



## Academic Dishonesty Policy

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## Introduction

Chippewa Valley Technical College (CVTC) is dedicated to higher learning and preparing students to meet the employment needs of this region. CVTC promotes the development of four key core abilities. These core abilities address the broad-based skills that will prepare a student to become a productive member of the workforce, a civic-minded citizen of the community and a life-long learner ready to grow with their chosen profession. The first of these core abilities is ‘Modeling Integrity.’

A student who has mastered modeling integrity will:

- Develop self-awareness
- Practice personal accountability
- Demonstrate ethical behavior
- Apply quality standards
- Follow sustainable practices

As such, academic Integrity is of utmost priority to a quality learning experience at CVTC. Every member of our campus community is expected to uphold this commitment.

Academic Integrity is submitting one’s own work and properly acknowledging the contributions of others. Students are responsible for the content and integrity of the work they submit. The following guide can be used to assist students in observing positive behavior in academic honesty and integrity.

- Unless permitted by the instructor, students are expected to prepare and submit their own work on homework, reports, projects, examinations, etc.
- Collaboration with other students when completing take-home exams is prohibited unless the instructor provided permission at the time of the exam or in the class syllabus.
- Guidelines provided by instructors or college representatives must be followed whether verbal or written before completing exams or other evaluations.
- Students must follow course requirements as identified by the instructor and expectations in the syllabus.

Instructors can further define expectations in their syllabi and program policies and may vary based on professional guidelines in the field of study.

## Academic Integrity and Artificial Intelligence (AI)

At CVTC, we believe that emerging technologies, including AI, have the potential to transform teaching and learning, and we are committed to exploring and adopting innovative technologies that enhance student success.

We recognize that emerging technologies are constantly evolving, and we are committed to staying current with the latest trends and developments to provide our students with the best possible educational experience. Therefore, technology should be used to enhance, rather than replace, the traditional learning experience.

We believe that technology can be a powerful tool for promoting student success for all, and we are

committed to ensuring that all students have access to the technology they need to succeed.

Ultimately, our goal is to leverage emerging technologies in ways that promote student success, foster innovation, and creativity, and prepare our students for the rapidly changing world they will encounter after graduation.

Individuals may use AI (Artificial Intelligence) tools (such as ChatGPT, generative AI) to aid in learning and academic endeavors. It is essential to acknowledge the role of AI as a support tool and maintain academic integrity by ensuring that all submitted work is original to the student and properly cited.

Faculty may choose to use an AI detector for submitted assignments to check for originality of the assignment to the student.

## Definitions

### What is Academic Dishonesty?

**Academic Dishonesty:** Academic Dishonesty is in direct opposition to the mission of higher education and interferes with the scholastic development of students. Acts of Academic Dishonesty prevent a student from achieving their goals of gaining knowledge and skills and develop mastery of both.

Academic Dishonesty also harms and impacts peer students, instructors, and the college reputation.

Academic Dishonesty results in an unfair advantage and is not permitted at CVTC.

Examples of Academic Dishonesty include, but are not limited to, the following:

- **Cheating:** Cheating involves using or attempting to use inappropriate and unauthorized information or materials to complete an academic assignment.
- **Plagiarism:** Plagiarism is committed when one claims credit for the work of another entity (e.g., individuals, artificial intelligence (AI), copy / paste from a source, etc.).
- **Misrepresentation:** Misrepresentation occurs when one purposely gives a mistaken impression of academic work, grades, or credentials.
- **Falsifying:** Falsifying involves giving or creating false information and includes giving information that is not true on any official document, and any other act of fraud.
- **Implication in others' academic dishonesty:** This act includes any type of cooperation with others to commit a violation of the academic dishonesty policy. This includes not reporting knowledge of academic dishonesty by others.
- **Misuse of others' materials:** Materials that have been created by another are owned by that creator. Using materials without authorization or permission is not permitted.
- **Fabrication:** This violation includes inventing data, citations, research, or any kind of information and portraying it as legitimate.
- **Self-Plagiarism "No Recycling Policy":** This type of plagiarism involves re-using your work without citation (e.g., resubmitting a paper used for a different course) and passing it off as new work (unless permitted by instructor).

