

Academic Honesty

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.

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 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 when completing an examination or assignment.
 - c. Providing or receiving assistance not authorized by the instructor when completing an examination or an assignment.
 - d. Copying another person's work or having another person do your work for you.
 - 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 your own work.
 - d. Purchasing an assignment and submitting it as your own work.
 - e. Listing sources that you 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 you in taking the exam.
 - c. Using electronic communications devices during class or when completing examinations or assignments without instructor authorization.
 - 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 "LCCC Rights, Freedoms and Responsibilities of Students, Article 4: Student Code of Conduct".

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Faculty 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 her/his own work.
4. Meet privately with the student suspected of violating the policy to discuss the concerns, charge and possible consequences.
5. Upon deciding to submit a formal report, inform the appropriate supervisor about the issue, and follow the procedures as outlined under “*Consequences*”.

Offenses are reported to the Dean of Students where a disciplinary record is created and retained. The faculty member bringing the charge will decide the consequences as indicated below for each case of academic dishonesty. The faculty member 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 faculty include the following:

1. A written warning from the instructor to the student with requirements to retake the examination, redo the assignment, or complete extra work as specified by the instructor.
2. A written reprimand from the Dean of Students (as reported by the faculty member) maintained in the student’s disciplinary file, with one or more of the following consequences:
 - A grade of “0” for the assignment or exam.
 - A final grade of “F” for the course.*

*A student may not withdraw from the course after such a charge is made, during the appeal process, or if the judicial board determines that the “F” grade shall stand.
3. Additionally, faculty may recommend removal of the student from the academic program of study.

Appeals

Appeals to charges of violation of academic honesty must be submitted in writing to the Dean of Students within five (5) days of receipt of the charge. Appeals to the charge are heard by the College Judicial Board. Please see “LCCC Rights, Freedoms and Responsibilities of Students, Article 5: Judicial System” for more information on the judicial process.

Repeated Violation

In addition to the consequences imposed by faculty, if a student is found to have committed a second violation of academic honesty, s/he will be subject to immediate 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 Office of the Dean of Students.