



**Student Conduct
Annual Report
2019 - 2020**

Overview and Purpose

Waubonsee Community College strives to create a community climate where learning can flourish and all students feel welcome and respected. To that end, the Code of Student Conduct reflects what is expected of students (self-respect, integrity and respect for others) and outlines the procedures for redressing conduct of students and student organizations that fail to abide by these standards.

The purpose of this report is to summarize Student Conduct activity during the 2019-20 academic year, defined as August 1, 2019 through July 31, 2020 for this purpose. This annual report includes aggregate data generated from incident reports, informal administrative hearings, student conduct board hearings and sanctions.*

All alleged violations of the Code of Student Conduct were processed through the office of the Dean for Student Success and Retention and the office of the Dean for Students, which places procedural due process as a top priority. Any student charged with a violation of the Code was made aware of their rights and responsibilities through a one-page document attached to their notification letter detailing the process and key points in the Code of Student Conduct. Furthermore, students are provided opportunities to ask questions about their rights and the Conduct process prior to the hearing.

The Code of Student Conduct has 22 defined rules and regulations expected of students and an overview of the eight-step conduct process students may experience if charged with a violation. The Code of Student Conduct also lists possible sanctions and the appeal process. It concludes with the college's plagiarism statement. For more information pertaining to the Code of Student Conduct, please review pages 141-156 in the 2019-2020 Student Handbook.

Waubonsee does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs or activities. Inquiries regarding this policy may be directed to: Michele Needham, Title IX/ADA Coordinator, or Emily Hinton, Section 504 Coordinator, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554, compliance@waubonsee.edu

Executive Summary 2019-2020

Any member of the college community can submit a Waubonsee Intervention Form (WIF) for a variety of reasons, including: report an alleged violation of the Student Code of Conduct, share a concern about a student in need of support, submit a harassment/discrimination concern or document an incident. One WIF can involve one or multiple students. Additionally, students can submit a WIF to file a complaint about a Waubonsee program or employee. All forms can be found on the college's public website at <https://www.waubonsee.edu/student-experience/student-services/student-intervention-support/student-conduct-and-student-complaints-reports>. Student complaints and discrimination/harassment reports are documented in separate reports.

**All analysis based on Waubonsee data derived from Maxient Student Conduct database (8/1/2019 to 7/31/2020)*

There was a total of 121 WIF reports submitted in 2019-20. Of these, 107 were related to student conduct or behavioral issues. In some instances, conduct-related reports were submitted by several people regarding the same incident (resulting in multiple WIFs being merged into one case.) In other instances, minor behavioral concerns that didn't warrant conduct charges were referred to Counseling and Student Support.

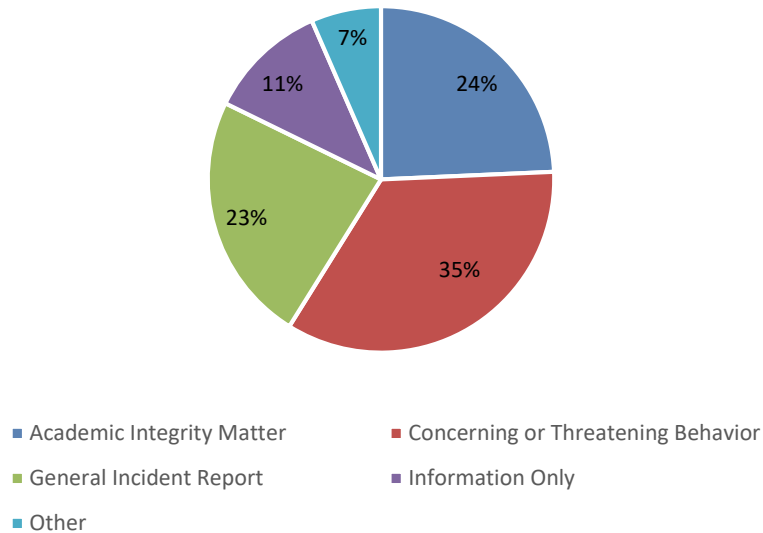
The largest proportion of WIFs (35%) were reported as "concerning or threatening behavior," which is higher than prior years. Academic integrity issues (usually the highest proportion) comprised 24% of all reports. A total of 20 cases involved conduct charges that were referred for Conduct hearings. Of these, 8 were heard by the Student Conduct Board and 6 were conducted as Administrative Hearings.

