

**Labette Community College**  
**ACADEMIC HONESTY**  
**LCC PROCEDURE 3.07**

Labette Community College expects students to adhere to a strict code of academic behavior, honesty, and ethics. Students should learn in an environment of integrity, free from the intrusion of any kind of dishonest conduct.

When an academic exercise is designed to result in a grade, any of the following activities constitute actions of academic dishonesty/misconduct and will be subject to disciplinary action (unless such actions are expressly authorized in advance by the instructor):

- A. Cheating on an examination, clinical, or the preparation of academic work. Any student who engages in any of the following shall be deemed to have engaged in cheating:
1. Copying from another student's test paper, laboratory report, report, computer files, data, listings, and/or programs;
  2. Using, during a test, materials not authorized by the instructor;
  3. Collaborating with another person without authorization during an examination, clinical, or in preparing academic work;
  4. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing in whole or in part, the contents of an un-administered examination;
  5. Substituting for another student, or permitting another student to substitute for oneself in taking an examination, clinical, or preparing academic work;
  6. Bribing another person to obtain an un-administered examination or information about an un-administered examination; or
  7. Attempting to bribe any faculty/staff/student to alter a grade.
- B. Plagiarizing or appropriating another work or idea without properly acknowledging incorporation of that work or idea into one's own work offered for credit.
- C. Any forgery, alteration, or misuse of academic documents, forms or records.
- D. Fabrication includes the intentional falsification or invention of any information.
- E. Collusion includes any secret agreement among students who participate in any academically dishonest activity.

F. Violating requirement and/or agreements associated with “academic work” as defined by the Student Handbook as “Academic work: includes preparation for an essay, thesis, report, assignment, computer program, clinical or other project submitted and/or performed for purposes of evaluation/grade determination.”

G. Students enrolled in online courses agree not to give their passwords, login information, or access to an online course to anyone. Any student who does so will be considered guilty of academic dishonesty and subject to the penalties described for such offenses.

### *PENALTIES FOR ACADEMIC MISCONDUCT*

Being found guilty of academic misconduct will result in a zero grade for the paper, assignment, clinical, course trip/activity, or test on which the violation occurred. Sanctions may also be applied to students who enroll in courses without prior approval for which they do not meet the prerequisites – including developmental courses.

### ACADEMIC CONDUCT APPEALS PROCEDURE

#### A. Initiation of Action

Should an instructor believe that a student has committed an act of academic misconduct while performing work under his or her supervision:

- The instructor shall provide a written document to the student that will detail the alleged violation and the proposed penalty for that violation. The form for this documentation may be found on Public Folders/Forms/Academic Misconduct. This form is to be completed by the instructor.
- The student must sign a copy of this document to acknowledge receipt (this does not indicate agreement with the allegation).
- The student will then have 5 working days to meet with the instructor to further discuss the allegation of academic misconduct and the proposed penalty. Either party may choose to have a witness present at the meeting.
- Should the student fail to meet with the instructor within 5 days the penalty will be imposed and the matter considered closed.
- It is the responsibility of the instructor to provide copies of the document describing the violation and the proposed action to the student, the appropriate Associate Dean, and the Vice President of Student Affairs.

- In any case where the student is not readily available the written document should be sent to the student via certified mail. In any case where the instructor may not be available to meet with the student within 5 working days after receipt of the document the instructor should present his/her evidence to the appropriate Associate Dean and the student should proceed directly to a Level One Appeal if the student disagrees with the proposed action in the written document.

#### B. Instructor/Student Meeting

If, after presenting the student with evidence of academic misconduct and allowing the student an opportunity to respond, the instructor is convinced that an act of academic misconduct did in fact occur, the instructor shall:

- Advise the student of such fact and the penalty to be imposed.
- The issue will be considered resolved at this level if both parties sign in acceptance of the penalty imposed or if the student chooses not to appeal the decision in writing to the appropriate Associate Dean within 5 working days.

#### C. Level One Appeal

1. If the student does not accept the resolution, the student has five (5) working days to appeal in writing to the appropriate Associate Dean. The student is to send a copy to the instructor.

2. The written appeal should include:

- An indication that a formal appeal of the issue is being initiated.
- Request reconsideration of the assessment.
- Explain the specific situation being appealed.
- State the specific basis for the appeal.
- Include any written evidence and state what additional evidence is available for presentation.

3. The Associate Dean will meet separately with the instructor and the student to review the decision and try to resolve the issue. A written response will be provided within five (5) working days. At the discretion of the Associate Dean, all three parties may meet to discuss the case.

