Administrative Policy

Southwest Wisconsin TECHNICAL COLLEGE

Item	*Details*
Policy Title:	Student Code of Conduct
Policy Category:	Student
Related Procedure(s)/ Guideline(s):	
Policy Owner:	Chief Student Services Officer; Chief Academic Officer
Date Approved:	9/14/2021
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Policy Scope:	Students
Policy Statement:	Southwest Wisconsin Technical College (College) promotes a learning-centered environment dedicated to the advancement of personal growth and knowledge. The College believes every student has the right to pursue an education in a community that values respect, integrity, and inclusivity. To foster an environment of learning, professionalism, and mutual respect, the College prohibits conduct on its campus and in student housing that impedes learning, disrupts a peaceful campus atmosphere, or undermines a cohesive culture grounded in fairness and trust. The Student Code of Conduct (Code) sets forth the rights and responsibilities of students at the College, outlines the process for addressing unacceptable behavior, and identifies a range of disciplinary consequences. The Code is designed to provide students with due process and procedural fairness, to ensure equal protection for all students, and to ensure consistency in the process

and the consequences. At the same time, the Code reflects the need to consider the individual circumstances of each student, including prior disciplinary history. Further, when possible, the Code is intended to provide students an opportunity to align their conduct with the expectations of the College.

In general, matters involving behavioral misconduct will be addressed by the Chief Student Services Officer and Executive Director of Safety, Security and Facilities; and matters involving academic misconduct will be addressed by the Chief Academic Officer and/or Executive Deans. No matter the process implemented for each matter, final authority over all matters of student misconduct remains under the authority of the President of the College.

Jurisdiction

The Code applies to students (and their guests) on property, including housing, owned, leased, or controlled by the College, Foundation or Real Estate Foundation, and, at College-sponsored activities and events. This Code may apply to off-campus activities and locations when conduct has an actual or potential adverse impact on the College community, including conduct which presents a danger or threat to the health or safety of self or others, significantly impinges upon the rights, property or achievements of self or others, significantly breaches the peace and/or causes social disorder, or is detrimental to the educational mission and/or interests of the College.

The Code applies to conduct that occurs in-person, virtually, in writing, via cellphone, and online via email or other electronic mediums including blogs, web postings, chats, and social networking sites.

Finally, the Code applies to all students enrolled in credit and non-credit courses.

Due Process

Students alleged to have violated the Code are entitled to the following due process:

- Written notice of the allegations;
- Timely investigation of the allegations;
- Notice of the applicable range of consequences;

- Opportunity to respond to the allegations and participate in the adjudicatory process, including the right to provide relevant information and witnesses; and
- Appeal, if applicable.

BEHAVIORAL MISCONDUCT

The following conduct constitutes a violation of the Code and will subject a student to disciplinary action. Some violations below will also trigger a report to law enforcement.

- *Noncompliance with Policies and Procedures* - Noncompliance with College policies and procedures applicable to students (and their guests) and student housing, including the lease and any other applicable housing regulations.
- *Noncompliance with Law* - Noncompliance with any local, state, or federal law, including statutes, regulations, and ordinances.
- *Failure to cooperate with Southwest Tech administration or faculty* - Failure to appear when requested at conferences, meetings, or hearings; failure to respond to verbal or written inquiries; knowingly furnishing false information, and failure to comply with a reasonable request regarding a Southwest Tech matter.
- *Failure to comply with a directive from Southwest Tech employee* - Failure to comply with any verbal or written directive communicated in person, in writing, via cellphone, and online via email or other electronic medium.
- *Forgery* - Alteration or misuse of any College document, record, form, or instrument of identification.
- *Trespassing* - Unauthorized entry into or use of property owned, leased, or controlled by the College, Foundation or Real Estate Foundation or at College-sponsored events or activities. This includes entering restricted areas—such as maintenance zones, mechanical rooms, construction sites, service roads, or other posted areas—without proper authorization. Unauthorized possession, duplication, or use of keys, swipe cards, or lock codes is also prohibited. The operation or parking of any motorized vehicle (including cars, trucks, motorcycles, ATVs, golf carts, or similar vehicles) in restricted or non-designated areas is strictly prohibited.