### Additional Definitions

**Student:** Student is defined as any person who is currently or was previously registered for study at the college during the academic period that the alleged academic dishonesty occurred. In cases of academic

dishonesty occurring while someone was enrolled and the allegations are being investigated after enrollment and / or graduation, the procedures in this policy still apply.

**Reporter:** A reporter is any individual that files a report of potential academic dishonesty. At CVTC, all members of our campus community are expected to report potential academic dishonesty.

**Complainant:** The complainant is the individual making a complaint and able to act on a violation of the academic dishonesty policy. Typically, in this policy, this may be the faculty member, program or department chair, academic dean, or the College's conduct officer. \*The complainant may also be the reporter.

**Respondent:** The respondent is the individual responding to an allegation of academic dishonesty. Typically, in this policy, this is a student.

**Advisor:** The advisor is a person of support to provide consultation to the respondent or complainant. The advisor may be a family member, CVTC employee, attorney, etc.

**Sanction:** Sanction is defined as any disciplinary action taken by CVTC in response to student academic dishonesty.

**Days:** Days are defined as business days, or in other words, Monday through Friday excluding holidays or college closure dates.

**Student Conduct File:** Student Conduct File (or disciplinary file) means the record maintained within our secure case management database for violations of our code of conduct. This file is not a part of the student's academic record (i.e., transcript).

**Appeal:** An appeal is the process to request a change or reversal of a decision regarding an alleged violation of this policy.

## Procedural Right to Due Process

Students facing possible disciplinary action are entitled to the following procedural due process:

1. To be notified of the allegations against them;
2. The right to a timely and fair investigation and hearing process;
3. To know the nature of the information against them, unless release of the information would endanger the health or safety of the complainant or witness(es);
4. To have the opportunity to respond and to present information and / or witness(es) relevant to the allegation;
5. To appeal, if applicable.

## Standard of Responsibility

The standard used to decide responsibility in academic dishonesty allegations is called the preponderance of evidence standard. This standard is a 'more likely than not' standard that a violation of this policy and / or procedure has occurred. When a violation is determined, CVTC will take prompt and appropriate corrective actions to impose an appropriate response (i.e., sanctions).

## Disciplinary Sanctions

Sanctions may include but are not limited to the following:

- Verbal Warning – a verbal warning to the student. The Academic Dishonesty Report Form should be submitted but no formal college communication is issued.
- Written Reprimand – a warning in writing to the student.
- Alternative Assessment – a different assignment issued to be graded in place of the original assignment.
- Repeat the work – a repetition of the assignment to be graded on its merit.
- Educational Sanction (e.g., integrity assignment, reflection, apology letter, etc.) - an assignment identified to build on integrity, ethical foundations, and / or life skills.
- Loss of credit / Failure on the assignment – a lower or failing grade on the specific assignment beyond what the work earned.
- Lower or Failing grade for the course – a sanction to change the grade earned in the course (e.g., student earned a “B” but issued a “C”).

*\*\*\*\*\*The Sanctions below require a Level Two Process\*\*\*\*\**

- Disciplinary Probation – a warning for a specified time that further violations could result in a student’s status at the College being at risk (e.g., suspension, dismissal, or expulsion).
- Program Suspension – a temporary removal from the program of study with the option to return upon application and acceptance.
- Program Dismissal – permanent removal from academic program with no option to reapply. The student may continue in an alternative program with acceptance.
- Suspension – a temporary stop out for a specified time (typically ranging from one to four terms) from all studies at the College.
- Expulsion- a permanent removal / loss of right to be a student at the College.

## Resolution Options

### Informal Resolution

In cases where the matter may best be resolved informally (e.g., restorative justice, mediation, etc.), the appropriate staff will help the parties involved reach a mutual resolution agreement. An academic dishonesty report should still be filed for documentation. If an informal resolution is not documented, it is unable to be used against a student in future formal resolution outcomes.

### Formal Resolution

In cases where informal resolution does not apply, and a formal finding and sanction is applicable, academic dishonesty procedures must be followed to ensure students receive timely and fair due process.

