

# Fox Valley Technical College

## *Student Code of Conduct – Academic*

Fox Valley Technical College (“FVTC” or the “College”) has established this *Student Code of Conduct – Academic* in accordance with the College’s values. If a violation of this Code of Conduct is alleged, due process will be followed, evidence will be required and evaluated, and sanctions issued will be decided on a case-by-case basis.

Additionally, students are expected to uphold honesty and ethical behavior in all academic activities, including assignments, exams, and research. This means avoiding actions like plagiarism, cheating, and unauthorized collaboration.

Unless otherwise stated by the instructor, all course work (including work completed in an online environment) is an assessment of the individual student’s knowledge and should be completed independently and without collaboration.

Fox Valley Technical College students are provided a copy of the *Student Code of Conduct – Academic* on the Fox Valley Technical College website ([www.fvtc.edu/About-Us/Policies/All-College-Policies](http://www.fvtc.edu/About-Us/Policies/All-College-Policies)). Copies are also available upon request from the Office of Student Conduct, Room E121 on the Appleton campus. All students are responsible for understanding and complying with all provisions of this Code of Conduct whether they are in an Associate Degree, Technical Diploma, Certificate program; ELL, Adult Basic Education, or Alternative High School; taking one class, or participating in a workshop or other educational activity.

### **JURISDICTION**

FVTC retains jurisdiction over students for any academic misconduct that occurred prior to a leave of absence, withdrawal, or graduation and occurred within one or more of FVTC’s educational offerings.

### **PROHIBITED CONDUCT**

To ensure all students have the opportunity to learn and succeed, the College will take disciplinary action to prevent and stop behaviors which inhibit the learning process. Prohibited conduct includes but is not limited to:

1. Academic dishonesty - academically dishonest behavior includes, but is not limited to:

- a. *Cheating*:

- i. knowingly using unauthorized materials, information, or study aids,
    - ii. engaging in unauthorized collaboration,
    - iii. representing material prepared by another as one’s own work,
    - iv. submitting the same or substantially the same work in more than one course without the prior permission of both instructors,
    - v. violating rules governing completion of exams, or
    - vi. violating any rules related to academic conduct of a course or program.

- b. *Plagiarism*: knowingly representing the words, ideas, or sequence of ideas of another as

- one's own; or failure to attribute quotations, paraphrases, or borrowed information.
- c. *Falsification and forgery of academic documents or experiences*: making false statements, concealing information, or forging a College official's signature on any academic document; that results in a false academic record (e.g., transcripts, registration drop/add forms, requests for advanced standing, etc.)
  - d. *Facilitating academic dishonesty*: helping another student commit an act of academic dishonesty.
  - e. *Sanction violation*: violating the terms of any disciplinary sanction imposed in accordance with this *Student Code of Conduct – Academics*.
2. Inappropriate or prohibited use of the College's computers or computer system ([acceptable-use-of-computers-and-electronic-devices.pdf \(fvtc.edu\)](#)).
  3. Violation of course rules as contained in the syllabus or otherwise provided to the student.
  4. Violation of program policies and/or regulations made available to students.
  5. Disruptive behavior that detracts from the educational environment.
  6. Violation of an instructor's AI policies as contained in the syllabus or otherwise provided to the student, and/or the College's Generative AI Acceptable Use policy ([Generative-AI-Acceptable-Use.pdf \(fvtc.edu\)](#)).

An alleged violation of any of the above-prohibited conduct is referred to as an "Academic Conduct Incident."

## **ACADEMIC MISCONDUCT PROCEDURES**

Academic Conduct Incidents should be reported on the *Report an Academic Conduct Incident* link at [www.fvtc.edu/campussafety](http://www.fvtc.edu/campussafety).

1. The faculty or staff member should first attempt to resolve incidents with the student through informal resolution (as outlined below), if appropriate to the situation.
2. If informal resolution is ineffective or does not meet the severity of the alleged violation, the faculty or other reporting party should contact the appropriate Instructional Manager.
3. The Instructional Manager will proceed with formal resolution (as outlined below).

Reports should include:

- Reporting party's name, email, address (office number, in the case of staff) and phone number,
- The name of the person(s) accused of a violation of this Code,
- The date(s) on which the alleged Academic Conduct Incident(s) occurred,
- The place(s) where the alleged Academic Conduct Incident(s) occurred,
- The academic program(s) in which the alleged Academic Conduct Incident(s) occurred,
- A detailed statement describing the alleged Academic Conduct Incident(s),
- Any available documentation regarding the alleged Academic Conduct Incident, and
- The name, address, and telephone number of any witnesses.

In exceptional circumstances, provisions may be made to protect the identity of reporters and witnesses upon request. FVTC has the discretion to determine whether identities will be kept confidential.

Student conduct proceedings may continue with or without the student's voluntary participation. Students are responsible for ensuring their student record includes a functional email address. All communication regarding conduct will use email as the primary means of communication.

### **Informal Resolution**

Fox Valley Technical College faculty members retain jurisdiction in situations that can be managed and/or resolved without outside intervention. Examples of incidents/behaviors that may appropriately be resolved through an Informal Resolution include, but are not limited to (See Prohibited Conduct above for complete definitions):

- a. First time violations of academic misconduct,
- b. First time violations of course rules,
- c. Non-violent, isolated incidents of disruptive behavior in a learning environment.

Outcomes and sanctions hold the same weight for informal as for formal processes. Failure to comply with the outcomes of an informal process may result in additional sanctions and progressive disciplinary measures through a formal resolution process.