	• *Trademark* - Unauthorized use (including misuse) of College names and images. • *Misuse of Technology* – Violation of the College's Acceptable Use of Information Technology Resources Policy and any unethical, inappropriate, unauthorized, or illegal use of College technology systems, networks, data, or information technology resources. • *Use of Prohibited Items* - The use of hover boards, drones, fireworks, explosives and other prohibited items is not permitted • *Invasions of Privacy* - Using electronic or other means to record or photograph any person in a location where there is a reasonable expectation of privacy, such as bathrooms, locker rooms, or housing units. Storing, sharing, or distributing such unauthorized recordings or images is also prohibited. • *Disruptive Behavior* – Intentional or reckless conduct that disrupts College operations including, but not limited to the obstruction of teaching, administration, activities which occur on the College campus (whether or not sponsored by the College); and acts that impair, interfere with, or obstruct the orderly conduct, processes and functions of the College. Classroom disruptions include conduct that a reasonable person would view as substantially or repeatedly interfering with faculty's ability to teach or student's right to learn. [See Classroom Disruptions Below] • *Assault or Battery* - Threats of physical harm or physical harm against another individual. • *Disorderly Conduct/Fighting* – Conduct which is inappropriately loud, lewd, indecent or obscene and conduct that constitutes prohibited behavior in designated areas (e.g. Knox Learning Center, Testing Center, Charley's, housing, laboratory areas, etc.), with or without the presence of formal signage. • *Abusive Acts* - Acts of verbal or physical abuse, or acts which intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of any person or create a hostile learning or working environment. • *Hazing* - Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons), against another person or persons regardless of the willingness of such other person or persons to participate, that

	○ Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization (any group that includes 2 plus members that are enrolled students that are formally recognized by the College, established by the College, or is a group of 2 plus members that meets for a common goal); and ○ Causes or creates a risk, above the reasonable risk encountered in the course of participation in the College or a College organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injuring including: ▪ Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity; ▪ Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity; ▪ Causing, coercing, or otherwise inducing another person to perform sexual acts; ▪ Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct; ▪ Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and ▪ Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law. • *Bullying and Cyberbullying* – Deliberate or intentional behavior, including behavior conducted on computers, cell phones, and other electronic devices, using words or actions, intended to cause fear, intimidation or harm. Bullying and cyberbullying may be repeated behavior and involve an imbalance of power. This includes the creation or distribution of content such as AI-generated or digitally altered images of others without consent. • *Harassment* – Harassing behavior includes, but is not limited to verbal, written or physical conduct that is sufficiently serious (i.e. severe, persistent or pervasive) as to limit or

deny an individual's ability to participate in or benefit from the college's programs.

- *Sexual Harassment under Title IX of the Education Amendments* - Sexual harassment under Title IX is defined as follows:
    - A College employee conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
    - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
    - "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
    - Reports of sexual harassment under Title IX will be addressed in accordance with the College's Title IX: Prohibition of Sexual Harassment Policy.
- *Gender Discrimination and Sexual Misconduct* - Conduct in violation of the College's Title IX: Prohibition of Sexual Harassment policy in the Student Handbook, including but not limited to verbal, written or physical conduct that is sufficiently serious (i.e. severe, persistent or pervasive) as to limit or deny an individual's ability to participate in or benefit from the college's programs; unwelcome or unwanted and forced or coerced sexual intercourse or sexual contact; making unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, and/or unwelcome verbal or physical contact of a sexual nature; and sexual abuse of individuals through the exchange of sex or sexual acts for drugs, food, shelter, protection, other basics of life, and/or money. This includes creating, sharing, or possessing sexually explicit or degrading images of others. whether real or computer-generated without consent.
- *Weapons* – Unauthorized use, possession or distribution of weapons, firearms, explosives or hazardous objects or substances on property owned or leased by the College, Foundation or Real Estate Foundation or at College-sponsored events. Weapons include knuckles; nunchaku or

	any similar weapon; knives; knife blade; baton of any type; explosive devices of any type; and "look-alike" instruments or weapons (e.g., BB gun, pellet gun, or any instrument designed to look like a weapon); or any other device used in a threatening and/or unlawful manner. The following are exempt from this provision: ○ Authorized law enforcement officers in uniform or plain clothes officers with a badge on display. ○ Individuals participating in authorized law enforcement training activities using or possessing authorized weapons needed for training. ○ Individuals transporting firearms for authorized training classes. ○ The possession of handguns is permitted in parking and outdoor areas when in the possession of properly licensed persons to the extent required by law. ○ The possession of knives as eating utensils or for the purpose of food preparation or as tools when authorized by an instructor (such as in a lab setting) is permitted. • *Brandishing Objects* - Displaying, showing, waving, or exhibiting any object in a manner which a reasonable person might find threatening. • *Illegal Use of Substances* - Illegal use, possession, sale, or distribution of controlled substances, associated paraphernalia, and/or alcohol on property owned or leased by the College, Foundation, or Real Estate Foundation, including student housing, or at College-sponsored activities. Consumption or possession of alcohol is strictly prohibited in student housing, regardless of age. Additionally, alcohol consumption is prohibited at all College-sponsored or College-sanctioned events—on or off campus—regardless of whether the student is of legal drinking age, unless explicitly authorized in advance by the College President or their designee. This policy applies to all students representing the College in any official capacity, including during off-campus events, conferences, trips, and competitions. • *Retaliatory Acts* – Conduct that harms, threatens to harm, harasses, intimidates, or bullies for the purpose of discouraging the filing of a complaint or acting as a witness in a complaint proceeding or for the purpose of reprisal against any person or group who initiated a complaint or any person who acted as witness in such a proceeding.

