interest. Some examples of documents covered by this regulation include identification cards, program requests, change slips, receipts, transcripts of credits, library documents, petitions for reclassification of residency status, etc.
- (b) Any applicant who withholds information pertinent to the admissions decision or gives false information while making application for admission to the University will be declared ineligible for admission. In cases discovered after admission has occurred but prior to initial registration, the admission will be canceled. If the falsification led to admission that would not have been granted based on the person's academic record, the student enrolled will have his or her registration canceled. The appropriate action will be invoked by the Director of Undergraduate Admissions or the Registrar and the dean of the college

involved. Cases in which admission or registration cancellation is contested in writing by the applicant or student within ten working days after notification will be reviewed by the Office of the Provost or a designee.

If, however, the person would have been admissible based on his or her true record, the registered student will be referred for possible disciplinary action, including dismissal, to the Senate Committee on Student Discipline.

- (c) Upon admission and prior to degree conferral, students are responsible to disclose and provide complete, official transcripts from any post-secondary work completed outside the University of Illinois system, including all international and domestic coursework for the purpose of consideration of transfer articulation. It is recommended that students receive appropriate advising from their college prior to undertaking outside coursework to be sure it will transfer for specific curricular needs. Failure to disclose information may result in the rescission of an offer of admission, cancellation of registration or disciplinary action at the discretion of the Dean of Students, college, and/or Director of Undergraduate Admissions.
- (d) Any student who knowingly withholds information or gives false information in any document or materials submitted to any member or agent of the University may be subject to discipline.

§ 1-304 Identification Cards

- (a) Each new student is issued a photo identification card, which must be retained by the student while he or she is registered at the University. The ID card remains the property of the University and should be returned to the Campus ID Center upon leaving the University.
- (b) Any person who alters or intentionally mutilates a University ID card (including but not limited to punching holes in the card, applying stickers, etc.), or who uses the ID card of another or allows his or her ID card to be used by another, may be subject to discipline. (See § 1-303.)
- (c) The University ID card must be presented for identification purposes at the request of an agent of the University when the agent is acting in the performance of his or her supervisory or security function (for example, examination proctor, University police officer, residence hall director or adviser, recreational facility supervisor, ticket takers, ushers). Any student refusing to provide the University ID card when requested by an agent of the University may be subject to discipline.
- (d) An ID card may be confiscated by an agent of the University when acting in the performance of his or her duties if:
 - (1) the ID card is in the possession of an individual other than the one to whom the ID was issued and that individual attempts to use the card to represent himself or herself as a duly registered student, or
 - (2) the ID card is presented by the individual to whom it was issued but is not valid for the term of registration at the time and the individual attempts to represent himself or herself as a duly registered student.
- (e) If a card is lost or stolen, a student should immediately notify the Campus ID Center to deactivate the online functionality of the ID card (e.g., meal plan, door access, etc.). Until the ID Center is notified, the student may be held responsible for unauthorized use of the ID card. If a confiscated, surrendered, lost, stolen, or otherwise damaged card has a balance on the value stripe, there is no guaranteed refund on the unused balance on the card.
- (f) A charge is made for replacing each lost, mutilated, confiscated, or stolen student ID card.
- (g) Card data, including but not limited to the UIN, card number, and photo, may be used for University purposes in accordance with Part 6 of the Student Code.

- (h) An ID card is non-transferable and does not authorize the card holder to obligate the University of Illinois in any way.
- (i) A student who links an i-card to an authorized, contracted University service provider (e.g., for banking services) understands and agrees that he or she is releasing the UIN (as part of the card number) to said service provider. A student is responsible for notifying all said service providers if a linked card is lost or stolen.
- (j) By accepting possession of the i-card, cardholder agrees to hold harmless the Board of Trustees of the University of Illinois, and its officers, employees, representatives, or agents, from and against any claims, damages, costs, expenses, including an amount equal to reasonable attorney's fees, or liabilities, including for loss or damage to any property or for death or injury to any person or persons, arising out of or in any way connected with any incorrect or outdated phone numbers that may be listed on the i-card.

§ 1-305 Policy on Drugs

- (a) The University seeks to inform all students about drugs and their effects. To this end, it is the policy on this campus to provide educational programs and counseling to drug users and those affected by the drug use of others, to discourage illicit drug use, to eliminate dealing in or providing of illegal drugs, and to uphold the law in these matters. Various local agencies on campus can provide help. These include the Counseling Center, Student Services Building, 610 East John Street, Champaign, IL 61820, (217) 333-3704, and the Health Education Department, Drug and Alcohol Educator, McKinley Health Center, 1109 South Lincoln Avenue, Urbana IL 61801, (217) 333-2816.
- (b) Violations of the University's policy on drugs by a University student raises the question of a student's fitness to continue at the University of Illinois.
- (c) Drugs include controlled substances, alcohol, and substances that may be detrimental to health, even though not subject to state and federal laws.
- (d) The illegal possession or use of drugs or drug paraphernalia is prohibited.
- (e) The illegal distribution, sale, making or manufacture of drugs is prohibited.
- (f) Drug use resulting in incapacitation that requires transportation to the hospital by emergency medical personnel, or refusal to accept such transportation when it is recommended by emergency medical personnel, can trigger a mandatory assessment (see § 2-102).

§ 1-306 Alcoholic Beverages—Preamble

- (a) The University of Illinois at Urbana-Champaign expects all students to exhibit behavior compatible with membership in a community of scholars. Students shall conduct themselves in a civil and mature manner, respecting the rights and property of others. (See also § 1-201.) Having consumed alcohol is not an excuse for failure to meet these expectations.
- (b) Because of the University's concern for the health and rights of individuals and because the excessive consumption of alcohol frequently results in the user becoming either a violator or a victim, the University will respond when inappropriate alcohol-related behavior is demonstrated. These interventions will include a team approach involving, when appropriate, any or all of the following: the Division of Public Safety, the Office of Public Affairs, and Student Affairs units including the Dean of Students Office, the Office for Student Conflict Resolution (Student Judicial Affairs), Residential Life, the Alcohol and Other Drug Office, the Counseling Center, and McKinley Health Center.
- (c) The following regulations apply to all University of Illinois at Urbana-Champaign students and registered organizations while on campus, while involved in University-related activities, while within the environs of Champaign County, or in other circumstances where a substantial University community interest exists. A "substantial University community interest" exists, but is not limited to, situations in which individual or group alcohol consumption results in actual or threatened injury to persons, damage to property, or disruption of a University-related event.

