

THE FOLLOWING POLICIES MUST BE INCLUDED IN ALL LVC SYLLABI

Academic Honesty Policy

Any student who submits work that is in violation of the academic honesty policy will be subject to the penalties described in the College Catalog and outlined in LVC's Academic Honesty Policy. Lebanon Valley College expects its students to uphold the principles of academic honesty. Violations of these principles will not be tolerated. Students shall neither hinder nor unfairly assist the efforts of other students to complete their work. **All individual work that a student produces and submits as a course assignment must be the student's own.**

Cheating and plagiarism are violations of the academic honesty policy. Cheating is an act that deceives or defrauds. It includes, but is not limited to, looking at another's exam or quiz, using unauthorized materials during an exam or quiz, providing unauthorized material or assistance to another student, colluding on assignments without the permission or knowledge of the instructor, and furnishing false information to receive special consideration, such as postponement of an exam, essay, quiz, or deadline of an oral presentation.

Plagiarism is the act of submitting as one's own the work (e.g., the words, ideas, images, compositions, or other intellectual property) of another without accurate attribution. Plagiarism can manifest itself in various ways: it can arise from sloppy, inaccurate note-taking; it can emerge as the incomplete or incompetent citation of resources; it can take the form of presenting passages or work prepared by another as one's own, whether from an online, oral, or printed source. It may also take the form of re-using one's own previously submitted work (such as a paper written for a different class) without the current instructor's knowledge and permission.

A student is culpable for violations of the academic honesty policy, as outlined above, when caused by either academic negligence or academic dishonesty. An act of academic negligence is when a student engages in behaviors outlined above through irresponsible ignorance or carelessness. Acts of dishonesty involve the intent to deceive or mislead. Initially, the instructor will make the determination that a violation of the policy may have occurred.

Students who take part in violations as described above are subject to a meeting with the Associate Provost of Undergraduate Education, who has the authority to take further action, up to and including expulsion from the College.

Statement on the Use of Artificial Intelligence (AI)

Students should be aware that the work they submit must be their own. Professors may create assignments or activities that require or encourage the use of AI. If such use is not either required or allowed explicitly, then students must assume that the use of artificial intelligence is *not* acceptable in any given assignment. In this instance, unacknowledged uses of artificial intelligence in student work can be deemed violations of our academic honesty policy (see above). If this is unclear in any way, it is the student's responsibility to ask the professor about appropriate uses of AI for the assignment.

Policy on Recording Class Sessions

Audio and/or video recordings of the class sessions may be made by the College and/or by students who have been authorized by the LVC Center for Accessibility Resources to record classes as an accommodation for a disability. By participating in the class, all students consent to be recorded for these purposes. Any other recordings of class sessions are not permitted. Students participating in online courses are asked to respect the privacy of those participating in the class by ensuring that class sessions cannot be overheard by those who are not enrolled in the course.

Policies Regarding Accessibility Resources

Lebanon Valley College complies with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) which require that the College provide physical and program accessibility to ensure equal access to educational opportunities for otherwise qualified individuals with disabilities.

Lebanon Valley College is committed to providing equal access to students with documented disabilities. Students requesting academic accommodations for a disability must first register with the Center for Accessibility Resources. Students will participate in an intake interview and provide documentation. To begin this confidential process, students may call 717-867-6028 to make an appointment with the Director of Accessibility Resources, Erin Hannaford, or email her at hannafor@lvc.edu. Students may also complete the online [Registration Form](https://portal.lvc.edu/mylvc/apps/disability-resources/registration-form/): (<https://portal.lvc.edu/mylvc/apps/disability-resources/registration-form/>)

Once registered, students are invited to schedule an appointment with the professor to discuss their Letter of Accommodation and make appropriate arrangements. Please note, accommodations are not retroactive and require advance notice to implement.

Assistive Technology is available to enhance your academic skills. The Center for Accessibility Resources, located in the Lebegern Learning Commons — Mund Suite 002, offers educational software and personal assistive devices for short-term loans. Available assistive devices include LiveScribe pens, iPads, digital recorders, headphones, and adaptive keyboards. Our student intern is available to meet with students throughout the semester to suggest devices and/or software aligned to individual student needs.

If a student believes that appropriate accommodations are being denied, the student may file a grievance. Procedures for filing grievances may be found at: <https://www.lvc.edu/offices/accessibility-resources/students/>.

Statement on Inclusive Excellence

LVC is a community of inclusive excellence. We affirm the rights of all persons to a superior educational experience that is characterized by respect for others. As such, this class and all classes at LVC, are places where our core values of inclusiveness, civility and appreciation of difference are affirmed.

Policy on Names and Pronouns

Lebanon Valley College is committed to fostering an environment of inclusion and support, which includes honoring all its members' forms of self-identification. This policy supports the use of self-identified first names and pronouns for students, faculty, staff, friends, and

alumni who wish to provide them. Many members of the LVC community may use names other than their legal names to identify themselves. If the use of this different name is not for misrepresentation, LVC acknowledges that a chosen name may be used wherever possible. The name will be recorded and used except where the legal name is required.