- *Theft* - Intentional and unauthorized taking of property owned or leased by the College, Foundation or Real Estate Foundation or property of any visitor or member of the College Community.
- *Damage to Property* –. Intentional damage to property owned, leased, or controlled by the College, Foundation, or Real Estate Foundation, or to the property of any visitor or member of the College Community. This includes, but is not limited to, vandalism, defacement, and graffiti—regardless of whether the damage is permanent. Applying markings, paint, stickers, or other materials to surfaces without authorization is a violation of this policy, even if the damage can be cleaned or removed.
- *False Reports* – Knowingly making false reports of an alleged occurrence or impending occurrence knowing that such false report is likely to cause evacuation of a building, place of assembly, or transportation facility; public inconvenience or alarm; or an emergency response.
- *Endangering Safety* - Failing to report a fire, interfering with the response of the College or public officials to emergency calls or engaging in similar conduct which demonstrates a disregard for safety or property. Endangering safety may occur due to action (e.g., making a bomb threat, pulling a fire alarm, coming to campus sick with an infectious disease) or inaction (e.g., failing to report).

Classroom Disruptions

Both instructors and students have a right to an educational environment which is conducive to learning. It is the responsibility of instructors to create and maintain this environment in individual classes. Nothing in the Code is intended to infringe upon the academic freedom of instructor or student. To this end, the College will adhere to two fundamental principles:

- Students have the right to express opinions germane to the subject matter of a course.
- Instructors have the right to guide classroom discussion and to set reasonable time limits on discussion.

The responsibility for striking a balance between these principles rests with instructors.

Disruptive Behavior

Disruptive behavior includes conduct in and out of the classroom that a reasonable person would view as substantially or repeatedly impairing, interfering with, or obstructing the orderly conduct, processes, and functions of the College or the rights of other members of the College community to teach or learn.

If a student is disruptive in class, the instructor will generally first talk with the student informally outside of class to articulate the problem and expectations clearly. Under most circumstances, the instructor will address the behavioral disruptions outside of class.

If a student engages in behavior disruptive to the learning environment, the student may be denied access to the classroom upon the instructor's determination that the behavior impedes student learning and/or the health and safety of peers, self, or the staff. The instructor will notify the Executive Dean of the disruptive activity, and the instructor and Executive Dean will determine best course of action, up to and including denied access and/or dismissal of the course. This restriction of access may apply to online classrooms as well as face-to-face classrooms.

In some instances, it may be necessary to dismiss the student from class immediately for that class period only and discuss the matter after class. The instructor must document the meeting and all other activity. When a student is denied access to the classroom due to behavioral misconduct, the Executive Dean and Chief Student Services Officer must be notified as soon as possible (within two (2) business days). Students who are removed from class have a right to due process procedures to ensure fair treatment in such circumstances.

If the instructor feels that there is an immediate threat to the health or safety of others, the instructor will call 911 then call the Executive Director of Facilities, Safety and Security (608-822-2401). A Student Behavioral Concern ticket MUST be submitted as soon as possible and within 24 hours when a faculty or staff member feels there is a threat to safety and security.

Common Disruptive Behaviors

Examples of disruptive behavior include, but are not limited to:

- Persistent late arrival or departure that disrupts the class
- Repeated cell phone use during class
- Intentionally disrupting class with use of language or physical behaviors

- Loud and/or frequent interruption of class flow with inappropriate questions or remarks
- Persistent contact outside of class that hampers the instructor's ability to do normal work or assist other students
- Belligerent behavior
- Verbal and/or physical threats
- Threatening or harassing emails, letters, messages or voicemails
- Inappropriate contact at the instructor's home
- Any behavior indicating a romantic or obsessive interest
- Distressing, disturbing or other dangerous behaviors

Disruptive behavior, particularly when such behavior is repeated, threatening, harassing or dangerous, is a violation of the Student Code of Conduct and will be handled accordingly.

