

SECTION 2: POLICY MANUAL**7. Students****TITLE: Academic Honesty****ADOPTED:** February 2, 2017 (Resolution 52.35)**REVISED:** November 5, 2020 (Resolution 56.12)

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Academic Honesty**Purpose**

Lehigh Carbon Community College expects all members of its academic community to maintain honest and ethical standards in all assigned academic work. Academic dishonesty diminishes the learning experience, as well as the integrity and reputation of the offender.

Guidelines**Student Responsibilities**

Lehigh Carbon Community College expects that work submitted or otherwise presented by students will honestly represent their personal effort to meet the requirements of the course. Violations of academic honesty include but are not to be limited to the following:

Violations**1. Cheating on Examinations and Assignments**

- a. Purchasing, selling, stealing, or otherwise improperly obtaining examinations or assignments.
- b. Using aids, materials, or resources not authorized by the instructor or accommodation when completing an examination or assignment.
- c. Providing or receiving assistance not authorized by the instructor or accommodation when completing an examination or an assignment.
- d. Copying another person's work or having another person complete coursework assignments without an authorized accommodation
- e. Employing any other form of deceit in completing examinations and assignments.

2. Plagiarism or Falsification of the Origin of Data

- a. Failing to provide appropriate documentation for another person's original idea, words, opinion, theory, fact, statistic, graph or drawing, including oral, print, electronic, et cetera.
- b. Failing to present quoted language properly, in quotation marks with documentation of source.
- c. Copying part or all of an assignment, such as a research paper, lab report, or workbook from another person or resource, including print, electronic, et cetera and presenting it as one's own work.
- d. Purchasing an assignment and submitting it as original work.
- e. Listing sources that were never consulted.
- f. Submitting previously submitted work without the approval of the instructor.

3. Misconduct

- a. Providing a false reason for failure to meet class requirements including absence from class, tardiness in completing assignments, et cetera.
- b. Completing an exam intended for another student, or allowing another person to pose as the student who should be taking the exam.
- c. Using electronic communications devices during class or when completing examinations or assignments without instructor authorization or authorized accommodation.
- d. Employing or assisting another in any other form of deceit in completing course requirements.

Additional regulations regarding student conduct and possible consequences for violations are contained in the "LCCC Student Code of Conduct."

Wherever used herein, Faculty shall mean and include full time, part time, adjuncts, substitute and occasional persons who provide instruction to students.

INSTRUCTOR Responsibilities

Every LCCC instructor shall:

1. Create and maintain an environment conducive to academic honesty.
2. Reference the "LCCC Academic Honesty Policy" (including locations where students can find the full policy) in every course syllabus.
3. Uphold the "LCCC Academic Honesty Policy" in their own work.
4. When possible, meet privately with the student suspected of violating the policy to discuss the concerns, charge, and possible consequences. Utilize evidence collected by Testing Center staff or technology tools when appropriate.
5. Upon deciding to submit a report, inform the appropriate supervisor about the issue, and follow the procedures as outlined under "Consequences."
6. Include a declaration in the formal report as to whether the violation should result in a Formal Warning OR Actionable Event.

Offenses are reported electronically in the StART system, to the Office of the Dean of Student Development, Equity, and Inclusion, where a disciplinary record is created and retained. The faculty member will notify the student of the action being taken. The Associate Dean of Student Development will send official notification to the student.

Testing Center

Testing Center Staff:

1. Prepare all evidence of the individual's suspected academic dishonesty.
2. Report the individual's suspected misconduct to the appropriate Instructor and testing center supervisor.
3. Complete and submit a StART Academic Dishonesty report as needed.

Consequences

If the Instructor bringing the charge has declared the incident of academic dishonesty as an Actionable Event, consequences will depend on the charge of the violation and the academic honesty violation history of the student.

1. A formal written notice will be generated by the Associate Dean of Student Development, presented to the student and maintained in the student's disciplinary file. This reprimand may include one or more of the following consequences:
 - a. A written warning to the student generated by the instructor with requirements to retake the examination, redo the assignment, and/or complete extra work as specified.
 - b. A grade of "0" for the assignment or exam.
 - c. A final grade of "F" for the course.*

*A student may not withdraw from the course after such a report is made, during the appeal process, or if the judicial hearing panel determines that the "F" grade shall stand.

2. Additionally, the Instructor may recommend, after conference with their supervisor, removal of the student from the student's academic program of study.

If the Instructor bringing the charge has declared the incidence of academic dishonesty as requiring a Formal Warning but the student already has a Formal Warning of academic dishonesty on record, the incident is elevated to an Actionable Event and the consequences are the same as the category above.

If the Instructor bringing the charge has declared the incident of academic dishonesty as requiring a Formal Warning and the student has no other Formal Warning of academic dishonesty on record the following process shall occur:

1. A written Formal Warning will be generated by the Associate Dean of Student Development (as reported by the Instructor) and presented to the student indicating the student has violated the Academic Honesty Policy and that any future infraction may result in the consequences listed under the Actionable Event section of this document. The Formal Warning will be retained by the Office of the Dean of Student Development, Equity, and Inclusion so that future charges are recognized as a repeat offense.
2. A written warning may be generated by the Instructor and presented to the student with requirements to retake the examination, redo the assignment or complete extra work as specified by the Instructor.

Retention of Records

Record of a Formal Warning will remain in the student's disciplinary file until the student graduates or has not been a student at LCCC for at least three (3) years. Record of an Actionable Event will remain in the student's disciplinary file indefinitely.

Appeals

Appeals to charges of violation of academic honesty must be submitted in writing to the Associate Dean of Student Development within five (5) days of receipt of the charge. Appeals to the charge are referred to the Student Conduct Hearing Process. Please see "LCCC Code of Student Conduct" for more information on the conduct process.

Repeated Violation

In addition to the consequences set forth in this policy, if a student is found to have committed a second violation of academic honesty they may be subject to suspension from the College. The student will not be allowed to re-enroll without reinstatement approval from the Academic Record Review Committee. Information regarding the reinstatement application process can be obtained from the Associate Dean of Student Development.