

TITLE: ACADEMIC HONESTY

REF #: 6.2.4.

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: December 6, 2011

Student Responsibilities: All Luzerne County Community College students must maintain honest and ethical standards in all assigned academic work. Academic work submitted or otherwise presented by students will honestly represent their personal effort to meet the requirements of the course. The LCCC Library provides assistance on how to cite sources, both in person and via the *Citing Sources* link of the LCCC Library Web page at <http://depts.luzerne.edu/library/citing.jsp>.

Violations of academic honesty include but are not limited to the following:

1. Cheating on examinations and assignments, which includes:
 - Purchasing, selling, stealing or otherwise improperly obtaining examinations or assignments;
 - Using aids, materials or resources not authorized by the instructor when completing an examination or assignment;
 - Providing or receiving assistance not authorized by the instructor when completing an examination or an assignment;
 - Copying another person's work or presenting another person's work as one's own; and/or,
 - Employing any other form of deceit in completing examinations and assignments.

2. Plagiarism or falsification of the origin of data, which includes:
 - 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;
 - Failing to present quoted language properly, with documentation of source;
 - 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;
 - Purchasing an assignment and submitting it as one's own work;
 - Listing sources that were not consulted in the completion of the assignment; and/or,
 - Submitting previously submitted work without the approval of the instructor.

3. and/or, Misconduct, which includes:
 - Providing a false reason for failure to meet class requirements, including absence from class, tardiness in completing assignments, unverifiable illness, et cetera;
 - Completing an exam intended for another student, or allowing another person to pose as one in taking the exam;
 - Using electronic communications devices during class or when completing examinations or assignments without instructor authorization; and,
 - Employing or assisting another in any other form of deceit in completing course requirements.

Instructor Responsibilities: Every LCCC instructor shall:

1. Create and maintain an environment conducive to academic honesty;

2. Reference his/her own definition of plagiarism and cheating and penalties for committing plagiarism and for cheating or reference the LCCC Academic Honesty Policy in every course syllabus;
3. Uphold the "LCCC Academic Honesty Policy" in her/his own work;
4. Communicate with any student suspected of violating the policy to discuss the concerns, charge and consequences; and,
5. Upon deciding to submit a formal report, inform the appropriate supervisor about the issue, and follow the procedures as outlined under "Consequences."

Written documentation regarding offenses of plagiarism/cheating must be reported by the instructor to the Student Development Office, to the instructor's department chair and academic dean, as well as to the student. The Student Development Office creates and retains a disciplinary record. The instructor bringing the charge will decide the consequences as indicated below for each case of academic dishonesty. The instructor will notify the student of the action that s/he is taking.

Consequences - Consequences for a formal report of a violation of academic honesty which may be imposed by the instructor include the following:

First Offense in the Course in Question – The student will receive a failure (F grade) for the individual assignment/project/examination in question.

Second Offense in the Course in Question – The student will receive a failure (F grade) for the course and will no longer be allowed to attend class for that course.

Penalties for multiple instances of cheating by a student (offense(s) in two or more classes) will be left to the discretion of the College, and such penalties may range from suspension to expulsion from school.

Appeals - Appeals to charges of violation of academic honesty for credit and non-credit courses must be submitted in writing to the Student Development Office within five (5) working days of receipt of the charge. Appeals to the charge regarding both credit and non-credit courses are reviewed through the Academic Grievance Procedure for Credit Programs.

Repeated Violations - In addition to the consequences imposed by the course instructor, if a student is found to have committed an additional violation of academic honesty in a different class, s/he may be subject to immediate suspension from the College. The student will not be allowed to re-enroll without reinstatement approval from the Student Development Office.