Behavioral Misconduct Procedure & Sanctions

Any member of the College community may report a violation of the Code. Individuals who report a violation are referred to as "complainants" and individuals alleged to have violated the Code are referred to as "respondents." Reports should be made using the Report a(n) Concern/Incident form on the College website or reported directly to the Chief Student Services Officer or Executive Director of Facilities, Safety, and Security. Reports should be sent as soon as possible following the alleged conduct to ensure timely investigation. All reports of behavioral misconduct made to other College employees will be referred to the Chief Student Services Officer or designee.

Complaints of behavioral misconduct will be addressed through the procedures set forth below. Complaints of sexual harassment under Title IX of the Education Amendments of 1972 will be addressed in accordance with the College's Title IX: Prohibition of Sexual Harassment Policy.

Generally, the process for addressing reports of behavioral misconduct will be completed within sixty (60) days although the College reserves the right to extend the timeline when necessary to complete an investigation.

Note: When the severity of the circumstances warrants, the Chief Student Services Officer; Chief Academic Officer; Vice President of Administrative Services; Chief Human Resources Officer; Executive

Director of Facilities, Safety, & Security; and/or President may impose upon the respondent a temporary suspension or separation from the College, including classes and College housing.

Step 1: Notification of Incident

Upon receipt of a report, the Chief Student Services Officer or designee will determine if the report alleges a violation of the Code. If so, the Chief Student Services Officer will designate assigned College officials to take the following steps:

- Contact law enforcement, if appropriate.
- Meet with the complainant to understand the nature of the report and offer supportive services.
- Gather other relevant information, if necessary.
- Report to the Chief Student Services Officer who will determine whether to initiate an informal or formal resolution process.

Provide written notice to the respondent of the allegations in the report and inform them whether the College will initiate a formal or informal resolution process.

Informal Resolution

When both a complainant and respondent agree to informal resolution and an informal resolution process is warranted, the Chief Student Services Officer will conduct the informal resolution process.

During the process, the respondent will be given the opportunity to respond and provide information relevant to the allegations in the report.

If needed, the Chief Student Services Officer will seek additional relevant information from the complainant or other witnesses.

Following completion of the informal resolution process, the Chief Student Services Officer will notify the complainant and respondent (if appropriate) of the outcome.

Matters resolved through informal resolution often involve sanctions such as:

- Service requirements
- Restitution
- Loss of privileges
- Education requirements

Step 2: Investigation

If a formal resolution process is warranted, the Executive Director of Safety, Security and Facilities, or designee, will take the following steps:

- Conduct a thorough investigation which includes the following:
  - Interview complainant, respondent, relevant witnesses, and College officials, if appropriate.
  - Review relevant documents including student records, disciplinary records, police reports, and audio and video recordings.
  - Review College policies and procedures.
- After gathering all relevant information, meet with the respondent, share the information obtained, and provide respondent an opportunity to respond to the information.
- If needed, conduct additional interviews, or gather additional information.
- Complete an investigation report to submit to the Chief Student Services Officer or designee.

Step 3: Findings & Sanctions

Upon completion of the investigation and submission of the investigation report the Chief Student Services Officer will review the investigation report and evidence and make findings based on a preponderance of evidence standard (whether a violation is more likely than not).

Based on the findings, the Chief Student Services Officer will determine appropriate sanctions, in conjunction with other college officials when appropriate.

The respondent will be notified in writing, delivered by email, mail or in person, of the findings and disciplinary sanctions (Decision).

The Chief Student Services Officer is given broad authority to determine sanctions, based on the best interest of the respondent, complainant, other individuals, and the College. Discipline may include one or more sanctions listed below. All Decisions regarding behavioral misconduct will be maintained by the College in accordance with state and federal law.

Sanctions for Behavioral Misconduct

The range of outcomes, consequences, and sanctions include, but are not limited to:

