



Category

AF. 3.01 Academic Code of Conduct

Approval

LC Approve
10/28/11
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Revised
Responsible Party
Vice President of Academic Affairs

Academic Code of Conduct

The Wichita Area Technical College (WATC) community expects all members to discipline themselves, individually and collectively, and it requires adherence to the regulation of conduct appropriate for an academic community. WATC must and will take appropriate action when a member’s conduct places the best interests of the community at jeopardy.

Students are members of the academic and professional community. As members of the academic and professional community, they assume the obligations inherent in that membership and as representatives of the college. Each student, as a member of this community, is responsible for being familiar with the Academic Code of Conduct and policies of WATC.

The Academic Code of Conduct exists to encourage the best possible learning environment for all students. It is the obligation of students to treat all other members of the academic community with dignity and respect — including other students, faculty members, employees, visitors and neighbors of WATC. The enforcement of college regulations is critical to the existence of such an environment for all members of the academic community.

Students are expected to meet WATC’s basic standards for academic department and/or external certification performance and/or progress. Violation of the Academic Code of Conduct may lead to disciplinary action up to and including a letter of reprimand, probation, suspension from the program/course or expulsion from the college for a set amount of time.

Regardless of any other or contrary provisions in this document, individual program standards/state regulatory processes and procedures may have additional academic/student code of conduct requirements as appropriate to the program and the course.

Students who violate the Academic Code of Conduct policy are subject to administrative consequences, which may include, but are not limited to:

1. Letter of Reprimand
2. Probation
3. Suspension from the college for a set time
4. Expulsion from the college
5. Reduction or cancellation of a college scholarship

Definitions:

1. Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery or mailed by first class or certified mail to the address the student has filed with the College.
2. Letter of Reprimand: A written directive to a student outlining a violation of the Academic Code of Conduct.
3. Academic Disciplinary Probation: After finding a violation of the Academic Code of Conduct, a disciplinary probationary period which restricts the student's privileges for a designated period of time; including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
4. Academic Grade Probation: Students registering in six or more credits who do not maintain a cumulative GPA of 2.0 or higher.
5. Academic Disciplinary Suspension: An involuntary separation of the student from the College for violation of the Academic Code of Conduct that does not exceed two academic terms per suspension for any singular offense or situation. Students may be suspended from one class period by the responsible faculty member while longer suspensions can only be applied by the appropriate Academic Dean/Director in which the student's program resides. Students may be suspended from a class/program, and may be suspended from use of a College facility or an activity. While a student is suspended, he or she is not eligible for admission or re-admission at any of the College's campuses. Once the suspension is lifted, the student is eligible for admission. After the suspension, a student's eligibility for program re-admission is determined by the appropriate Academic Dean/Director in which the students' program resides and is contingent upon their ability to prove the behavior that resulted in the suspension has been resolved. Academic Disciplinary Suspension can be appealed to the Vice President of Academic Affairs pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.
6. Academic Grade Suspension: Students on Academic Grade Probation who, at the conclusion of their probationary semester, do not achieve a cumulative GPA of 2.0.

7. **Academic Disciplinary Expulsion:** An involuntary separation of the student for more than two terms from the College for violation of the Academic Code of Conduct. While a student is expelled, he or she is not eligible for admission or re-admission to any of the College's courses, programs or activities. After the expulsion, a student's eligibility for re-admission is determined by the Vice President of Academic Affairs contingent upon their ability to prove the behavior that resulted in the expulsion has been resolved.
8. **Day:** Refers to calendar day unless otherwise noted.

Academic Grade Probation

It is the philosophy of Wichita Area Technical College that every student enrolled for classes should have the opportunity to demonstrate his/her ability to perform acceptable college-level work. At the same time, students are expected to assume responsibility for their actions, which includes a mature attitude and dedication to well-defined study habits and regular class attendance.

To graduate, students must achieve a final cumulative GPA of 2.0 on a 4.0 grading scale.

At the close of each semester, the registrar reviews students' academic records and notifies students not achieving a cumulative GPA of 2.0 in writing that they have been placed on Academic Grade Probation.

To register while on Academic Grade Probation, students are required to discuss resolution of academic issues with their appropriate academic advisor. The academic advisor will advise the student whether they must meet with their program Dean/Director to complete a written action plan. This action plan may include specific academic goals that facilitate achieving the required GPA as well as any additional actions or interventions deemed necessary.

Students on Academic Grade Probation are allowed to continue to register for classes as long as their semester GPA meets or exceeds a 2.0 at the conclusion of the probationary semester. Students will remain on continued probation until the cumulative GPA meets or exceeds 2.0.

