

# ACADEMIC DISHONESTY AND PLAGIARISM POLICY

Academic dishonesty and plagiarism are major concerns in higher education. Lake Tahoe Community College is committed to promoting honesty, integrity and originality in all aspects of the classroom.

Lake Tahoe Community College defines academic dishonesty as:

1. Cheating on examinations, quizzes, or other forms of classroom assessment. Cheating includes copying off of another student's work in class or verbally getting answers or assistance from another student in class.
2. Having another person complete work for a class and submitting that as one's own.
3. Using data storage or transmission devices, including cell phones, audio devices (iPods), Blackberrys, PDAs, cheat sheets to cheat or to complete work in the class.
4. Any other act that constitutes cheating or dishonesty in the classroom.

Lake Tahoe Community College defines plagiarism as:

1. Using another's language, work, ideas or other original material without giving proper credit to the original source, whether done accidentally or on purpose. It includes written work, ideas, graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. It includes work from published or unpublished sources, including the Internet.
2. Attempting to blur the line between one's own ideas or words and those taken from another source. Even if only bits and pieces of outside sources are used or if published work is rewritten, it still constitutes plagiarism unless the source is adequately cited and all quoted materials are enclosed in quotation marks.
3. Carelessly or inadequately citing ideas or words from another source.
4. Having another person complete a written or other classroom assignment and submitting that work as one's own, such as through the use of "paper mill" Web sites or having another person ghost-write the assignment. It does not matter if ideas are stolen, bought, or downloaded from the Internet or written by someone else, it still constitutes plagiarism.
5. Using a paper, work, or assignment from a previous class, whether at Lake Tahoe Community College or not, and submitting that work as a new assignment, unless otherwise authorized by the faculty member.

## Responsibility

There are few offenses more serious in an educational environment than academic dishonesty and plagiarism. Students have the ultimate responsibility for avoiding plagiarism in all of their class work. Violations of the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy may result in any number of disciplinary actions below. This policy applies to all classes, including online and hybrid classes and all instruction that may occur outside the classroom, including field trips, off-campus facilities, and testing centers.

## Enforcement

**Classroom:** It is the responsibility of the instructor to enforce the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy and to determine any consequences for violations of the policy. Consequences could include:

- The student may receive a 0 or F on that assignment.
- The student may receive an F for the class (in accordance with the college's grading policies).

**College:** Students found to be in violation of the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy will be subject to the following:

1. Any student violating the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy is subject to the disciplinary procedures outlined in the "Student Rights & Responsibilities" section of the LTCC Catalog. Repeated violations of this policy may result in expulsion from Lake Tahoe Community College.
2. Any student violating the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy who serves on Associated Student Council or is the student representative on the Lake Tahoe Community College Board of Trustees will be removed.
3. Any student violating the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy will be subject to having this violation recorded and retained in the Vice-President of Academic Affairs and Student Services' office.