

## Code of Conduct – Sanctions

The following sanctions may be imposed upon any student found to have violated the Code of Conduct. The Dean of Academic & Student Affairs is responsible for handling all matters related to the Code of Conduct. At any time, the recommended consequence for an infraction may be increased or decreased due to existence of aggravating or mitigating circumstances of the infraction, solely at the discretion of the Dean of Academic & Student Affairs.

- **Warning:** Notice that the student violated the Code and that any repetition may result in more severe sanctions.
- **Discretionary Sanctions:** Work assignments, service to the College or community, or related discretionary assignments.
- **Suspension:** Separation of the student from the College for a definite period of time, after which the student may be eligible to return.
- **Expulsion:** Permanent separation of the student from the College.

## Student Grievances

Grievances are defined as allegations by students of the violation by College faculty or employees of College policies that implicate their interests (and may include, but are not limited to, discrimination, harassment, capricious grading, or determinations made in the application of other College policies), and are handled through the same adjudicative process as described for code of conduct violations.

A student who has been unable to resolve a problem with a faculty or staff member should contact his/her advisor for the NWSC Grievance Form. The form should be completed and submitted to the Compliance Division within ten working days of the incident. The complaint must include a concise statement of the allegations that form the basis for the student's complaint, including a careful statement of the facts, rules, regulations, policy, or practice that was violated; a summary of the attempts to resolution attempts; and a suggested remedy.

### External Complaints

Complaints against this school may be registered with:

Private Business and Vocational Schools Division  
 Illinois Board of Higher Education (IBHE)  
 1 N. Old State Capitol Plaza  
 Suite 333  
 Springfield, Illinois 62701-1377  
 217.557.7359  
<http://complaints.ibhe.org/>