Academic Grade Probation can be appealed to the Dean/Director of the affected Department pursuant to the Grade Appeal contained in the Academic Code of Conduct.

Academic Grade Suspension

If at the conclusion of the probationary semester, the semester GPA is less than 2.0, students will be placed on Academic Grade Suspension (certain programs may have more rigorous or additional requirements).

Students who are placed on Academic Grade Suspension are not eligible to register for the next regular semester. After one semester of Academic Grade Suspension, students may register under continued Academic Grade Probation status until their cumulative GPA reaches 2.0.

Students who are placed on Academic Grade Suspension must receive permission from the appropriate Academic Dean/Director in the program in which the student's program resides for re-admission back into the program. Many programs will not allow re-entry into the program based on previous academic performance.

Academic Grade Suspension can be appealed to the Dean/Director of the affected Department pursuant to the Grade Appeal contained in the Academic Code of Conduct.

Note: Students who receive Financial Aid must meet additional criteria to meet satisfactory academic progress.

Grade Appeal

The evaluation of student performance reflected in the final course grade becomes a part of the permanent student record of the College and is recorded on the College Transcript for the student. This grade is based upon several factors relating to the achievement of course objectives, as assessed by the instructor according to the policies of the College, and shall be considered final, unless an appropriate appeal is filed by a student according to the following procedures:

If a student is dissatisfied with a course grade issued by the instructor, and said student has reason to believe the grade issued is incorrect, the following appeal provisions, and no other, must be followed by such student:

1. The aggrieved student shall, within one academic semester following issuance of the grade, confer with the instructor who issued such grade and outline the reasons why it is felt that the grade has been incorrectly issued. The instructor shall advise the student what change, if any, is to be made as a result of the conference, and should the instructor feel the grade was correctly issued, shall also communicate the decision to the student.
2. If such student's dissatisfaction persists, he or she may request in writing to the appropriate Dean/Director of the affected department that the case be reviewed at a hearing involving the instructor who issued the grade, the Dean/Director of the department, and the student appealing. Written request shall be obtained by completing the Student Grade Appeal form which is available on line at www.watc.edu or in the office of the appropriate Dean/Director or the Registrar's Office.
3. The review conference shall be held within the semester that the appeal is filed. The appropriate Dean/Director will, within ten (10) calendar days following the review, render a decision and notify the student of such decision in writing.

Incomplete Grade Contract

An incomplete "I" grade is given only when a course cannot be completed because of illness or other special conditions beyond the control of the student. The student will enter into a contract with the instructor to outline course work necessary to complete the course. The contract

requires the approval of the appropriate Dean/Director. The contract must be executed prior to the first day of the published schedule for final examinations and submitted to the Registrar's Office. The contract terms must be fulfilled by the date designated on the contract but no later than December 1 or May 1 of the following semester. An "I" grade will be changed to "F" if the instructor does not initiate a grade change within one week after the contract deadline.

A student receiving financial aid that receives an "I" and is placed on Financial Aid Suspension, will not be considered for the appeal process and will not be reviewed by the financial aid appeal committee until the "I" status is changed to a letter grade.

Disputes involving grades of Incomplete may be appealed to the Vice President of Academic Affairs pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.

Academic Integrity:

Students are expected to conduct themselves according to the highest standards of honesty in the classroom, shop, laboratory or clinical setting regardless of educational mode/delivery method. Academic honesty is a fundamental value of higher education. It means that students respect the right of other individuals to express their views and that students do not plagiarize, cheat, falsify, or illegally access College records or academic work.

Academic dishonesty is defined as the unauthorized use of assistance with intent to deceive a faculty member or another person assigned to evaluate work submitted to meet course and/or program requirements. Examples of academic dishonesty include but are not limited to the following:

1. the submission, in whole or part, of material prepared by another person and represented as one's own
2. plagiarism, which is defined as the act of taking the writings, ideas, etc., of another person and passing them off as one's own
3. the unauthorized use of notes, books, or other materials; the deliberate, unacknowledged reference to the work of another student; or the soliciting of assistance from another person during an examination
4. illegitimate possession and/or distribution of test materials or answer keys
5. unauthorized alteration, forgery, or falsification of official academic records
6. cheating, which is defined as giving, receiving or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment.

The original jurisdiction of any case involving academic dishonesty shall be with the faculty member in whose course the alleged misconduct occurred. If a faculty member suspects a student of academic dishonesty, he/she must:

1. Inform the student in person, or in writing, without unnecessary delay, of the alleged misconduct and provide the student the opportunity to respond before taking any action.
2. Inform the student of suspected academic dishonesty, whether acknowledging involvement or not, that he /she shall be allowed to continue the course without prejudice pending disciplinary actions.
3. Report action taken to their Dean/Director.
4. Inform the student so affected of their right to appeal to the Vice President of Academic Affairs pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.