§ 1-307 Alcoholic Beverages—General Rules

- (a) All students, wherever they happen to be, are expected to observe the liquor laws of the local jurisdiction. (See § 1-201 and subsection (f) below.) Under the liquor laws of the State of Illinois and the cities of Champaign and Urbana, and this rule:
 - (1) Possession or consumption of alcoholic beverages by students under twenty-one years of age is prohibited.
 - (2) No student, after purchasing or otherwise obtaining alcoholic beverages, may give or otherwise furnish those beverages to any person under twenty-one years of age.
 - (3) No student may sell or offer for sale alcoholic beverages without a valid liquor license. This includes so-called “cup parties,” in which containers are sold on site for the purpose of obtaining furnished alcoholic beverages.
- (b) In determining appropriate sanctions for violations of subsection (a) above, communal alcohol (for example, in kegs or not in its original container, or the distribution of cups with open access to alcohol), drinking games (or other activities that promote unsafe or inappropriate drinking), and open parties may be considered aggravating factors.
- (c) The consumption of alcoholic beverages associated with disruptive behavior is prohibited. The fact that a student may have been drinking shall not be accepted as an excuse for disruptive behavior. In such instances, appropriate sanctions will be applied and referral for personal assistance may be indicated. (See § 2-102 and § 3-603 concerning Mandatory Assessment and Parental Involvement, respectively.)
- (d) The use or possession of false forms of identification or the identification of another person to enter a liquor establishment or to purchase or possess alcoholic beverages is prohibited.
- (e) Alcohol use resulting in incapacitation that requires transportation to the hospital by emergency medical personnel, or refusal to accept such transportation when it is recommended by emergency medical personnel, can trigger a mandatory assessment. (See § 2-102.)
- (f) Under Illinois law, a person under twenty-one years of age cannot possess or consume alcoholic beverages. It is against the law to sell or deliver alcohol to anyone under twenty-one years of age, or to any intoxicated person. The Secretary of State is authorized to suspend or revoke without a hearing the driver’s license of a person under twenty-one years of age who has purchased or attempted to purchase alcohol from a duly licensed establishment or who has consumed alcohol on licensed premises. The Secretary of State is authorized to suspend or revoke the driver’s license of a person under twenty-one years of age who is convicted for a violation of the Liquor Control Act or similar provision of a local ordinance prohibiting a person under twenty-one years of age from purchasing, accepting, possessing, or consuming alcohol and prohibiting the transfer or alteration of identification cards, the use of the identification card of another or a false or forged identification card, or the use of false information to obtain an identification card. It is illegal for a person under twenty-one years of age to present or possess false identification in an attempt to enter a liquor establishment or to purchase alcohol. It is also illegal to sell or offer for sale alcoholic beverages without a liquor license or to patronize any unlicensed liquor establishment.

The cities of Champaign and Urbana both have city ordinances which closely parallel state law in regards to alcohol. Additionally, in Champaign and Urbana it is an ordinance violation for a minor (eighteen years of age or younger in Champaign; seventeen years of age or younger in Urbana) to be present in a liquor establishment or for any individual to carry open alcohol out of an establishment or in public areas.

- (g) Driving under the influence of alcohol or other drugs poses a substantial risk to the safety of the campus community and is prohibited. Substantial penalties exist in Illinois for the operation of a motor vehicle by a driver with a blood alcohol concentration (BAC) of .08 or greater. Arrests are also possible at lower levels if driving is impaired. Drivers under twenty-one years of age with any trace of alcohol in their systems can lose their driving privileges. Transporting open alcohol containers in a motor vehicle or allowing an intoxicated person to operate a vehicle are also punishable under Illinois law.

§ 1-308 Alcoholic Beverages—Special Rules Relating to University Property

- (a) Persons twenty-one years of age or older may possess or consume alcoholic beverages on the following property under control of the University:
- (1) Property at which the University furnishes the alcohol and holds a State of Illinois liquor license or local catering license. These include, for example, Willard Airport, the Levis Faculty Center, Krannert Center for the Performing Arts, Illini Union, Spurlock Museum, Beckman Institute, and Allerton House.
 - (2) Property used for specifically designated functions approved by the appropriate Vice Chancellor, dean or director of the academic or administrative unit sponsoring the event, or by the Chancellor. In cases governed by this subsection, furnished alcohol may be sold only if the provider holds a valid caterer's license.

Other than as outlined above, no person may possess or consume alcoholic beverages on any property under the control of the University.

- (b) Possession and consumption of alcoholic beverages in University certified student housing is governed as follows:
- (1) University Residence Halls: Persons twenty-one years of age or older may only possess and consume alcoholic beverages in their rooms or the room of another person twenty-one years of age or older, with the door closed. No alcoholic beverages are permitted in public areas. (Also see the "Hallmarks" handbook.)
 - (2) University Family or Graduate Housing: Persons twenty-one years of age or older may possess and consume alcoholic beverages in their room/apartment or the room/apartment of another person twenty-one years of age or older. Requests to allow consumption of alcoholic beverages for events/activities in public areas are to be directed to University Housing administration. Any approved functions must be in accordance with all applicable laws and ordinances.
 - (3) Other Certified Housing: Persons living in privately owned and/or operated certified housing, including fraternities and sororities, must abide by the decision of the owner-operator in accordance with all applicable laws and ordinances with regard to the consumption of alcoholic beverages; total prohibition may be required. In certified housing units where the possession and consumption of alcoholic beverages is allowed by those twenty-one years of age or older, all applicable laws and ordinances must be followed. The Board of Fraternity Affairs and the Board of Sorority Affairs also promulgate rules and regulations that apply to fraternity and sorority certified housing units.