During the 2019-20 year, the Dean for Students office saw a reduction in reported conduct cases given the pandemic and the college campuses being closed as a result of Covid-19. Intentional outreach to Faculty and Staff was made as a way of informing the campus community regarding the importance of submitting incidents whether they occur in-person or online. The Student Conduct Board also heard cases remotely during the time when campuses were closed.

Aggregate Summary of Student Conduct 2019-2020

Reporting Overview

Of all the Waubonsee Intervention Forms (WIFs) submitted, 107 were related to student conduct. The table below illustrates the breakdown of the conduct-related categories.

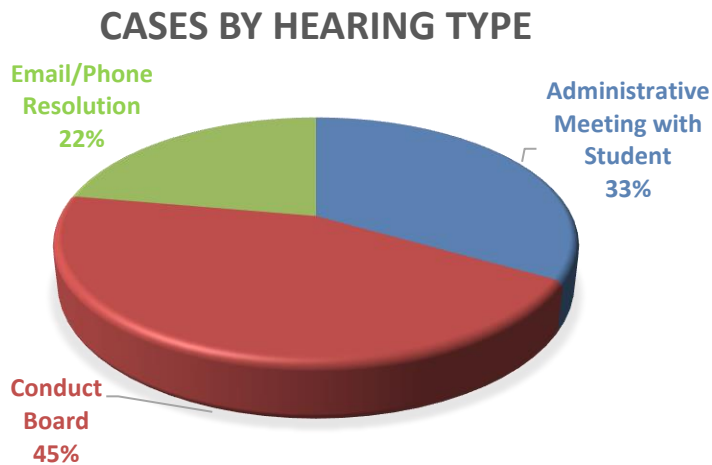


Examples of cases that fell within the conduct categories are provided below:

- **Concerning or threatening behavior** included inappropriate texting or emailing instructors and concerning behavior in the classroom or online.
- **Academic Integrity** included plagiarism, cheating on tests and using unauthorized materials for assignments.
- **General incident reports** included inappropriate language, inappropriate sharing on social media and disruptive behavior.
- **Information only reports** included mental health concerns and other concerns that the reporters wished to simply document.
- **Other** included incidents that cannot be classified otherwise, such as an atypical traffic violation on campus.

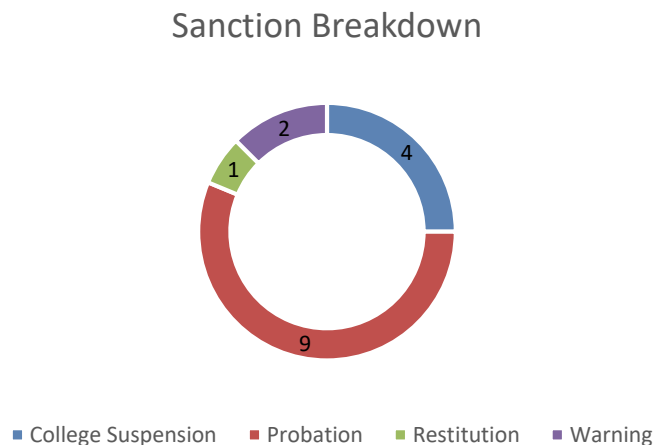
Conduct Cases

Of the twenty conduct hearing referrals, a total of eight cases were sent to the Student Conduct Board, and six administrative hearings were conducted individually by the Dean for Student Success and Retention and/or the Dean for Students Office. Each Student Conduct Board hearing consisted of no fewer than two faculty members and one student representative.