## Disciplinary Procedures

At Chippewa Valley Technical College we believe and understand that everyone makes mistakes and that these mistakes can be opportunities for learning and growth. In alignment with that philosophy,

CVTC uses a progressive disciplinary approach to address and resolve allegations and violations of academic dishonesty at the appropriate level.

### Level One: Course of Action

Academic dishonesty allegations that are classified as **low-level** violations are handled by the instructor, student, and / or any of the following: appropriate dean, program director, or department chair. For consultation on this policy, please contact the Dean of Student Success and / or the Associate Vice President of Student Services. Student support in navigating this policy is available through their Student Success Specialist.

### Procedural Steps:

The following section outlines the procedural steps for a Level One response to academic dishonesty.

1. **Communication:** The instructor (or applicable representative) should notify the Dean prior to initiating the following steps.
2. **Communication:** The instructor (or applicable representative) will reach out to the student to meet. The outreach shall include that the conversation is regarding academic dishonesty. Email communication is recommended but not required. An outreach template is included in the resources section below.
3. **Meeting:** The instructor (or applicable representative) and student should meet to discuss allegations, determine responsibility, and identify the appropriate outcome (sanctions). The instructor (or applicable representative) and student can bring a support person or resource (e.g., program chair, dean, parent, peer, advocate, attorney, etc.) if desired. Prior notification should be shared with the other party. At Level One, an instructor (or applicable representative) may put in place the following sanctions:
  - Verbal Warning
  - Written Reprimand
  - Alternative Assessment
  - Repeat the work, graded on its merit
  - Educational Sanction (e.g., integrity assignment, reflection, apology letter, etc.)
  - Loss of credit / Failure on the assignment
  - Lower or Failing grade for the course

If the sanctions listed above are not sufficient for the incident, the instructor (or applicable representative) may recommend the following student status sanctions:

- Disciplinary Probation
- Program Dismissal
- Suspension
- Expulsion

Because these sanctions impact a student's status at the college, these recommendations are required to be investigated and heard by the College's Conduct Violation Appeal Review Board. It is encouraged that instructors (or applicable representatives) identify lower-level sanctions in addition to any recommendation from the listing above.

If a recommendation is made for a student status change, the process will continue with the procedure outlined under Level Two: Course of Action.

Documentation and / or notes from the meeting with a student should be documented and maintained throughout the appeal window and / or any appeal process.

If the student fails to respond and / or meet with the faculty member or representative, a decision may be issued based on the information available. A meeting is required to appeal a decision. If a student requests an appeal without meeting, the appeal will be redirected back to the faculty member or representative for a level one process review. The decision may be changed or remain the same. The student retains the ability to appeal after completion of the level one process.

4. **DOCUMENTATION: After meeting with the student, all academic dishonesty allegations, whether the student was found responsible or not, must be reported via the [Academic Dishonesty Reporting Form](#).**
5. Communication: Following the form's completion, official documentation will be sent to the student from the College (except a verbal warning) and cc'd to the faculty member and Dean. The student will be informed in writing of the following:
  - The Specific Charges
  - The Sanctions / Outcome
  - Student's right to appeal within ten (10) business days
  - Decisions are final unless reversed on appeal.
6. Next Steps: After completing the Academic Dishonesty Reporting Form, the Code of Conduct Office will assess the report and proceed according to the appropriate option below.
  - The Code of Conduct office will hold the report until the end of the ten (10) business day window for appeal. If no appeal is submitted, the student will receive a letter stating that the sanctions issued are final and the case will be closed.
  - If an appeal is submitted, it would follow the process outlined in Level Three.
  - If the sanction recommended is a program level sanction or a repeat sanction, the case would follow the process outlined in Level Two.

Resources:

- REQUIRED DOCUMENTATION: [Academic Dishonesty Reporting Form](#)
- [Quick Tip Faculty Guide Infographic](#)
- [Outreach for a Meeting Example](#)
- [Academic Dishonesty Meeting Script](#)
- [Sample Outcome Communication from the College](#)

## Level Two: Course of Action

Academic dishonesty allegations that are classified as **repeat violations and / or high-level** violations should first go through the process outlined in Level One as a part of our progressive discipline process.