§ 1-309 Possession or Storage of Weapons

- (a) Except as provided in subsection (c), possession or storage of weapons by students is prohibited on any property owned or controlled by the University, including University certified housing units.
- (b) Prohibited weapons include but are not limited to any: (1) firearm, firearm ammunition, BB gun, pellet gun, paintball gun (except as part of a sanctioned activity of a Registered Student Organization), tear gas gun, stun gun, taser, or other dangerous or deadly device of similar type; (2) knife with a blade of at least 3 inches in length (except an ordinary eating utensil), dagger, dirk, switchblade knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of similar type; (3) bludgeon, blackjack, slingshot, sandbag, sand club, metal knuckles, billy club, throwing star, nunchaku, or other dangerous or deadly weapon of similar type; (4) bomb, bombshell, grenade, firework, bottle or other container containing an explosive, toxic, or noxious substance, unless under academic/classroom supervision, (other than an object containing a nonlethal noxious liquid, gas, or substance designed solely for personal defense possessed by a person 18 years of age or older); and (5) souvenir weapon or other weapon that has been rendered permanently inoperative.
- (c) Possession of a weapon on nonresidential University property may be permitted when it is used as a prop or accessory in situations such as (1) a University class; (2) a University-sponsored or sanctioned artistic performance; or (3) a University-sanctioned activity of a Registered Student Organization. Such weapons may not, however, be stored on University property, except in a facility approved for that purpose by the University.

- (d) Subsections (a) to (c) above apply to possession or storage, not use of a weapon. Use of a weapon that results in harm or threat of harm to any person or property is governed by § 1-302, and subsection (e) below.
- (e) In determining appropriate sanctions for violations of the student discipline rules contained in this Code (Article 1, Part 3), the use or threatened use of any object (whether or not defined as a weapon in this section) while committing the violation may be considered an aggravating factor.

§ 1-310 Unauthorized Use, Abuse, or Interference with Fire Protection Equipment, Building Security Systems, Security or Firefighting Personnel, or Warning Devices

- (a) The unauthorized use, abuse, or interference with fire protection equipment, firefighting personnel, or warning devices may result in death, injury, or substantial property damage. It is critically important that all fire protection equipment be in its place and in proper working condition if the safety and welfare of the members of the University community are to be assured.
- (b) It is a violation of Illinois criminal law to willfully or maliciously cut, injure, damage, tamper with, or destroy any fire hydrant, fire hose, fire engine, or other public or private firefighting equipment or any apparatus pertaining to such equipment or firefighting personnel, or to intentionally open any fire hydrant without proper authorization. It is also a violation of Illinois criminal law to knowingly, without authorization, damage any property supported in whole or in part with state funds or federal funds administered or granted through a state agency. Other Illinois laws may also relate to the unauthorized use, abuse, or interference with fire protection equipment or warning devices.
- (c) A violation of any federal, state, or local law concerning fire protection equipment or firefighting personnel may result in suspension or dismissal from the University.
- (d) Tampering with locks, other door hardware, cameras or other equipment used to provide security on campus (including the unauthorized propping of doors) may result in suspension or dismissal from the University.
- (e) Enabling unauthorized access to campus facilities by providing keys or access cards or by other means may result in suspension or dismissal from the University.

§ 1-311 Certain Consequences of Disciplinary Action

- (a) Sanctions may be imposed for violations of the student discipline rules stated in this part (Article 1, Part 3) and those sections listed in § 1-301(d) above. Sanctions include but are not limited to: (1) dismissal, (2) suspension, (3) conduct probation, (4) censure, and (5) reprimand. In addition, disciplinary action may result in the consequences outlined in subsections (b), (c), and (d) below.
- (b) The Senate Committee on Student Discipline has the right to withhold privileges of the academic community, including the conferral of the degree itself, at any point prior to the conferral of the degree. In instances in which dismissal is a possibility for disciplinary infractions, the conferral of the degree is withheld until the disciplinary action has been resolved. (See § 3-313 and §§ 3-701 to §3-704.)
- (c) Students dismissed or suspended from the University for disciplinary reasons may be excluded from University classes, activities, facilities, buildings, and/or premises by the appropriate disciplinary authority. The same exclusions may be applied by the Chancellor in exercising the power to suspend students. (See § 3-509 on refunds.)
- (d) Cancellation or withdrawal from the University does not abrogate the authority of the institution to pursue disciplinary action (see subsection 3-313(a)(3)).

PART 4. ACADEMIC INTEGRITY

§ 1-401 Academic Integrity—Preamble

- (a) The University has the responsibility for maintaining academic integrity so as to protect the quality of education and research on our campus and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. It is the responsibility of the faculty to establish and maintain an environment that supports academic integrity. An essential part of this faculty responsibility is the enforcement of existing standards of academic integrity. If faculty members do not discourage and act upon violations of which they become aware, respect for those standards is undermined. Faculty members should provide students with a clear statement of their expectations concerning academic integrity. In these regulations, "faculty" includes an instructor or authorized staff member who supervises any academic endeavor.
- (b) Students have been given notice of this rule by virtue of its publication. Regardless of whether a student has actually read this rule, a student is charged with knowledge of it. Ignorance of a rule is never a defense.
- (c) This rule applies to course-based infractions by both undergraduate and graduate students, except as noted under § 1-404. It does not apply to infractions of academic integrity in organized research (which includes funded research, research intended for publication, work performed as a research assistant, or theses and dissertations). Infractions committed as part of organized research activities are addressed by the campus Policy and Procedures on Academic Integrity in Research and Publication. Such infractions committed by graduate students are governed by the Bylaws of the Graduate College. Most of the definitions stated in § 1-402 below were adapted from a model code of academic integrity found in 8 School Law Journal 55 (1978).