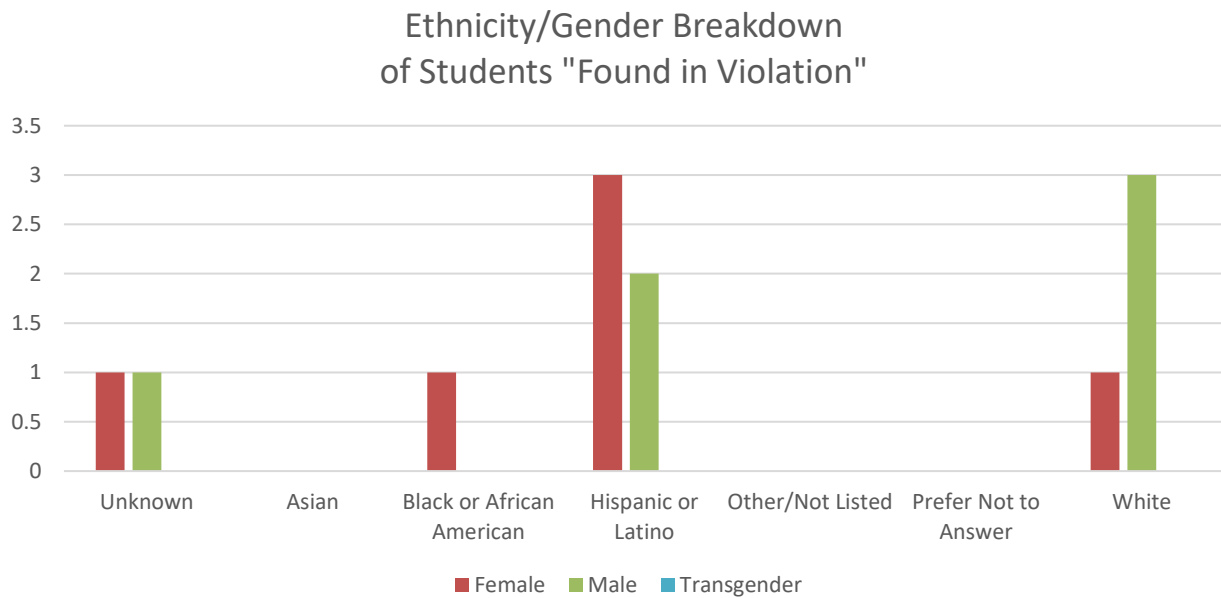
Most Common Sanctions

Of all the conduct violation findings, there were four suspensions, nine probations, two warnings, and one restitution.



Case Count by Student Gender and Ethnicity

Of the students who were found in violation of at least one conduct charge, six of these students were women and six were men. Gender distribution was more proportionate this year than in previous years.



Outreach Efforts 2019-2020

Several institutional programs and initiatives support the promotion and maintenance of a safe, supportive campus learning environment. The full Code of Conduct is printed in the Student Handbook each year. Additionally, the college provides several student awareness and prevention programs that directly or indirectly support campus civility, safety and awareness of the Code of Conduct. Below are some examples:

Know the Code poster and video campaign

Conduct training introduction and overview sessions

Access Center outreach

Workshops on WIFs and Conduct reporting for faculty

Student Conduct Information table displays at New Student Orientation, Student Welcome Days and Faculty Orientation fairs

Individual consultations on student behavioral issues with students, faculty and staff (provided by counselors, officer, dean or AVP)

Student bystander intervention training

Sexual Violence prevention and awareness videos

Student Conduct Board 2019-2020

The members of the Student Conduct Board are focused on student learning and remain steadfast in restoring justice through the conduct process in our community. All SCB members participate in mandatory training each year prior to their service on the Student Conduct Board. Each Conduct Hearing consists of a quorum of (minimally) two faculty and one student. Several Student Conduct Board members have offered their services to the Cond Board for multiple years. The time and service provided by these dedicated students and faculty members is commendable.

Faculty Members

David Barreto
Denise Nakaji
Dr. Emily Heller*
Elior Iseli
Heidy Kindelin
Jennifer McGuire
Judy Reardanz
Karl Schulze
Dr. Lisa Fozio-Thielk
Marjie Schoolfield*
Michael Moran*
Nancy Virumbrales
Pam Brooks
Sowjanya Dharmasankar
Scott Hollenback*

Student Members

Autumn A. Augustine
Karen L. Lopez
Madison P. Hurst
Samuel V. Ochoa

*indicates that they have also served as chairperson and facilitators of the Student Conduct Board

Questions regarding information found within this report should be directed to Dean for Students at (630) 466-5748 or deanforstudents@waubonsee.edu.

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