	• *Verbal Reprimand* – Verbal notice to the student that their actions are inappropriate, and the individual must act more responsibly in the future. • *Written Reprimand* - Written notice to the student that their actions are inappropriate, and the individual must act more responsibly in the future. • *Corrective Action* – Required corrective action including, but not limited to, academic counseling, substance abuse screening, writing a letter of apology, on-campus community service, etc. • *Educational Program* – Enrolling in an educational program addressing the related issues. Referral to an off-campus education program may be recommended. • *Loss of Privileges/Access* - Denial of specified privileges for a designated period of time such as a restriction from hosting visitors and/or guests in housing; prohibitions on entering a specified housing facility; restriction from college-sponsored extracurricular activities, athletic teams, student organizations, clubs, leadership positions, or work positions on campus; other restrictions, as approved by the Chief Student Services Officer or designee. • *Restitution/Compensation* - Monetary penalties for loss, damage, or injury. • *No Contact Directive* - Directive to avoid all contact with complainant or other individual including via in-person, email, cell phone, social media, or other electronic medium. • *Mandated Housing Reassignment* – Immediate relocation of the respondent to another housing residence. • *Probation* - Probation for a designated period of time. Additional disciplinary sanctions will be imposed if the student engages in behavioral misconduct during the probationary period. • *Housing Probation* - Housing probation for a designated period of time. Additional disciplinary sanctions will be imposed if the student engages in behavioral misconduct during the probationary period. • *Disciplinary Suspension* - Suspension results in separation from the College for a specific minimum period of time, after which the respondent is eligible to return, usually after meeting certain conditions. During the suspension period, the student is banned from property owned, leased, or controlled by the College, Foundation or Real Estate Foundation,

including student housing and is banned from school-sponsored events and activities. The sanction may be enforced with a trespass action as necessary. Students suspended for disciplinary reasons are not entitled to any refund of tuition or housing fees.

- *Housing Suspension* - Separation from the student housing area for a specific period of time, after which the student may be eligible to return. During the suspension period, the student is banned from student housing. The sanction may be enforced with a trespass action as necessary. Students suspended for disciplinary reasons are not entitled to any refund of housing fees.
- *Expulsion* - A permanent separation from the College. The student is banned from property owned, leased, or controlled by the College, Foundation or Real Estate Foundation, including student housing, and at College-sponsored events. This sanction may be enforced with a trespass action as necessary. Students that are expelled for disciplinary reasons are not entitled to any refund of tuition or housing fees.
- *Housing Expulsion* - Permanent removal of the student from student housing. The sanction will most likely result in a permanent ban from all student housing properties. Students dismissed from student housing for disciplinary reasons are not entitled to any refund of housing fees.
- *Academic Removal* - Removal of student from an academic course ("W" grade shown on transcript).
- *Confiscation of Prohibited Property* – Confiscation of illegal or prohibited items for specified period of time. Any controlled substances, including alcohol, will be discarded or turned over to law enforcement.

Step 4: Seeking an Appeal

Within five (5) business days of the date of the Decision, the respondent may request an appeal, in writing, on the following basis:

- To consider new evidence, unavailable or not considered during the original investigation which may substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included with the appeal request.
- A procedural or substantive error occurred that significantly impacted the outcome of the Decision. The specific error(s)

alleged to have occurred must be identified in the appeal request.
- The sanctions imposed are substantially outside the guidelines set by the College for this type of offense or the cumulative conduct record of the responding student.

Written appeals based on new evidence should be submitted to the Chief Student Services Officer (appeal decision-maker)

Written appeals based on procedural error or disproportionate sanctions should be submitted to the Chief Academic Officer (appeal decision-maker).

If an appeal is not timely or warranted under these procedures, the Decision will be final.

Step 5: Appeal

If an appeal is warranted, the appeal process shall commence within fifteen (15) business days after the written appeal request is received by the Chief Student Services Officer or Chief Academic Officer.

Appeal Based on New Evidence

Upon receipt of an appeal based on new evidence, the Chief Student Services Officer, or designee, shall:

- Notify the complainant and respondent
- Review the appeal to determine if the appeal is warranted.
- Notify the parties, in writing, whether the appeal is granted or denied and the basis for that decision.
    - If an appeal is warranted, review all new evidence submitted to determine if it substantially impacts the findings or sanctions in the original Decision.
    - If the new evidence substantially impacts a finding or sanction, conduct further investigation if necessary.
- Following review of all new information, the Chief Student Services Officer will take one of the following actions:
    - Affirm the Decision in whole
    - Affirm the Decision with modifications
    - Order further investigation
    - Reverse the Decision and dismiss the complaint
- A written record of the Appeal will be maintained by the College.

Appeals Based on Procedural Error or Disproportionate Sanctions

Upon receipt of an appeal based on procedural error or disproportionate sanctions, the Chief Academic Officer, or designee, shall:

- Notify the complainant and respondent
- Review the appeal to determine if the appeal is warranted.
- Notify the parties, in writing, whether the appeal is granted or denied and the basis for that decision.
    - If an appeal is warranted, begin the appeal process.
- The Chief Academic Officer shall consider only the written information submitted in the Appeal.
- Following review of all written information, the Chief Academic Officer will take one of the following actions:
    - Affirm the Decision in whole
    - Affirm the Decision with modifications
    - Order further investigation
    - Reverse the Decision and dismiss the complaint
- A written record of the Appeal will be maintained by the College.