§ 1-402 Infractions of Academic Integrity—Definitions

(a) Cheating

Using or attempting to use in any academic exercise materials, information, study aids, or electronic data that the student knows or should know is unauthorized.

- (1) Faculty members need to make in advance a clear statement of their policies and procedures concerning the use before examinations of shared study aids, examination files, and related materials and forms of assistance. Such advance notice is especially important in the case of take-home examinations.
- (2) During examinations, students should assume that external assistance (e.g., books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
- (3) Students must not allow others to conduct research or prepare any work for them without prior authorization from the instructor. This includes, but is not limited to, the services of commercial term paper companies.
- (4) Substantial portions of the same academic work may not be submitted for credit more than once or by more than one student without authorization.
- (5) Special exams and tests. Infractions of academic integrity that occur "outside the classroom" during proficiency tests taken after enrollment shall be dealt with in the manner described in this regulation. (Cases of pre-enrollment violations are covered by § 1-301 and § 1-303.)

(b) Fabrication

Unauthorized falsification or invention of any information or citation in an academic endeavor.

- (1) "Invented" information may not be used in any laboratory experiment or other academic endeavor without notice to and authorization from the instructor or examiner. It would be improper, for example, to analyze one sample in an experiment and covertly "invent" data based on that single experiment for several more required analyses.

- (2) Reliance upon the actual source from which cited information was obtained must be acknowledged. For example, a writer should not reproduce a quotation from a book review without indicating whether the quotation was obtained from the review or from the book itself.
- (3) Fabrication also includes altering the answers given for an exam after the examination has been graded.
- (4) Fabrication also includes submitting false documents for the purpose of being excused from a scheduled examination or other academic assignment.

(c) Facilitating Infractions of Academic Integrity

Helping or attempting to help another to commit an infraction of academic integrity, where one knows or should know that through one's acts or omissions such an infraction may be facilitated.

- (1) Allowing another to copy from one's work during an examination would be committing a breach of academic integrity.
- (2) Taking an exam by proxy for someone else is an infraction of academic integrity on the part of both the student enrolled in the course and the proxy or substitute. (See § 1-303.)
- (3) Unauthorized removal of an examination or quiz from a classroom, faculty office, or other facility would be committing a breach of academic integrity.

(d) Plagiarism

Representing the words or ideas of another as one's own in any academic endeavor. This includes copying another student's paper or working with another person when both submit similar papers without authorization to satisfy an individual assignment.

- (1) Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited. Proper citation style for many academic departments is outlined in such manuals as the MLA Handbook or K.L. Turabian's A Manual for Writers of Term Papers, Theses and Dissertations. These and similar publications are available in the University bookstore or library.

Example: The following is an example of an uncited direct quotation from a case in which the student in question was found guilty of plagiarism.

Original Source: To push the comparison with popular tale and popular romance a bit further, we may note that the measure of artistic triviality of works such as "Sir Degare" or even "Havelok the Dean" is their casualness, their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it. (From Robert M. Jordan, Chaucer and the Shape of Creation, Howard University Press, 1967, page 187.)

Student Paper: To push the comparison with popular tale and popular romance a bit further, you can note that the measure of artistic triviality in some works of Chaucer's time period is their casualness. Their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it.

- (2) Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part. This is true even if the student's words differ substantially from those of the source. To acknowledge a paraphrase properly, one might introduce it with a statement such as "To paraphrase Locke's comment . . ." and conclude it with a citation identifying the exact reference. The concluding citation also might say, "The last paragraph (two paragraphs, etc.) paraphrases statements by . . ." and then give the exact reference. A citation acknowledging only a directly quoted statement does not suffice as an acknowledgment of any preceding or succeeding paraphrased material.

Example: The following is an example of unacknowledged paraphrase that could warrant a charge of plagiarism.

Original Source: The era in question included three formally declared wars.

The decision to enter the War of 1812 was made by Congress after extended debate. Madison made no recommendation in favor of hostilities, though he did marshal a “telling case against England” in his message to Congress of June 1, 1812. The primary impetus to battle, however, seems to have come from a group of “War Hawks” in the legislature. (From W. Taylor Reveley III, “Presidential War-Making: Constitutional Prerogative or Usurpation?” *University of Virginia Law Review*, November 1969, footnotes omitted.)

Student Paper: During this period three wars were actually declared by Congress. For instance, in 1812 a vehemently pro-war group of legislators persuaded Congress, after much discussion, to make such a declaration, despite the fact that Madison had not asked for it, though, to be sure, he had openly condemned England in his message to Congress of June 1, 1812.

- (3) Borrowed Facts or Information: Information obtained in one’s reading or research that is not common knowledge should be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific laws, etc. Materials that contribute only to one’s general understanding of the subject may be acknowledged in the bibliography and need not be immediately cited. One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source.
- (e) Bribes, Favors, and Threats
Infractions of academic integrity include bribing or attempting to bribe, promising favors to, or making threats against any person with the intent to affect a record of a grade or evaluation of academic performance. This includes a student who conspires with another person who then takes the action on behalf of the student.
- (f) Academic Interference
Tampering with, altering, circumventing, or destroying any educational material or resource in a manner that deprives any student of fair access or reasonable use of that material or resource.
- (1) Educational resources include computer facilities, electronic data, required/reserved readings, reference works, or other library materials.
- (2) Academic interference would also include the situation where the student committing the infraction personally benefits from the interference, regardless of the effect on other students.
- (g) Computer-related Infractions
Computer-related infractions defined by applicable laws, contracts, or University policies (such as unauthorized use of computer licenses, copyrighted materials, intellectual property, or trade secrets).
- (h) Unauthorized Use of University Resources
Unauthorized student use of University resources for noneducational, private, or commercial purposes.
- (i) Sale of Class Materials or Notes
The sale to a commercial note-taking service of instructor-provided materials or of classroom lecture notes infringing copyright interests, if the instructor has explicitly requested that this not be done.
- (j) Failure to Comply with Research Regulations
Infractions of academic integrity include failure to comply with research regulations such as those applying to human subjects, laboratory animals, and standards of safety.

