TITLE:  **ACADEMIC HONESTY POLICY**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: **June 18, 2024;
October 30, 2014; December 6, 2011**

Luzerne County Community College upholds high standards of academic integrity and honesty for all students, faculty, and staff. The foundation for student success at the College is the acquisition of knowledge and critical thinking skills through adherence to principles of honesty and respect for the ideas of others. Plagiarism and cheating are strictly prohibited and will not be tolerated.

Student Responsibilities. All Luzerne County Community College (LCCC) students must maintain honest and ethical standards in all assigned academic work. Academic work submitted or otherwise presented by students must genuinely represent their personal effort to meet the requirements of the class.

Another person’s work must be properly attributed. To that end, 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 https://luzerne.libguides.com/cite/home.

Instructor Responsibilities: Every LCCC instructor shall:

1. Create and maintain an environment conducive to academic honesty including modeling academic honesty in their work
2. Reference the *Academic Honesty Policy* in the syllabus and other relevant class materials. Faculty can elect to follow the *Academic Honesty Policy* or use it as a framework for creating class policies and procedures customized to their class content to distinguish the uses of technology and AI that are acceptable, unacceptable, or encouraged in that class
3. If an instructor does not provide a class-specific policy about academic honesty, the *Academic Honesty Policy* is in force.
4. Ensure that students who violate the *Academic Honesty Policy* adhere to the consequence(s) outlined below or the consequences described in the syllabus

Violations. Violations of the *Academic Honesty Policy* include but arenot 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 other resources not authorized by the instructor to complete an examination or assignment including content generated by artificial intelligence (AI) unless specifically directed to use AI by the instructor
* 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 including content generated by generative AI applications, and/or
* Employing any other form of deceit in completing examinations and assignments
1. 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, taken from oral, print, electronic, and other forms of communication of information
* Failing to cite 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 such as oral, print, electronic, generative AI content, and other forms of communication of information and presenting it as one’s own work
* Purchasing an assignment and submitting the assignment 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
1. Misconduct which includes:
* Completing an exam intended for another student, or allowing another person to pose as one in taking the exam
* Using electronic communications devices when completing an examination, assignment, or any other ancillary coursework without instructor authorization
* Using AI to complete an examination, assignment, or any other ancillary coursework without instructor authorization
* Employing or assisting another student in other forms of deceit to complete class requirements

Consequences (within one class):

**First Violation**

1. Faculty shall discuss the nature of the violation and the consequences for the behavior as stated in the *Academic Honesty* *Policy* or the syllabus
2. Students shall receive a zero (0) for the assignment in question. Faculty may:
3. include the zero (0) in the final class grade calculation or
4. allow students to redo the assignment or complete a comparable assignment to regain the points lost or
5. adhere to the consequence(s) identified in the syllabus
(if different than a. or b.)

**Second Violation**

1. Faculty shall discuss the nature of the violation and the consequence for the behavior as stated in the syllabus and provide written documentation to the student identifying the violation, consequence(s), and discussion.
2. Students shall receive a zero (0) for the assignment and faculty may:
3. reduce the student’s final grade by one full letter grade and require the student to participate in remediation. (e.g., the student would complete an online module developed by the College)
4. drop the student from the class with a final grade of F
5. adhere to the consequences identified in the syllabus
(if different than a. or b.).
6. At the time of the second violation, the instructor must provide written documentation of the violations and the consequences to the Department Chairperson, student-assigned Counselor, and the Vice President of Academic Affairs within ten (10) business days of the violation. The documentation shall include the following:
7. each violation
8. the class in which the violations occurred
9. consequences as a result of the violations
10. other circumstances as it relates to the violations
11. The Vice President of Academic Affairs shall retain the records associated with the violations and provide a copy of the documentation to the Vice President of Enrollment Management and Student Affairs

Multiple Violations: More than two violations of the *Academic Honesty Policy* will constitute multiple violations of the *Academic Honesty Policy*. This includes violations that occur in:

1. one class
2. two or more classes in the same semester or
3. more than one semester

Multiple violations of the *Academic Honesty Policy* shall result in the following:

1. Suspension from the College for the duration of the remainder of the semester or
2. Suspension from the College for the duration of the remainder of the semester and the subsequent semester or
3. Expulsion from the College

Student Appeals: The consequence(s) of the violation(s) of the *Academic Honesty Policy* may be appealed by submitting in writing to the Academic Affairs Office the following:

1. violation(s)
2. the class (including class section number) in which the violation(s) occurred
3. consequence(s) as a result of the violation
4. other circumstances as it relates to the violation(s).

The documentation for the appeal of the consequence(s) of the violation(s) of the *Academic Honesty Policy* must be received by Academic Affairs within ten (10) business days. Appeals of the assigned consequences shall be reviewed by Academic Affairs per the *Academic Grievance Procedure*.