Step 6: Notification of Appeal Outcomes

The decision of the Chief Student Services Officer (for appeals on the basis of new evidence) or Chief Academic Officer (for appeals on the basis of a procedural error or disproportionate sanctions) is final.

Within two (2) business days following a decision, the decision-maker shall notify the parties, in writing, of the decision and implement any issued sanctions.

Family Educational Rights and Privacy Act

Decisions with respect to disciplinary matters will be treated as confidential student records subject to the Family Educational Rights and Privacy Act.

Parental Notification

The College reserves the right to notify parents/guardians of dependent* students of violations of the Code. The College may also notify parents/guardians of all students who are under the age of 21 of drug and alcohol violations. (*A dependent is defined by FERPA as a student who is dependent for tax purposes.)

Misconduct & Possible Sanctions

The table below sets forth the general range of sanctions for student misconduct. Students should note that the College reserves the right to issue additional and/or different sanctions should individual

circumstances warrant. In doing so, the College may consider factors including, but not limited to, prior violations, severity of conduct, effect of conduct on other students and staff, number of individuals affected, and opportunity for education, resolution, and restorative justice.

In addition to the sanctions listed below, students participating in student organizations, athletic teams, clubs, or other recognized student groups may also be subject to suspension, removal, or loss of participation privileges from those organizations or activities when warranted by the circumstances.

Behavioral Misconduct	**Possible Sanctions**
Abusive Acts	Written reprimand, Corrective action, Educational program, Probation, Housing probation, No contact directive, Disciplinary suspension, Housing suspension, expulsion, Housing expulsion
Bullying and cyberbullying	Verbal reprimand, Written reprimand, Educational program, Corrective action, Probation, Housing probation, Disciplinary suspension, Housing suspension, Expulsion, Housing expulsion
Damage to Property	Corrective action, Probation, Housing probation, Restitution/Compensation, Loss of privileges/access
Disruptive Behavior	Verbal reprimand, Written reprimand, Corrective action, Probation, Housing probation
Noncompliance with Policies and Procedures	Verbal reprimand, Written reprimand, Corrective action, Educational program, Loss of privileges/access, Probation, Housing probation
Harassment	Educational program, Probation, No Contact Directive, Housing Probation, Disciplinary suspension, Housing suspension, Expulsion, Housing expulsion
Hazing	Written reprimand, Corrective action, Educational program, Probation, Housing probation, No contact directive, Disciplinary

	suspension, Housing suspension, expulsion, Housing expulsion
Sexual Harassment	Educational program, Probation, No Contact Directive, Housing Probation, Disciplinary suspension, Housing suspension, Expulsion, Housing expulsion
Sexual Misconduct	No Contact Directive, Expulsion, Housing Expulsion
Substance abuse - first offense	Written reprimand, Educational program, Probation, Housing Probation, Confiscation of prohibited property
Substance abuse - repeat offense	Educational program, Probation, Housing probation, Mandated housing reassignment, Disciplinary suspension, Housing suspension, Confiscation of prohibited property, Expulsion, Housing Expulsion
Theft	Probation, Housing probation, Restitution/Compensation, Loss of privileges/access, Disciplinary suspension, Housing suspension
Use of Prohibited Items	Verbal reprimand, Written reprimand, Restitution/Compensation, Loss of privileges/access, Probation, Housing probation
Weapons	Housing suspension, Housing expulsion, Confiscation of prohibited property, Probation, Housing probation, Suspension, Housing suspension, Expulsion, Housing expulsion, Confiscation of prohibited property

ACADEMIC MISCONDUCT

Commitment to Academic Integrity

Southwest Wisconsin Technical College is committed to a learning environment grounded in honesty, responsibility, fairness, respect, and trust. Academic integrity is essential to meaningful learning, professional preparation, and the value of a Southwest Tech credential.

Students are expected to engage in all academic work with integrity and to uphold the ethical standards of their courses, programs, and professions. Academic integrity is a shared responsibility and an important part of personal, academic, and professional growth.

Expectations for Ethical Academic Conduct

Academic integrity means that students:

- Complete and submit work that accurately reflects their own knowledge, skills, and effort
- Use information, sources, tools, and technology responsibly and with proper acknowledgment
- Follow course requirements, program expectations, and College policies
- Act in ways that support a safe, respectful, and productive learning environment for all

When expectations are not met, the College responds through a fair, educational, and consistent review process.