§ 1-403 Penalties for Infractions of Academic Integrity

- (a) The variety of academic settings encountered in the University precludes establishing uniform penalties for all infractions of academic integrity. The faculty member makes this judgment in light of the nature of the class, the kind of tasks assigned to other students, the

student's behavior during the semester, prior warnings to the student, etc. Students have the right to an appeal of findings and/or penalties for infractions of academic integrity. (Such an appeal cannot be filed as a grievance unless a condition specified under Procedures for Grievances and Complaints exists.)

- (b) Faculty members act as fact-finders and determine penalties. In the role of fact-finder, the instructor has broad powers to determine whether an infraction has occurred (through collecting relevant evidence, questioning other students, etc.). As the determiner of penalty, the faculty member should feel certain that the student has committed an infraction before determining the penalty. This decision may be based not only on the facts revealed by the investigation, but other factors that are relevant in the best judgment of the faculty member.
 - (1) In judging whether an academic infraction has occurred, the existence of specific knowledge and intent to cheat, plagiarize, etc., is not necessarily a factor; for example, quoting work without citation is inappropriate whether or not one intended to plagiarize, or even knows what "plagiarism" is. Furthermore, sometimes an infraction may be the result of carelessness or neglect, rather than specific intent.
 - (2) A lack of knowledge or intent shall be a factor in determining whether an infraction should be penalized, or what sort of penalty is appropriate. In cases where a violation of the rules has been brought about by circumstances that a student did not know about, and could not have been reasonably expected to know, no penalty shall be assessed against that student.
 - (3) In determining an appropriate penalty, the instructor shall also take into consideration aggravating circumstances, such as whether the student's conduct was designed not only to advance his or her own grade, but to hinder the academic performance of others.
- (c) The instructor may impose one or more of the following penalties for an infraction of academic integrity:
 - (1) a written notice of warning with a copy to the student's file in the office of the college in which the student is enrolled and to the Senate Committee on Student Discipline;
 - (2) a reduced grade on the assignment;
 - (3) a failing grade (zero if graded numerically) for the assignment;
 - (4) a reduced grade for the course;
 - (5) a failing grade for the course;
 - (6) a denial of credit for the proficiency exam; or
 - (7) any other penalty negotiated and agreed to, in writing, by both parties (not subject to appeal)
- (d) The instructor may recommend to the department or unit executive officer (hereafter abbreviated DEO) that the student be suspended or dismissed from the University. Such a recommendation would be made in addition to penalties imposed by the instructor. The DEO may choose to designate another department or unit administrator to represent him or her in these matters. In all instances in this rule, "DEO" should be read as "DEO or designee," and refers to the DEO of the faculty member's primary academic appointment.

§ 1-404 Procedures

- (a) The college or equivalent academic unit in which the course or examination is conducted shall be the body of adjudication for findings involving penalties pertaining to course grades. (In cases where the course is cross-listed, this refers to the controlling department.) If the penalty is a failing grade for the course, this is also the college to which an appeal of the decision should be made. The college or equivalent academic unit in which the student is enrolled is the body of adjudication for findings involving a penalty of suspension or dismissal. (Whenever reference is made to the "dean" in this or subsequent sections, it shall refer to the dean or the dean's designee.)

These rules and procedures concerning course-based infractions of academic integrity apply in all colleges except where specified otherwise by the bylaws of a college (for example, in some professional colleges which operate under rules and procedures governing infractions of academic integrity which have been approved by the Senate Committee on Student Discipline).

- (b) An instructor who believes a student is guilty of one or more infractions of academic integrity listed in this rule shall notify the student in writing of the basis for the belief and then allow the student eight working days to respond to the allegation. In order to facilitate monitoring of the case, the instructor shall send a copy of this notification to the college in which the course or examination is conducted. After such written notification is sent to the student, no change in enrollment status in the course may take place until the case has been resolved.
- (1) If the final deadline for reporting grades occurs prior to the resolution of the case, the instructor should request that the student's college assign the student a grade of Incomplete, to be changed after the case has been resolved.
 - (2) If the student is found guilty of the infraction and the penalty is a failing grade for the course, the student may neither change the course to a Credit/No Credit status nor drop the course.
 - (3) If the student is found guilty of the infraction and the penalty is other than a failing grade for the course, students in the undergraduate colleges, the Division of General Studies, and the Institute of Aviation may drop the course according to the provisions of § 3-311(d)(2). Graduate students may drop the course provided the infraction occurred before the usual deadline for dropping a course.
 - (4) In all instances, a permanent record of the infraction will remain in the student's file, such record-keeping being assisted by the instructor's original notification to the college(s) § 1-404(b) and by subsequent sharing of final correspondence with the student's college of enrollment, with the college in which the course or examination is conducted, and with the Senate Committee on Student Discipline as provided in § 1-406(a).
- (c) If, after the student has had an opportunity to respond to the allegation, the instructor concludes that the student is not guilty of an infraction, the instructor shall inform the student in writing of this conclusion within eight working days. The instructor shall also notify any other individuals who were notified of the instructor's original claim that the infraction had occurred. The student shall be permitted:
- (1) to be reinstated in the course and be given whatever grade the student is entitled to without regard to the charge of an infraction of academic integrity;
 - (2) to drop the course at any time of the semester; or
 - (3) to change sections in the course, if possible.
- (d) If, after the student has had an opportunity to respond to the allegation, the instructor concludes that the student is guilty of an infraction, the instructor shall decide which of the penalties listed in § 1-403(c) is warranted. After a penalty has been determined, the instructor shall notify the student and the DEO in writing of the penalty imposed and the reasons for it within eight working days of receipt of the student's response (or the end of the response period if no response is made). The letter will include notification of the student's right to appeal this decision under subsection (f) to (i) below.
- (e) When two or more students have been accused of cooperating in an academic infraction, their cases should be handled separately. Any fact-finding inquiries should establish their independent guilt, and the penalties for each individual should be decided separately. When one or more of the parties to an infraction is not enrolled in the course affected, their cases should be forwarded to the Senate Committee on Student Discipline for appropriate action.
- (f) The student may appeal a finding and/or penalty by indicating this desire in writing to the DEO within fifteen days of notification of the right to appeal. If the student does not appeal, the matter shall be closed unless the penalty is suspension or dismissal, in which case (k) below applies. In a case in which the penalty is a failure for the course, the DEO shall notify the dean, and the dean will forward a request to record a failing grade for the course to the Office of the Registrar.
- (g) The procedures for appeal and the requirement for review of a finding, recommendation, and/or penalty beyond the level of the instructor shall depend upon whether the penalty falls within one of three levels of severity.

