



# MATC PROCEDURE ON ACADEMIC MISCONDUCT

## A. DESCRIPTION OF ACADEMIC MISCONDUCT

The following actions, while not an exhaustive list, constitute acts of academic misconduct and a violation of the Student Code of Conduct:

1. Use of unapproved support materials during tests and/or exams. This includes the unauthorized possession of tests and/or exams either before, during, or after the use of the test/exam.
2. The submission of the work of someone else as one's own individual work.
3. Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
4. Utilizing unauthorized digital tools to create content is an academic misconduct. This includes use of artificial intelligence (such as ChatGPT, Bard, Dall-E etc.) when it is not specifically authorized as part of a project.
5. Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work.
6. Taking for someone else, or permitting someone to take for you, a test, quiz, exam, or some similar evaluation ("ghosting").
7. Stealing, buying, or otherwise unauthorized obtaining of all or part of an exam, test, class assignment, and/or project.
8. Selling, exchanging of favor(s), or giving away all or part of an un-administered test, including answers to an un-administered test.
9. Completing online work, tests, quizzes, or other activities with unauthorized equipment or aids, or otherwise not following specific instructions as detailed in the syllabus or by the proctoring tool.
10. Course-specific academic dishonesty/ misconduct as described in the syllabus
11. Assisting another student in any act of Academic Misconduct shall be considered an equal act of Academic Misconduct for the purposes of this policy.

## B. CONSEQUENCES AND SANCTIONS FOR ACADEMIC MISCONDUCT

The following consequences or sanctions may be imposed by the instructor, formal hearing committee or other academic officer for academic misconduct:

1. Dismissing the allegation
2. An oral reprimand
3. A written reprimand presented only to the student
4. An assignment to repeat the work to be graded on its merits
5. A lower grade on the particular assignment or test
6. A failing grade on the particular assignment or test
7. A letter of reprimand sent to the Pathway Dean and to the Academic Integrity Officer for inclusion in the student's MATC College file
8. A lower grade in the course
9. A failing grade in the course
10. Removal of the student from student help, lab, tutoring position, athletic team or other student-related activities

11. Removal of the student from the course in progress
12. Removal from program
13. Disciplinary Suspension
14. Expulsion (reserved for students with a severe case or multiple infractions)

### **C. ACADEMIC MISCONDUCT PROCEDURE**

All members of the MATC community are expected to uphold the value of integrity, and report suspected academic misconduct to the appropriate College Officials.

- Instructor
- Lead Faculty
- Associate Dean
- Pathway Dean
- Academic Integrity Officer

Suspected academic misconduct may be identified by the instructor or by a third party. College officials who receive a report of suspected academic misconduct should forward the complaint to the instructor. The following are the procedures to address academic misconduct.

#### **1. Initial Investigation and Response.**

Upon receipt of a suspected academic misconduct, the instructor's first step is to engage with the student and communicate with the student that they are under investigation for an academic misconduct. The instructor will notify the Academic Integrity Officer for record-keeping. The instructor will investigate the allegations and come to a resolution. In cases where instructor involvement is not possible or when there is a conflict of interest, the Pathway Dean (or a designee) will be in charge of the investigation.

Students who report academic misconduct will be protected from retaliation in accordance with college policies.

Upon receiving a suspected academic misconduct, the instructor will notify the lead faculty as needed, and meet with the accused student(s) privately to discuss the allegations and review supporting evidence. The instructor shall inform the accused student(s) within ten (10) business days of the general facts or conduct upon which the allegation is based, including (as appropriate) the date, time, and place when alleged conduct took place.

Upon determining an instance of academic misconduct and following a meeting with the student, the instructor will issue a written notification within five (5) business days. This notification will detail the resolution and/or disciplinary consequences. A duplicate of this written communication will be forwarded to the lead faculty and Pathway Dean for informational purposes, while a copy will be submitted to the Academic Integrity Officer for record-keeping. The documentation sent to the Academic Integrity Officer for record-keeping will include a comprehensive outline of the consequences, clearly specifying the student's right to appeal the decision.

#### **2. Formal Hearing Process**

Students have the right to initiate a formal hearing process if they disagree with the initial investigation decision related to academic misconduct. Formal hearing requests must be submitted in writing to the Academic Integrity Officer and will result in a formal hearing. Students should note that the Formal Hearing Process may impose a consequence, which will supersede the consequence suggested by the instructor.

A student found in violation of academic misconduct shall have the right to request a formal hearing within ten (10) business days in writing to the Academic Integrity Officer. Within fifteen (15) business days of a student's written request, the Academic Integrity Officer, in consultation with the appropriate Pathway Dean, shall convene an Academic Integrity Formal Hearing Committee. A formal hearing will not be granted if the request is not received within the 10-business day window.