4. The issue will be resolved at this level if both the instructor and student sign acceptance of an agreement as to the allegations of misconduct and any resulting penalties or if neither the student nor the instructor appeals the matter to the Vice President of Student Affairs.

#### D. Level Two Appeal

1. If either the student or the instructor does not accept the decision of the Associate Dean, they (he/she) may appeal in writing to the Vice President of Student Affairs. The written appeal should include:

- An indication that a formal appeal of the issue is being initiated.
  - Request reconsideration of the assessment.
  - Explain the specific situation being appealed.
  - State the specific basis for the appeal.
  - Include any written evidence and state what additional evidence is available for presentation.
2. Request to appeal must be initiated within five (5) working days following the notification of the Associate Dean's decision.
  3. If a request to appeal is filed, the Vice President of Student Affairs will convene the Appeals Committee. The Appeals Committee will consist of: three (3) faculty members, three (3) students and one (1) staff member or administrator. If any person on the committee has been or will be involved in the process at another level, such person should not serve on the committee.
  4. The Vice President of Student Affairs will notify the student, the instructor, and the Associate Dean that the request to appeal has been filed by sending each of them copies of the request to appeal.
  5. The hearing will be conducted as prescribed in the Student Handbook.
    - **Rights of Student in Hearings.** Each student who is summoned to a hearing or who is temporarily suspended shall be afforded the right to:
      - Notification in writing of the College policy alleged to have been violated, and of the charges claimed to constitute the violation.
      - Notification in writing of the date, time, and location of the hearing.
      - An advisor (friend, parent, faculty member, etc.,) or legal counsel may participate in the hearing. Students wishing to have an attorney present must notify the Vice President of Student Affairs in writing three full business days in advance. Notice must include the name and address of the attorney, and authorization for the college to release information to the attorney.
      - The presentation of witnesses and other evidence, which must be requested no later than three full business days prior to the hearing. The Vice President of Student Affairs may contact these and other witnesses in advance and may request a written or recorded summary of their testimony.
      - A transcript of the hearing, if requested prior to the start of the hearing, the cost of which is to be borne by the student.
      - The exercise of a challenge of the impartiality of the hearing officer prior to the hearing; the hearing officer is to be the sole judge as to impartiality.

- The student has the right to be present throughout the hearing, except during deliberations. This right may be waived by the student's failure to attend the hearing.
  - The hearing will be conducted in a manner to protect the confidence of the student and witnesses.
- **Time of Hearing.** When required, a conduct hearing shall be held as soon as practical but no earlier than five class days after the required written notice to the student, unless the student agrees to a more immediate resolution.
- **Notice of Hearing.** The Vice President of Student Affairs shall give written notice to the student containing the following:
  - A statement of the charges and a brief description of the alleged conduct upon which charges are based.
  - The date, time, and location of the hearing.
  - A reference to this chapter/section, which includes the rights of the student.
  - A statement that the student must provide a list of witnesses, and a description of other expected evidence.
  - Statement referring to the student's rights in the hearing.
  - When service is by mail, the proper official shall enclose the notice of charges in an envelope, postage prepaid, and mail the letter by regular mail to the student at the student's permanent or local address (as appropriate) as maintained in the Office of the Registrar. NOTE: It is a violation of the Code of Student Conduct for students to not maintain a valid address. If faxed to student or student designee (such as an attorney) notation on Vice President of Student Affairs copy shall be sufficient.
  - The Vice President of Student Affairs retains the option of notifying the student by email at the address noted on the Registrar database &/or other addresses of which the Vice President of Student Affairs has been made aware.
- A hearing may be postponed one time by the Vice President of Student Affairs for good cause upon written request being filed within three (3) working days prior to the date of the hearing. The length of the postponement, if granted, shall be a reasonable time, as determined by the Vice President of Student Affairs.
- The hearing officer will govern the procedure to be followed, rule on the admissibility of evidence, and control decorum in the hearing. He /she may freely question any witness.
- Upon the request of the student, or upon his own initiative, the hearing officer may issue a subpoena or subpoena *duces tecum* for a witness to appear and testify or produce documents at a hearing. Subpoenas shall be personally delivered or sent by certified mail. Students, staff and faculty who are subpoenaed to the hearing are expected to comply.