- (1) Categories 1 to 4 of § 1-403(c) (a penalty of less than a failing grade for the course). For penalties less than a failing grade for the course, appeals of the finding and/or the penalty shall be heard within the department according to the procedures established by that department. A copy of these procedures shall be available to the student in the department office. In no case shall this departmental appeal result in a harsher penalty than the one originally assessed by the instructor.

If the department consists of nine or fewer full-time faculty members, the appeal will be directed to a similarly constituted committee of the school or college. If the instructor of the course is a member of the committee, that instructor shall be disqualified from the consideration of that appeal.

- (2) Categories 5 and 6 of § 1-403(c) (a penalty of a failing grade for the course or denial of credit for the proficiency exam). If the penalty to be recommended by the instructor is a failing grade for the course, or if the penalty is a denial of credit for a proficiency exam, appeal of the finding and/or the penalty shall be heard at the college (or equivalent academic unit) level in accordance with (i) below.
- (3) Suspension or dismissal from the University.

In a case deemed sufficiently serious to warrant suspension or dismissal from the University, the instructor shall notify the DEO and submit to the officer evidence of the violation of academic integrity. The DEO, after separate discussions with the instructor and the student, shall decide whether to recommend to the dean of the college in which the student is enrolled that the penalty be assessed. In cases of repeated violations, a review for possible suspension or dismissal can also be initiated by the student's college or the Senate Committee on Student Discipline. All cases recommending suspension or dismissal are automatically appealed within the student's home unit and include a formal review by the Senate Committee on Student Discipline. See subsection (k) below.

- (h) (1) Note that the seventh penalty [§ 1-403(c)(7)], which is negotiated and agreed to by both instructor and student, is not subject to appeal. For the others, the appeal or review procedures can be summarized as follows: Categories 1 to 4 are appealed through the procedures of the department in which the course or exam is conducted in subsection (g)(1) above; categories 5 and 6 are appealed within the college in which the course or exam is conducted, through the procedures spelled out in subsection (i) below; cases involving suspension and dismissal are heard within the student's home unit, through the procedures spelled out in subsection (k) below, including final review by the Senate Committee on Student Discipline.
- (2) In cases where a penalty on a course, exam, or assignment is accompanied by a recommendation for suspension or dismissal, the appeals are treated separately: the appeal of the penalty on the course, exam, or assignment is reviewed within the college in which the course or exam was offered; the appeal of the recommendation for suspension or dismissal is reviewed by the student's home unit. These appeals are independent, and each could be upheld or overturned regardless of the other.
- (i) If the student notifies the DEO of a desire to appeal a finding and/or penalty, in cases where the penalty is a failing grade for the course or denial of credit for a proficiency exam, the procedure will be as follows:
 - (1) The DEO shall gather all relevant information from the instructor and student and transmit the information to the dean of the college in which the course was offered.
 - (2) The dean shall convey the appeal information to the hearing committee formed in accordance with guidelines in § 1-405.
 - (3) The hearing committee shall deliberate the appeal according to the hearing guidelines outlined in § 1-405.
 - (4) The hearing committee shall render a recommendation on the appeal to the dean.
- (j) All reviews and appeal processes within a college concerning findings and/or penalties should be completed in a timely manner; a final decision should be rendered, if possible, within six working weeks after the filing of the appeal.
- (k) In all cases involving possible suspension or dismissal, except those initiated by the Senate Committee on Student Discipline:

- (1) The DEO shall discuss the finding separately with the instructor and the student. If the DEO decides that suspension or dismissal is warranted, the DEO shall so recommend to the dean of the college in which the student is enrolled.
 - (2) The dean of the college shall charge the hearing committee to consider the merits of the recommendation. The hearing committee shall deliberate according to the hearing guidelines in § 1-405. The hearing committee shall inform the dean of its decision. If the hearing committee concurs with the recommendation, the dean shall forward the recommendation to the Senate Committee on Student Discipline. The decision of the college on the facts of the breach of integrity shall be final. The sole question before the Senate Committee on Student Discipline is whether the breach of integrity in question is of such a nature as to warrant suspension or dismissal from the University.
- (l) If a course or proficiency exam is offered directly under the auspices of a college or equivalent unit rather than a department, the dean shall perform the procedural role otherwise performed under these rules by the DEO.
- (1) If a proficiency exam is not administered under the auspices of a college or department, the dean of the college in which the student is enrolled shall perform the DEO's role.
 - (2) If in performing the DEO's role the dean recommends suspension or dismissal, the dean shall designate an independent person to perform the dean's role as presiding officer under § 1-405.

§ 1-405 Appeal Hearing Guidelines

- (a) Each college or equivalent unit shall appoint annually a standing academic disciplinary committee composed of at least four faculty members and at least two students. The faculty and student members of hearing committees to consider individual academic disciplinary cases under (b) below shall be selected from the members of the standing committee (unless conflicts of interest or other exigent circumstances require the special appointment of others).