The Dean of Student Success will review the report form and determine whether to proceed with Level Two course of action.

#### Procedural Steps:

The following section outlines the procedural steps for a Level Two response to academic dishonesty.

1. Review: The conduct officer will review the submitted report and follow the appropriate option below.
  - If it is a repeat violation, the conduct officer will meet with the student to discuss the violation. Additional sanctions may be issued. The student is still eligible for appeal.
  - If it is a high-level violation, where the sanction recommended is a student status sanction, the conduct officer will investigate the allegation with the involved parties.
2. Investigation: The purpose of an investigation is to gather relevant case information, establish the facts behind the allegation(s), and to allow the student to respond. If an investigation is conducted, the conduct officer will follow the steps below.
  - Meet with the reporting party (faculty member or appropriate party)
  - Meet with the student(s)
  - Create a report of the incident
  - Confirm or deny the recommendation and send an official letter from the college
3. Documentation: All documentation, including case notes, communication, investigative report, and decision will be maintained by the College in accordance with our record retention policy. The official documentation is maintained in the student conduct database system as a part of the student's disciplinary record.
4. Student Right to Appeal: All students are afforded the ten (10) day appeal window after conclusion of a Level Two process to request an appeal via the [Appeal Request Form](#).

#### Level Three: Appeal

In instances where an appeal is filed or a student is automatically entitled to an appeal hearing, CVTC will follow the procedures outlined in Level Three. If the student did not meet with the appropriate representative in a Level One or Level Two process, the appeal will be redirected to be addressed at the lowest level. An appeal will only be scheduled if the appeal meets one of the following criteria:

#### Appeal Reasons

- a. The student is being issued a student status sanction (e.g., program dismissal, suspension, or expulsion); or
- b. New evidence was identified that was unknown or unknowable at the time of the investigation and decision; or
- c. A substantial procedural error was made that may alter the outcome of the decision; or
- d. The sanction issued was inconsistent with the severity of the behavior.

#### Procedural Steps:

1. Scheduling: The Office of the Associate Vice President of Student Services will schedule and convene the Conduct Violation Appeal Review Board. The Conduct Violation Appeal Review Board consists of the Associate Vice President of Student Services, the Associate Vice President of Academics, one faculty member and one student services representative. A minimum of



three members are required to conduct a hearing. The hearing will be scheduled within fifteen (15) business days of the request for a hearing.

2. Hearing Packet: The Office of the Associate Vice President of Student Services will provide a hearing packet of the relevant evidence a minimum of two (2) business days prior to the scheduled hearing.
  - Materials which either party intends to use for its presentation shall be provided to the Board Chairperson at least three (3) business days before the date of the hearing.
  - A list of witnesses, if any, should also be submitted by both parties to the Board Chairperson at least three (3) business days before the date of the hearing.
  - Materials and witnesses should be submitted to the Office of the Associate Vice President of Student Services via email ([vp.student.services@cvtc.edu](mailto:vp.student.services@cvtc.edu)).
3. Hearing Procedures: The hearing will be conducted in accordance with the following guidelines and requirements.
  - The hearing will be conducted to further the educational purposes of the mission of CVTC. It is not intended to comply with criminal or civil court proceedings.
  - During the hearing, all attendees must refrain from interfering with or disturbing the hearing. Anyone interfering with or disturbing the hearing will be removed from the premises.
  - Attendance and appearances will be recorded. An audio recording may also be kept maintaining a verbatim record of the testimony but is not required.
  - All questions during the hearing should be directed to the Conduct Violation Appeal Review Board (“Board”) exclusively through the Board’s Chairperson. No cross examination will be permitted.
4. Hearing Roles: The hearing participants will behave in accordance with the roles outlined below.
  - Student: The respondent (student) shall have the following rights during the hearing process:
    - o The right to present information and witnesses
    - o The right to be heard on their own behalf
    - o The right to question adverse witnesses
    - o The right to an advisor of the respondent’s choice. This may be an attorney.
    - o The right to a support person. This person is there for moral support and is not an active member of the hearing (e.g., cannot be a witness).
  - Advisor: The role of the advisor:
    - o In cases where the sanction presented is dismissal, suspension, or expulsion, the advisor (who may be an attorney) may present on behalf of the respondent, question adverse witnesses, and present information and witnesses. However, in accordance with the educational mission of CVTC, students are expected to respond directly to questions asked of the student by the Board.
    - o In cases where the sanction is not dismissal, suspension, or expulsion, the advisor (who may be an attorney) may counsel the respondent but may not present on behalf of the respondent, question adverse witnesses, or present information and witnesses on behalf of the student.
  - Witness: The role of witnesses:
    - o Witnesses are expected to present an honest account of the incident.