### **Formal Resolution**

A formal resolution is necessary when:

- A student is removed from the class for any reason,
- A Student Success Intervention Plan is required for continued attendance,
- The severity of the violation does not align with an informal resolution,
- The student chooses to reject the finding of the faculty member after first proceeding with Informal Resolution.

If Formal Resolution is necessary, the Instructional Manager will:

- a. Within five (5) business days notify the student, in writing, of the alleged violations and the aspects of the Code that have been violated,
- b. Provide the student with an opportunity to respond to the alleged violations,
- c. Determine whether the student will be allowed to return to the class,
- d. Determine whether an Academic Conduct Incident(s) occurred based on the preponderance of the evidence standard, and
- e. Determine if, and what, sanctions will be issued.

If the Instructional Manger determines program-level sanctions should be issued, the Instructional Manager can collaborate with the College Conduct Officer to determine sanctions.

The College Conduct Officer will initiate a College-level behavioral disciplinary process when appropriate.

Students may appeal resolution decisions within three (3) business days of issuance of a decision. The appeal process is provided in writing along with the decision.

The College will exercise reasonable diligence in completing investigations, however delays may occur to ensure the fair and equitable resolution of a reported incident. Any procedural error or deficiency must be reported to the Vice President for Learning within three (3) business days of issuance of a decision, or it shall be deemed waived. A procedural error or deficiency shall not require an outcome in favor of the person allegedly disadvantaged by the error.

## RESOLUTIONS AND SANCTIONS

**Informal Resolutions:** The following sanctions are examples that are appropriate for Informal Resolutions:

- a) An assigned paper or research project related to ethics or academic integrity,
- b) A make-up assignment that may be more difficult than the original assignment,
- c) No credit for the original assignment,
- d) A failing grade on the assignment, or
- e) A failing grade for the course (upon approval from the Instructional Manager).

**Formal Resolutions:** The following sanctions are examples that are appropriate for Formal Resolutions. These may be used in conjunction with any of the sanctions appropriate for an Informal Resolution.

1. *Warning:* Official notice that the student has violated an FVTC policy and that more severe conduct action will result if further violations occur.
2. *Probation:* Notice that further violation of this Code may result in suspension from FVTC, a specific Program, or Division. Restrictions on membership or participation in student organizations and activities, or establishment of special restitution or service requirements
3. *Suspension:* Separation from FVTC for a specified period. Return eligibility may be contingent upon satisfaction of conditions noted at time of suspension. Students may not be on College property or attend College events without prior written approval from the Instructional Manager and/or the Manager-Student Conduct while suspended.
4. *Facilities Restriction:* Revocation or restriction of privileges for the use of some (but not all) College facilities.
5. *Expulsion:* Permanent separation from FVTC. The student may not come on College property or attend any FVTC-sponsored activity or event.
6. *Eligibility Restriction:* The student is deemed ineligible to participate in certain activities through FVTC for a specified period. The Instructional Manager and/or Vice President for Learning may grant limitations or exceptions. Terms may include, but are not limited to, the following:
  - a. Ineligibility to hold any elected or appointed office at the College,
  - b. Ineligibility to represent the College outside of the College community in any way, including participating in a study abroad program, attending conferences, or representing the College at official functions or events,
  - c. Dismissal from a College honors program,
  - d. Restriction on participation in work-based learning opportunities (including internships or clinical placement).

### **Interim Course Removal**

Faculty may remove a student from class for substantially disrupting the learning environment upon approval from the Instructional Manager. Every effort will be made to resolve course removals within ten (10) business days. Students will receive written notice from the faculty and/or Instructional Manager when/if they may return to class.

### **Sanctions for Former Students**

Students sanctioned for violating this policy after a student is no longer attending FVTC may be subject to a hold placed on the student's ability to re-enroll, obtain official transcripts, and/or graduate. All sanctions must be satisfied prior to re-enrollment eligibility.

### **Failure to Complete Sanctions**

When applicable, all FVTC students are expected to comply with sanctions within the timeframe specified by the sanctioning College official. Failure to meet conduct sanctions by the specified date may result in additional sanctions and/or suspension or expulsion from the College.

Suspensions will only be lifted when sanctions are satisfactorily achieved as determined by the sanctioning College official.

## **Section 6: APPEALS PROCEDURES**

Students found responsible for a violation of this Code may appeal in writing to the Vice President for Learning or their designee within three (3) business days of receipt of the sanctions. Students may request a final review based on any of the following:

1. A sanction that is substantially disproportionate to the severity of the violation,
2. A material deviation from written procedures that jeopardized the fairness of the process,
3. A demonstrable bias by the College official with outcome and/or sanction decision-making authority, and/or
4. New information, unavailable at the time of the proceeding that could be outcome determinative.

Appeals must be made in writing and contain the following information:

1. The name, address, email, and phone number of the party appealing,
2. The reason for the appeal request,
3. A clear explanation of the facts and circumstances underlying the appeal with specifics relating to 1 through 4 above where applicable.

### **Standard of Review for Appeals**

The Vice President for Learning or their designee will review the written request for an appeal within ten (10) business days to determine whether there is sufficient basis to grant an appeal. If so, the Vice President for Learning or their designee will forward the report to the Academic Code of Conduct Appeal Committee for reconsideration in light of the basis for the appeal. At the discretion of the Vice President for Learning (or their designee), sanctions may be held in abeyance, in whole or in part, pending the decision of the appeal. The decision of the Academic Code of Conduct Appeal Committee will be final.

This *Student Code of Conduct - Academic* was finalized and implemented on June 1, 2018. Reviewed and Revised, August 2024.

The Fox Valley Technical College *Student Code of Conduct – Academic* is adapted from the NCHERM Group Model Code of Student Conduct and is used here with permission.