In these appeal procedures, "dean" refers to the dean of the college in which the course was offered, except in hearings involving possible suspension or dismissal, in which case it refers to the dean of the student's college.

- (b) The chairperson of the standing academic disciplinary committee of the college or equivalent unit shall select a hearing committee to consider an appeal concerning a course offered by that unit or any cross-listed course for which the instructor is affiliated with that unit. The hearing committee shall consist of four members. The dean or designee shall serve as the presiding officer, but shall be a nonvoting member. The dean of the college shall charge the hearing committee to consider the merits of recommendations. The presiding officer will gather all documents and/or depositions and will conduct the hearing. One of the three voting members shall be a student, and a final recommendation shall require the majority of voting members.
- (c) A student entitled to a hearing shall be informed of the hearing date at least five working days in advance.
- (d) The hearing committee shall be convened by the dean of the college or unit in which the infraction occurred or, in cases of suspension and dismissal, in the college or unit in which the student is enrolled.
- (e) Both the student and the instructor shall be entitled to be present throughout the hearing and to present any evidence, including testimony by others, relevant to the matter in dispute. Both the student and the instructor shall have an opportunity to question or refute any evidence presented. The confidentiality of all evidence shall be preserved. The student and the instructor may each be accompanied by a person to assist them in presenting evidence. Prospective witnesses, other than the instructor and the student, may be excluded from the hearing during the testimony of other witnesses. All parties shall be excluded during hearing committee deliberations. The session shall not be open to the public.
- (f) Any person who disrupts a hearing or who fails to adhere to the rulings of the presiding officer may be excluded from the proceeding.

- (g) Should additional oral testimony be useful, the presiding officer may invite appropriate witnesses. Formal rules of evidence shall not be applicable.
- (h) The final recommendation of the hearing committee to the dean must include a summary of the testimony and shall be sufficiently detailed to permit review.
- (i) For cases involving an appeal of penalties in categories 5 and 6 in § 1-403(c), the hearing committee may concur with the instructor's finding and imposed penalty, or the committee may recommend a different interpretation of the facts and/or a different penalty, or it may recommend that the student is not guilty. The committee may find the student not guilty only if the student proves to the committee that the finding of the faculty member is erroneous.
 - (1) The intent of this section is to formalize the following view: A student is considered innocent until the instructor has determined that an infraction has occurred and has communicated the evidence for this determination and the reasons for the penalty to the student. If the student appeals, the burden of proof that the finding of the faculty member is erroneous is on the student.
 - (2) This section intentionally does not establish a formal standard of proof. Deference is paid to the instructor's right to have discretion over his or her own classes.
- (j) In cases involving an appeal of penalties in categories 5 and 6 of § 1-403(c), if the hearing committee agrees with the action taken by the instructor, the dean shall so inform the instructor and the student in writing, and the matter shall be closed. In cases involving suspension or dismissal, dean shall so inform the instructor and the student in writing, and the matter shall be forwarded to the Senate Committee on Student Discipline for review (see subsection (m) below).
- (k) In cases involving an appeal of penalties in categories 5 and 6 of § 1-403(c), if the hearing committee recommends a different interpretation of the facts and/or a different penalty, or recommends that the student is not guilty, the dean shall so inform the instructor and attempt to reconcile the differences.
 - (1) If the instructor accepts a compromise, the student shall be notified and the new penalty, if any, shall be imposed.
 - (2) If the instructor refuses to compromise, the dean shall notify the student and permit the student to withdraw from the course. However, a record of the infraction in accordance with § 1-406(a) shall be made a part of the student's permanent file.
 - (3) In no case shall the committee be empowered to levy a harsher penalty than the one originally imposed or recommended by the instructor.
- (l) In cases involving an appeal of penalties in categories 5 and 6 of § 1-403(c), if the hearing committee concludes that the student is not guilty, the dean shall permit the student:
 - (1) to be reinstated in the course and be given whatever grade the student is entitled to without regard to the charge of an infraction of academic integrity;
 - (2) to drop the course at any time of the semester; or
 - (3) to change sections in the course, if possible.
- (m) In cases considering the merit of a recommendation of suspension or dismissal, the sole question before the hearing committee is whether the facts of the case support that recommendation; this should include an investigation into the facts of the case as well as a judgment on whether suspension or dismissal is warranted. If the hearing committee concurs with the recommendation that the student be suspended or dismissed from the University, the dean shall forward the recommendation to the Senate Committee on Student Discipline. The decision of the college on the facts of the breach of integrity shall be final. The sole question before the Senate Committee on Student Discipline is whether the breach of integrity in question is of such a nature as to warrant suspension or dismissal from the University.
- (n) If the hearing committee or the Senate Committee on Student Discipline do not concur with the recommendation of suspension or dismissal, the dean shall inform the instructor and DEO of the unit in which the infraction occurred of this decision.

§ 1-406 Following All Reviews and Appeals

- (a) Records for any case of infraction of academic integrity will be forwarded to the student's college and to the executive director of the Senate Committee on Student Discipline by the DEO and held on file for the period required by the University statutes or regulations. These records are available for inspection in accordance with state and federal regulations.
- (b) Once a violation of academic integrity has been found and a penalty assessed, and after all appeal procedures have been completed or the time limit for appeals has expired, the DEO (in consultation with the other participants) shall prepare a report of the violation. This report shall describe: (a) the nature of the alleged breaches of academic integrity; (b) if applicable, the appeal procedures followed and the recommendation of any hearing committee; and (c) the ultimate penalties imposed. The DEO shall send a copy of this report, including the student's name and University identification number, to the college or equivalent academic unit in which the student is enrolled and to the executive director of the Senate Committee on Student Discipline. Consistent with other University policies on student discipline, these records will be kept on file for a period of six years and then expunged. This report is necessary in order to maintain a record of whether a student has been found guilty of repeated instances of academic misconduct.
- (c) Upon receipt of a letter describing a student's first breach of academic integrity, the executive director of the Senate Committee on Student Discipline shall send a letter to the student explaining that repeated violations of this rule may result in further disciplinary actions, including possible suspension or dismissal from the University. If a letter is received describing an additional breach of academic integrity for the student, the executive director will refer the case to the Senate Committee on Student Discipline for appropriate action. This could include the initiation of a hearing within the disciplinary system and the possibility of disciplinary action up to and including suspension or dismissal. A student's college may also refer students who have been found to have repeatedly violated this rule to the Senate Committee on Student Discipline for appropriate action. Hearings on such cases will be conducted in accordance with the procedures of the Senate Committee on Student Discipline.
- (d) At the end of each academic year, the executive director of the Senate Committee on Student Discipline shall compile an annual report to the Senate on the number and severity of such infractions of academic integrity, without identification of the individuals involved, and make that report available for open distribution and publication across campus.