The Academic Integrity Formal Hearing Committee will be appointed by the Academic Integrity Officer, and will include at least the following and no more than five members:

- A Pathway Dean from outside of the student's Pathway
- A faculty member from outside of the student's Pathway
- A professional staff member from outside of the student's Pathway

To avoid a conflict of interest, members of the Academic Integrity Formal Hearing Committee may not have direct awareness or knowledge of the case. The Academic Integrity Officer will serve as the Hearing Officer. A Hearing Officer is defined as the moderator for hearing committees and is not a voting member of the committee.

The Academic Integrity Formal Hearing Committee will review the alleged academic misconduct and evidence presented by the faculty and the student. The committee will determine if the student is in violation and if the evidence supports the charge(s). The committee will also review the sanctions for each violation and determine if they are appropriate. Written certified notification will be provided to the student, instructor and Pathway Dean within five (5) business days of the Academic Integrity Formal Hearing Committee meeting and reflect the final decision.

It should be noted that this committee is charged with reviewing evidence, listening to all statements made pertinent to the complaint or appeal and, after reviewing all the information presented, recommending a final disposition of the case. In no instance is the committee charged with the authority to change a student's grade. In almost all instances, only the instructor has the right to change a grade. (See Academic Grade Appeal Procedure DD0705)

#### **D. APPEAL OF DISCIPLINE**

The Student charged with a violation may appeal any disciplinary suspension or expulsion within five (5) business days. In that case, the student may appeal the decision in writing to the Vice Provost (or a designee).

##### **1. Conditions of Appeal**

The student shall have the right to appeal a disciplinary decision arising from an Academic Integrity Formal Hearing Committee meeting within ten (10) business days of the student's receipt of the Formal Hearing Committee's decision. Appeals are not re-hearings, are not granted based on disagreement with the original decision, and should be based upon one or more of the following criteria:

- a. There was a denial of a fair hearing.
- b. There was insufficient evidence to establish responsibility.
- c. There was new information available that was not available at the hearing time, which may have affected the disciplinary decision.
- d. The severity of the sanction exceeds the severity of the violation.
- e. The hearing process involved a substantial deviation from policy and procedure to the disfavor of the student.

The student must include evidence in the written appeal request that demonstrates that one or more criteria was met.

##### **2. Appeal Process and Outcome:**

The Vice Provost (or a designee) shall review all Appeals of Discipline for suspensions or expulsions and render a recommendation to uphold the Academic Integrity Formal Hearing Committee's decision, limit its duration, reverse the decision, permit the student to enroll in another MATC Program, campus, or make such other disposition as deemed just and proper under the circumstances. The student shall have the right to be notified in writing of the Vice Provost's decisions within ten (10) business days of receipt of the student's appeal. The decision shall be final and effective immediately upon issuance.

#### **E. EXPECTATIONS AND RIGHTS**

1. Cooperation with the academic misconduct investigation is required. Two or more missed meetings will result in disciplinary action or dismissal of appeal.

2. Unless deemed necessary by the Academic Integrity Officer, a student shall remain enrolled in their respective class and able to complete subsequent assignments/evaluations while an Academic Integrity Investigation is taking place.

## **READMISSION AFTER DISCIPLINARY SUSPENSION**

All students who have been suspended from Milwaukee Area Technical College cannot automatically re-enter MATC. Also, individuals who are unavailable for investigation or who do not respond to written requests to contact Academic Integrity Officer for possible violations of the Student Code of Conduct, may also be denied automatic admission and/or readmission. Readmission to MATC and/or entry onto MATC property in such instances will be at the discretion of the Judicial Affairs Officer or Academic Integrity Officer.

Students seeking readmission/admission to MATC (as described in the preceding paragraph) must apply in writing to the Academic Integrity Officer requesting admission. Admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. The Academic Integrity Officer may also request a readmission interview before a final decision is rendered.

The Academic Integrity Officer, when considering admission/readmission, will consider:

1. The conduct which initiated the denial of automatic enrollment/ reenrollment;
2. The likelihood that such conduct (if applicable) will be repeated;
3. Actions the student has taken during his/her absence that may favorably influence the decision of the Judicial Affairs Officer or Academic Integrity Officer (e.g., the student obtained assistance for substance abuse, anger management, etc.); or,
4. If an appellate process was initiated, the recommendations of the hearing committee concerning reinstatement.

The Academic Integrity Officer will respond in writing to the student seeking admission/readmission within fourteen (14) business days of the final decision.