- o Witnesses are expected to respond to questions asked by the Board only.
  - o All questions for witnesses will be directed to the Board Chairperson. The Board Chairperson will review the questions and may elect to ask or disregard the question per their role as chair.
  - o No witness will be subject to cross-examination by the opposing party / legal counsel.
  - Complainant: The role of the complainant:
    - o The college will use a complainant to summarize the investigative report and present the academic dishonesty allegations to the Board on behalf of the college.
    - o The complainant is entitled to the same right to be heard as the respondent.
  - Board Chairperson:
    - o Shall take reasonable steps to maintain order, facilitate questioning of witnesses, and conduct a record of the hearing.
    - o Shall admit information that has reasonable value in proving the facts, but may exclude immaterial, irrelevant, or unduly repetitious testimony.
    - o Shall prepare a written findings of fact and decision based upon the recommendations of the Board.
  - Board members:
    - o Shall approach each case from a fair and impartial lens and consider the facts and arguments objectively.
    - o Shall understand the policy, review the hearing packet, and ask relevant questions to all parties.
    - o Shall deliberate with the other board members to reach a decision on the appeal.
5. Hearing Presentation: The order of the presentation will be as follows.
- Opening Statement: Each side (e.g., student and college) may make an opening statement (limit of 5 minutes). An opening statement is an overview of why the appeal is coming to the Board.
  - Presentation of the Case: The appealing party (student/advisor) will present their appeal first. The presentation should include the basis upon which the appeal is brought (see Appeal Reasons) as well as the rationale for appealing. A student may appeal the finding (responsible vs. not responsible), the sanction (the outcome), or both. The appealing party may call and present witnesses during this time period (limit 20 minutes unless the Board permits more time).
  - Questions: Upon conclusion of the presentation, the Board will ask questions. The Board will then ask if the other side (complainant) has other questions for consideration.
  - Presentation of the Case: At conclusion of the presentation, the College representative (complainant) will present the basis for the finding of Academic Dishonesty, supportive witnesses, and provide any resources necessary to address matters raised by the appealing party. (Limit 20 minutes unless the Board permits more time).
  - Questions: Upon conclusion of the presentation, the Board will ask questions. The Board will then ask if the other side (student/advisor) has other questions for consideration.

- Response: At the conclusion of both presentations and questioning, each side will be offered a final opportunity to respond to the matters raised by the other party (limit 10 minutes unless the Board permits more time). The Board may ask additional questions, but no other cross-examination is permitted.
  - Closing Statement: Each side will be given the opportunity to make a closing statement (limit of 5 minutes).
  - Dismissal and Deliberation: The parties will be dismissed, and the Board will enter deliberation.
6. Decision: The Board Chairperson is responsible for preparing the decision of the Board. The decision shall be delivered to the student in writing within ten (10) business days of the date of the hearing.
- The decision may uphold, amend, or overturn the prior decision.
  - The hearing Board can recommend sanctions that differ from the prior recommendation.
  - If the student fails to appear at the scheduled hearing, the Board may make a decision based upon the information provided at the time of the hearing.
  - The decision is final.

## Appendix

### Reporting Forms

- [Academic Dishonesty Reporting Form](#)
- [Appeal Request Form](#)

### Resources

- [Academic Dishonesty Meeting Script](#)
- [Quick Tip Faculty Guide Infographic](#)
- [Outreach for a Meeting Example](#)
- [Meeting Follow Up Sample \(Sent by Conduct Office\)](#)

Questions about this policy should be directed to the policy owner.

Policy Owner: Associate Vice President of Student Services

Category: Students

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