Examples of Conduct Inconsistent with Academic Integrity

The following examples illustrate behaviors that do not align with the College's expectations for academic integrity. This list is not exhaustive.

- *Cheating:* Engaging in dishonest conduct related to any coursework, assessment, examination, assignment, project, clinical experience, laboratory activity, or other academic requirement.
- *Plagiarism:* Presenting another person's work, ideas, or efforts as one's own without appropriate authorization or citation
- *Unauthorized use of technology, materials, or information:* Using information, materials, tools, or fabricated data not permitted for an academic activity
    - Please consult course syllabus and course instructor regarding information about authorized and unauthorized information, materials, and technologies
- *Falsification or fabrication:* Altering or creating academic documents, records, or information in a way that misrepresents academic work
- *Interference with learning:* Intentionally impeding, disrupting, or damaging the academic work of others

- *Misrepresentation of academic performance:* Engaging in conduct intended to create a false impression of academic achievement
- *Improper conduct during assessments:* Using unauthorized assistance, materials, or time during examinations or assessments
    - Approved accommodations must be arranged through the instructor and Disability Support Services
- *Unauthorized sharing of assessment content:* Requesting or sharing information about the content of an examination or assessment without instructor permission
- *Multiple submissions:* Submitting work previously completed for another course without explicit instructor approval
- *Violation of course or program expectations:* Not adhering to course syllabi, program policies, professional standards, or regulatory requirements
- *Safety violations:* Failing to follow classroom, laboratory, clinical, or shop safety rules and procedures
- *Facilitating misconduct:* Assisting or encouraging another student to engage in conduct inconsistent with academic integrity

Educational and Review Centered Approach

When concerns about academic integrity arise, Southwest Tech emphasizes:

- Clear and timely communication
- Opportunity for student explanation and response
- Fair and consistent review
- Proportional and educational outcomes

The goal of the process is to protect the integrity of learning while supporting student accountability, growth, and success.

Academic Consequences and Sanctions

Academic Misconduct will be addressed by the procedure set forth below.

Step 1: Notification of Incident and Instructor Investigation

If an instructor has reason to believe that a student has engaged in academic misconduct, the instructor will:

First Occurrence:

- Notify the student, in writing, of the alleged misconduct.
- Submit an Academic Misconduct report within five (5) days.
- Commence an investigation, if necessary.

Subsequent Occurrence:

- Notify the student, in writing, of the alleged misconduct and include the Executive Dean in the notification.
- Submit an Academic Misconduct report within five (5) days.
- Executive Dean, or designee, commence an investigation.

Step 2: Investigation of Academic Misconduct:

The student shall be afforded an opportunity to respond to the alleged misconduct, including providing relevant documentation or other evidence, and identifying relevant witnesses.

Generally, an investigation will be completed within five (5) business days.

Step 3: Investigation Findings and Sanction

First Occurrence:

If the instructor determines that no academic misconduct occurred, the matter will be closed. The student will be notified in writing.

If the instructor determines that academic misconduct occurred, the instructor and Executive Dean shall take one of the actions below.

- Determine appropriate academic sanctions and notify the student, in writing, of the determination and sanctions (Decision), which may include any of the following:
  - Written reprimand
  - Required resubmission of the work to be graded on its merits
  - A lower grade on the particular assignment or test
  - A failing grade on the particular assignment or test
  - A lower grade in the course
  - A failing grade in the course
- The Executive Dean and Records Office must be included in the written notification to the student.

If the instructor and Executive Dean determine that the above sanctions are inadequate, the Executive Dean will refer the matter to the Chief Academic Officer for elevated sanctions. In such case, the Executive Dean will notify the student, in writing, that the matter has been referred for elevated sanctions and include the Chief Academic

	Officer in the notification to the student. Elevated sanctions may include any of the following sanctions: • Removal of student from the course or program • Removal or suspension of the individual from student employment positions, athletic teams, student clubs, and/or other student-related activities • Place the student on Disciplinary Probation • Impose Disciplinary Suspension • Expel the student from the College The Chief Academic Officer will notify the student, in writing, of the determination and sanctions (Decision). The Executive Dean and Records Office must be included in written communication to the student. **Subsequent Occurrence:** If the Executive Dean determines that no academic misconduct occurred, the matter will be closed. The student will be notified in writing. If the Executive Dean determines that academic misconduct occurred, the Executive Dean and Chief Academic Officer shall determine the appropriate academic sanctions which may include any of the following: • Written reprimand • Required resubmission of the work to be graded on its merits • A lower grade on the particular assignment or test • A failing grade on the particular assignment or test • A lower grade in the course • A failing grade in the course • Removal of student from the course or program • Removal or suspension of the individual from student employment positions, athletic teams, student clubs, and/or other student-related activities • Place the student on Disciplinary Probation • Impose Disciplinary Suspension • Expel the student from the College The Executive Dean or Chief Academic Officer shall notify the student, in writing, of the determination and sanctions (Decision). The Records Office must be included in the written communication to the student.

