

Student Code of Conduct

Cell phones must be turned off. Text messaging is not allowed. Messages can be retrieved during breaks or after class. I find text messaging and cell phone ring tones during class not only rude but also very disruptive to myself and other students. Be courteous: Turn them off.

MATC may impose disciplinary sanctions for violations of the Student Code of Conduct. Violations may include, but are not limited to, the following situations, as may be required, consistent with MATC's mission:

- Conduct that damages or destroys college property, or attempts to damage or destroy college property;
- Failure to comply with federal, state, county, and municipal laws or ordinances while participating in MATC activities or while present on MATC property;
- Conduct that obstructs or impairs, or attempts to obstruct or impair, MATC's authorized activities, whether inside or outside a classroom, office, lecture hall, library, laboratory, auditorium, student center, or other place where an MATC-authorized activity is being held;
- Conduct that endangers the safety or welfare of students, instructors, administrators, staff, or visitors;
- Unauthorized possession of college property or property of another member of the college community;
- Making a false statement, either verbally or in writing, to any MATC employee or agent on an MATC-related matter;
- Conduct that engages in racial, religious, national origin, age, sexual, or handicap harassment.

Acts of academic dishonesty Academic dishonesty includes, but is not limited to: cheating, collaborating with another without the approval of the instructor, plagiarizing, stealing the work of another, falsifying records of work, and assisting another student in any of the above. Academic dishonesty is a violation of the Student Code of Conduct. If an instructor believes that an act of academic dishonesty may have occurred, he or she should meet with the student to discuss the alleged conduct (if possible). If the instructor determines that an act of academic dishonesty did occur, the instructor may choose one of the following responses:

- warn the student of unacceptable behavior,
- reprimand the student, and issue an alternative assignment/test,
- reduce the grade for the project or examination,
- remove the student from the course and submit a Withdrawal (W), or
- assign a failing grade for the course.

The instructor should notify the student in writing of the chosen response and convey a copy to the director of Student Life. An academic response may be taken by the instructor, the academic dean, the director of Student Life, the Disciplinary Appeals Committee, and/or any other appropriate official of MATC.

You, as a student, may appeal the decision of academic dishonesty to the Disciplinary Appeals Committee. This appeal must be submitted in writing to the chairperson (director of Student Life) of the Disciplinary Appeals Committee within

ten (10) days of the service of the decision notice. Refer to the Student Code of Conduct booklet, available from the Office of Student Life (located at each campus), for further details concerning violations of the Student Code of Conduct and the appellate process. The Student Code of Conduct is the definitive document on student conduct (including academic dishonesty) and the judicial system at any campus. For more information, call 414-297-7859.

Students judged to have violated the Student Code of Conduct are subject to disciplinary action, including suspension, probation, or possible termination in accordance with prescribed due process procedures described in the Student Code of Conduct booklet provided by the Office of Student Life at any campus.