- During the hearing, only the Vice President of Student Affairs or the appropriate committee members, the student and the advisor, and the witness currently testifying will be allowed in the hearing room. No witnesses, after testifying, may remain in the hearing room. The hearing officer reserves the right to allow alleged victims to be present throughout the hearing. Key witnesses may be allowed to remain for extended periods to listen and respond to significant testimony or evidence that is presented, at the discretion of the chair. *All persons present at the conduct hearing shall treat the matters discussed therein as confidential information not to be disclosed to others.* The hearing officer may dismiss any attendee for cause, such as inappropriate behavior.
  - Legal rules of evidence do not apply to conduct hearings. Any relevant evidence may be admitted, if it is credible and is the sort of information reasonable people would rely upon in the conduct of their decision-making.
  - The student may not be compelled to testify against himself, and the hearing officer and appropriate committees shall presume the student innocent of the charges until he/she is convicted of his culpability by a preponderance of the evidence.
  - The hearing may occur, including judgments and sanctions, regardless of the student's attendance, based on the information and evidence available.
  - During an appeal hearing, the Vice President of Student Affairs and the student may present brief summation arguments. Deliberations will be closed to all but the committee members. The committee may recall anyone they believe pertinent to the deliberations. The final decision of the committee shall be by majority vote. If the decision is one of guilty, the student's past conduct record is to be reviewed when considering penalty assessment.
  - The Appeals Committee shall deliberate and determine whether the student is guilty of violating a published College policy. The Chair of the Appeals Committee shall state in writing the College policy, which was violated, each finding, the acts supporting same, and the penalty to be imposed.
  - The Vice President of Student Affairs shall inform the student of the decision, and if a disciplinary penalty has been imposed.
6. The Appeals Committee is empowered to recommend dismissal of the charge if the evidence does not substantiate that academic misconduct did in fact occur. The Committee may uphold, modify, or dismiss the decision of the instructor.
  7. The findings of the Appeals Committee will be reported to the Vice President of Student Affairs, the student, the instructor, and his/her

Associate Dean. The Vice President of Student Affairs shall notify all parties involved of his or her decision within five (5) working days.

8. If the action involves a change of a course grade, the Registrar also will be notified by the Vice President of Student Affairs. The Vice President of Student Affairs decision is considered final. Instructors should retain records of the final decision in a case of alleged academic misconduct for at least one (1) calendar year.

### **Use of Cell Phones in Classroom: (Procedure 3.32)**

Labette Community College seeks to promote a teaching and learning environment free from classroom disruptions.

The following standards are intended to define acceptable classroom behavior with regard to cell phones that preserve academic integrity and ensure that students have optimum environmental conditions for effective learning.

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of Instruction prohibits the use by students of cell phones, pagers, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent mode and cannot be visible during class. At the discretion of the instructor, exception to this policy is possible in special circumstances. Cell phones may not be dialed or answered in a classroom (including text messages, games, and other uses).

In testing situations, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty and additional sanctions under the *Academic Regulations in the Student Handbook*.

### **Guests and Children in the Classroom: (Procedure 3.33)**

Children are not allowed to accompany LCC students to classes. In the event of an emergency, requests for an exception to this rule must be made by the student to the appropriate Associate Dean or Program Director prior to the class meeting. In the event that an exception is granted, it is the student's responsibility to make sure the child(ren) do not disrupt the educational environment of the class. Adult guests may be admitted at the discretion of the instructor.

Furthermore, children (age twelve and under) are not allowed to be left unsupervised by an adult anywhere on campus. This procedure applies to all facilities owned or managed by Labette Community College.

**Students with Disabilities:**

Students who need special assistance should contact Megan Hentzen, ADA Coordinator, by calling the Human Resources office at (620) 421-6700, ext.1230, or visit her in person in the Business Office on the main campus.

**WEATHER CANCELLATIONS:**

When snow, ice, or other bad weather threatens the normal class schedule, students should listen to local radio stations, especially KLKC and KKOW, and local television stations, especially KOAM, regarding changes in the schedule. The student will also receive a phone call/message on the home phone number they listed with the Admissions office during enrollment, from LCC's Emergency Alert Telephone System. Cancellation of classes is also posted on LCC's website at [www.labette.edu](http://www.labette.edu). If the radio or television does not state that LCC classes have been canceled, students should assume that classes will be held on the normal schedule.

In the event of cancellations, students should hear one of the following announcements:

Day classes are canceled. Evening and extension classes beginning at 5:30 or later will meet on the normal schedule.

Classes are canceled for day, evening, and extension.

Evening and extension classes are canceled.

Announcements regarding day classes will be made after 6:15 a.m. and evening and evening extension classes after 3:15 p.m. Extension classes will not be held if the facility in which they are meeting is closed that day.