If the faculty member takes no action within ten (10) days after informing the student, the allegations shall be considered dismissed.

The faculty member may take one or more of the following actions:

- alter a grade or assign a grade of “F” for the assignment, examination or the course
- recommend additional sanctions up to and including suspension and/or dismissal from the course

In certain programs, dismissal from one class may result in complete program dismissal.

Multiple or subsequent offenses of academic dishonesty during student’s time at WATC will result in further disciplinary action up to suspension/expulsion from the institution as directed in writing by the Dean/Director. The student so affected shall have the right of appeal to the Vice President of Academic Affairs.

Classroom Behavior:

Students are expected to refrain from engaging in any disruptive behavior which negatively affects or impedes the instructor’s ability to teach or the students’ ability to learn (regardless of the mode of educational delivery or class setting); or disrupts the general operations of the College, to include teaching, administration, disciplinary procedures, or other College activities. Student behavioral issues that violate the Student Code of Conduct or escalate beyond an academic conduct issue will be referred to the Dean of Student Services by the Dean/Director in consultation with the faculty. Use of electronic devices in the classroom for recording or note taking is not in and of itself considered “disruptive behavior”.

Disciplinary action resulting from classroom behavior **that has not been referred to the Dean of Student Services** may be appealed to the Vice President of Academic Affairs pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.

Disciplinary action resulting from classroom behavior that has been referred to the Dean of Student Services will be processed under the procedure for Student Code of Conduct issues.

Program Requirements:

Students will provide all documentation required by WATC for full admission status to meet program requirements as outlined in program guidelines. Failure to provide appropriate documentation may result in immediate disciplinary action.

Disciplinary action resulting from **meeting program requirements** may be appealed to the Vice President of Academic Affairs pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.

Attendance:

Students are expected to attend all scheduled class and examination meetings. Students are also expected to maintain satisfactory progress in each of the classes in which they are enrolled. Thus, whenever absences become excessive and minimum course objectives cannot be met due to absences, the student may, after consultation with and approval of the appropriate Dean/Director, be withdrawn from the course. If a student is withdrawn by the instructor for excessive absences, a “WT” (withdrawn by teacher) **may** be recorded on the student’s permanent record. Instructors are responsible for clearly stating their attendance policy or administrative withdrawal in the course syllabus and it is the student’s responsibility to be aware of those policies. Individuals not enrolled in a class are not permitted to sit in the classroom while the class is in session without permission from the Dean/Director. Faculty members are required to take attendance and anyone not on the class list will be asked to leave the classroom. The only exception to this procedure is for specially trained interpreters necessary for disabled students.

A WT may be appealed to the Vice President of Academic Affairs pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.

Classroom & Laboratory Safety:

Students are expected to comply with all program, course, or syllabus safety requirements. Any action or behavior that compromises safety will be subject to immediate disciplinary action.

Disciplinary action resulting from classroom behavior that has not been referred to the Dean of Student Services may be appealed to the Vice President of Academic Affairs pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.

Disciplinary action resulting from classroom behavior that has been referred to the Dean of Student Services will be processed under the procedure for Student Code of Conduct issues.

Student Right of Appeal

The Vice President of Academic Affairs shall be notified of all allegations of academic code of conduct violations. A student may appeal the Decision by filing a written appeal with the Vice President of Academic Affairs within seven (7) days of service of the decision. All decisions resulting in expulsion must first be approved by the President. Upon appeal, the Vice President of Academic Affairs shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Academic Code of Conduct or College/Program policies or procedures; and impose a sanction(s) if appropriate. The student shall receive written notice of the decision.

Student Concerns

Any student who wishes to pursue an instructional concern must exhaust the following options in sequence prior to petitioning the Vice President for Academic Affairs. (Examples of instructional or course concern are instructor behavior, class policies, and unfair expectations or demands.)

1. The student must meet with the instructor and attempt to resolve the problem. If no resolution:
2. The student must state the concern in writing and meet with the Dean/Director. Departments may require specific documentation that the student will be responsible to obtain. As a result of the meeting with the Dean/Director action may or may not be taken.
3. 3. The appropriate Dean/Director will inform the student in writing of the final decision within ten (10) calendar days following the meeting.

If the student contests the Dean/Director's action/decision, he/she must submit the request in writing to the Office of the Vice President for Academic Affairs within ten (10) days of the notice of the Dean/Director decision. The request should include documentation of everything that the student wants considered in the decision. The Dean/Director may also submit written documentation and recommendations. The Vice President for Academic Affairs will notify the student in writing of a final decision within ten (10) days. This decision will be final.