PART 5. CLASS ATTENDANCE

§ 1-501 All Students

- (a) Regular class attendance is expected of all students at the University.
- (b) Instructors are strongly encouraged to make a course syllabus available to all students prior to the deadline for an undergraduate student to add a course (see the Class Schedule for the current term for the specific date). A syllabus should include the due dates of all major assignments, quizzes, and examinations. The student is encouraged to inform the instructor of any known conflict as soon as possible but no later than one week before the date of the quiz or examination, or due date of the assignment. (Note that conflict policies stated in the syllabus take priority over this rule.) A syllabus also should include the instructor's attendance policy, if any.
- (c) Excused absences include those resulting from:
- (1) illness, death in the family or other emergency, or other reasons beyond the student's control; and
 - (2) a student's religious beliefs, observances, and practices. (University policy and state law require that all instructors reasonably accommodate conflicts with class attendance and work requirements resulting from a student's religious beliefs, observances, and practices.) (See § 1-107 (b).)
- what can be shared with the instructor. Students who will be absent from classes du

- (3) a student serving as a volunteer emergency worker, as defined in the Volunteer Emergency Worker Job Protection Act. (University policy and state law require that all instructors reasonably accommodate conflicts with class attendance and work requirements resulting from a student's serving as an emergency worker).
- (d) Instructors must reasonably accommodate students whose class absence resulted from formal participation in scheduled activities of officially recognized groups such as athletic teams, performing groups, and the Urbana-Champaign Senate. Policy governing class attendance of student athletes, as adopted by the Senate, is found in § 1-502.
- (e) For excused absences, the student must provide an explanation to the instructor and supply supporting evidence as required by the instructor. The student must make arrangements with the instructor to make up missed work expeditiously. (See § 3-201 for information about absence from final examinations and § 3-202 for information about absence from evening, midterm, and hourly examinations.) Any student may appeal in writing an instructor's decision for absence to the dean of the academic unit offering the course. Before taking action, the dean or director should request that the instructor explain his or her denial in writing.
- (f) Instructors shall hold all students who miss class for religious or University sponsored activities to the same standard. Accommodating absences for some groups but not others amounts to invidious discrimination and is against University policy. (See § 1-108.)
- (g) The instructor decides when a student's attendance becomes irregular. In this case, the instructor may send oral, written, or electronic notice of the student's irregular attendance to the dean of the student's college. The dean shall then notify the student by electronic, campus, or United States mail. The notification may be in the following form:

_____ has notified this office that your attendance in _____ has become irregular. Please contact the instructor immediately. The instructor may refuse to grade, return, or record any assignment, quiz, or examination until you have met with the instructor to discuss your attendance problem.
- (h) If, after receiving a notice described in subsection (g) above, a student's attendance continues to be irregular, the instructor may report this fact to the student's college dean. The dean of the student's college, in consultation with the instructor, may determine that the student's attendance has become so irregular that the student's scholarship is likely to be severely impaired. The dean may require the student to withdraw from the course with a grade of Withdrawal or Failure. (See § 3-312.)
- (i) General Provisions
 - (1) A student may notify the Emergency Dean, Office of the Dean of Students, if the student will be unavoidably absent from class because of illness, death in the family, or other emergency. The emergency dean will pass this information along as is appropriate. The student's college may forward this information to instructors. This communication is meant for information and does not certify the validity of the student's reason for absence.
 - (2) Class absences before and after vacations are treated like any other absences during the semester.
 - (3) Regularly scheduled classroom or laboratory work shall have precedence over instructional field trips except on the second Saturday of each month.
 - (4) Because McKinley Health Center does not provide medical excuses, instructors should be aware that a student may not be able to provide formal documentation for minor illnesses. For more serious or extended medical absences, the student should advise the instructor at the earliest possible opportunity. The student should provide supporting evidence for serious or extended medical absences as appropriate. The Dean of Students should serve as a resource when medical confidentiality might limit to an extended illness or hospitalization, or who are required to recover at home or other extended care facility, also should contact the Emergency Dean, Office of the Dean of Students, as soon as possible with this information.

§ 1-502 Student Athletes

- (a) The Athletic Board of the Urbana-Champaign Faculty-Student Senate has delegated authority to review and approve or disapprove schedules for all intercollegiate athletic contests that involve participants from the Urbana-Champaign campus to the Academic Progress and Eligibility Committee (APEC). Each athletic team schedule must adhere to APEC guidelines for approved absences and must be submitted to APEC for approval.
- (b) The maximum number of school days absent during a semester for each team cannot exceed ten, not including estimates for championship and other postseason events.
 - (1) A school day is considered any day classes are scheduled during the semester, including Reading Day.
 - (2) No away athletic events are allowed during final examination periods.
 - (3) Any waivers of these regulations require the approval of the Athletic Board at the time of scheduling.
- (c) Questions about these policies should be directed to either the Division of Intercollegiate Athletics' Academic Service Office (333-2240) or the chair of the Academic Progress and Eligibility Committee.