Two Academic Code violations may result in suspension from the College for a period of up to two (2) years. Prior to re-enrollment, the student will be required to meet with the Executive Dean and Chief Academic Officer or Chief Student Services Officer and satisfy other conditions of enrollment, if appropriate. Any further violations may result in permanent expulsion from the college.

Step 4: Seeking an Appeal

Students have five (5) business days from receipt of a written Decision to request an appeal, in writing, on the following basis:

- To consider new evidence, unavailable or not considered during the original investigation, which could substantially impact the original findings or sanction. A summary of this new evidence and its potential impact must be included.
- A procedural or substantive error which significantly impacted the outcome of the Decision.
- The sanctions imposed are disproportionately outside the guidelines set by Southwest Tech for this type of offense or the cumulative conduct record of the responding student.

Written appeals of the instructor's Decision should be sent to the Executive Dean for review.

Written appeals of the Executive Dean and/or Chief Academic Officer's Decision should be:

- Submitted to the Chief Academic Officer if the written appeal is based on new evidence.
- Submitted to the Chief Student Services Officer if the written appeals is based on procedural error or disproportionate sanctions.

If an appeal is not timely or warranted under these procedures, the Decision will be final.

Step 5: Appeal

Generally, appeals will be conducted within fifteen (15) business days after receipt of a student's request, unless additional time is needed and approved by the Executive Dean, Chief Academic Officer, or Chief Student Services Officer.

The appeal review is limited to the documentation presented in the written appeal.

On review, the Executive Dean, Chief Academic Officer, or Chief Student Services Office will:

Review the appeal to determine if the appeal is warranted.

Notify the appellant, in writing, whether the appeal is granted or denied and the basis for that decision.

- If not, notify the appellant, in writing, that for this reason, the Decision is affirmed.

If an appeal is warranted, review all new evidence submitted to determine if it substantially impacts the findings or sanctions in the original Decision.

If the new evidence substantially impacts a finding or sanction, conduct further investigation if necessary.

Notify the appellant, in writing, whether the Decision is affirmed, reversed, or modified.

The appeal Decision of the Executive Dean, Chief Academic Officer, or Chief Student Services Officer is final. The Executive Dean, Chief Academic Officer, or Chief Student Services Officer will notify the student of the appeal Decision, in writing, within two (2) business days following completion of the appeal review. The Records Office will be included in written communications to the student regarding appeal status and decision.

GRADE DISPUTE

Assignment, Project, and Test Grades

Students who wish to dispute a grade received during the semester, other than the final grade (e.g., grade on a test, essay, homework, performance, computer program project), may do so informally by discussing the matter with the instructor who issued the grade. However, the instructor's decision is final and may not be further appealed.

Final Grade Dispute

When a student disputes the final grade in a course, the student must use the following dispute procedures:

- Within thirty (30) business days from posting of the final grade, the student shall contact the instructor who issued the final grade and discuss the grade in question. If the student is

unable to contact the instructor, they may seek assistance through the Executive Dean. The instructor shall provide a written response to the student within five (5) business days of discussing the grade with the student.

- If the student and instructor cannot resolve the dispute and the student wishes to pursue the matter, he or she shall contact the Executive Dean, in writing, within ten (10) business days of the date of the instructor's decision. The Executive Dean, or designee, will work to attempt a resolution. The Executive Dean or designee shall provide a written response to the student within ten (10) business days of receipt of the request to resolve the dispute.
- If the dispute is not resolved by the Executive Dean, the student may make a written request to the Chief Academic Officer, or designee, within five (5) business days of the written response from the Executive Dean. If the request is not filed within the prescribed time, the student forfeits the right to any further appeal. The appeal letter must include the student's reasons for disputing the final grade.
- The Chief Academic Officer will respond to the student within ten (10) business days. This decision is final.

NOTICE

When written notice is required herein, such notice may be provided in any of the following ways:

- Email to a College-issued email account;
- Mail through the U.S. Postal Service; or
- Hand-delivery.

If notice cannot be effectuated using any of the methods set forth above, the College will utilize such other method that ensures actual notice to an individual. In any case, the method of notice utilized will be documented in the complaint record.