Although students, faculty, staff, friends, and alumni are free to determine the name and pronoun they wish to be known by, the College reserves the right to deny a name and pronoun if it is used inappropriately.

Gender pronouns are those pronouns that members of the community use to represent themselves. Gender pronouns can include, but are not limited to, he/him/his, she/her/hers, they/them/theirs, etc. Correctly using a person's pronoun is one of the most basic ways to show respect for a person's gender identity.

Names and pronouns will be entered and accessible internally for members of the campus community. LVC expects all faculty and students to respect community members' names and pronouns as consistent with our dedication to inclusion and equity.

Notice of Non-Discrimination and Equal Opportunity

Lebanon Valley College does not discriminate on the basis of race, color, national origin, ancestry, religion/creed, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, or veteran status in its programs and activities as required by the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and/or College policies.

The following person has been designated to handle inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, Title VII, and related statutes and regulations: Ann C. Hayes, Senior Director of Human Resources and Title IX Coordinator, Administration Building/Humanities Center 108, Lebanon Valley College, 101 N. College Avenue, Annville, PA 17003-1400, 717-867-6416, hayes@lvc.edu.

Religious Accommodations

Lebanon Valley College is committed to providing a welcoming and supportive environment for students from all cultural and religious backgrounds. All members of the community should commit to students not suffering adverse consequences for practicing their religions. We recognize the Christian centeredness of our campus, including our Academic Calendar. We seek to support an environment that is welcoming to persons of all faith traditions and backgrounds. **Students whose religious practice requires that they observe holidays other than those specified on the Academic Calendar should have a conversation with either a faculty member or the Chaplain and Coordinator of Spiritual Life to initiate the accommodation process. This conversation should happen within the first two weeks (or first week, if the course is a summer, winter, or graduate course meeting for less than 15 weeks) of each semester of their intent (even when the exact date of the day will not be known until later) so that alternative arrangements for both students and faculty can be made at the earliest opportunity. Any such conversation should seek to** determine the needs of the student and the appropriate next steps. If the conversation starts through a faculty member, the faculty member should recommend that the student also have a conversation with the Chaplain so that the Chaplain may learn about the student's needs, attend to any non-academic requests, and refer the student to other impacted faculty. If the conversation starts with the Chaplain, the Chaplain will direct the student to also have a conversation with impacted faculty members.

Statement of Policy Against Title IX Sexual Harassment

In compliance with Title IX, a federal law, Lebanon Valley College does not discriminate on the basis of sex in the education programs or activities that it operates. Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, *et seq.*) and its implementing regulations (34 C.F.R. Part 106) prohibit discrimination on the basis of sex in education programs and activities

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Education Program or Activity receiving Federal financial assistance.

Title IX requires that colleges and universities maintain an environment free from sex discrimination for all faculty, staff, and students. Under Title IX, discrimination on the basis of sex includes Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking. Sexual harassment is also prohibited by Title VII of the Civil Rights Act of 1964 and by the state law.

Inquiries about the application of Title IX and its regulations may be referred to: Title IX Coordinator, Ann C. Hayes, senior director of human resources, Office of Human Resources - Humanities 108, hayes@lvc.edu Phone: 717-867-6416 Title IX web page: <https://www.lvc.edu/offices-directories/human-resources/title-ix/> **OR** Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, ocr@ed.gov, 1-800-421-3481.

Title IX makes it clear that violence, harassment, and any type of sexual misconduct based on sex and gender are civil rights violations. If you or someone you know has experienced violence, discrimination, or harassment, support is available through Counseling Services, Health Service, the Chaplain's office, and Title IX deputies. Please refer to the Student Handbook or the College Catalog for specific contact information.

Policy on Student Success and Intervention

THE CENTER FOR ACADEMIC SUCCESS

Starfish

Starfish is an online tool used at LVC that gives you the opportunity to connect with faculty and staff to cultivate your success. Through Starfish, you can submit concerns, access beneficial resources, connect with your Success Network, and receive updates on your academic progress. This tool also allows faculty and staff to recognize when you might need extra help and reach out to collaboratively resolve an issue. If you receive a Starfish Flag showing that someone has a concern, you will receive an email with a specific action plan to follow. Take that action and work with us to maximize your success.

CARE Team

At Lebanon Valley College, we want you to succeed in and out of the classroom. Administrators and faculty work together on the CARE Team to cultivate **C**onfidence, **A**ccountability, **R**esilience, and **E**ngagement in every student. If a member of the LVC community is concerned about you for any reason (i.e. academic, social, or emotional issues), they will ask a CARE team member to reach out to you and work *with you* towards a solution. You should consider it your assignment to follow through and accept assistance from the appropriate source(s). Don't be afraid or hesitant to seek help from these individuals: supporting you is their job! Be proactive and take control of your success.

The Center for Academic Success and Exploratory Majors

Located in the lower-level of Mund College Center, the Center for Academic Success and Exploratory Majors serves to support, inspire, and cultivate student success. The key to performing well academically lies in frequently utilizing support services across campus; in fact, many of our top students utilize tutors to help prepare for exams, talk through challenging concepts, learn how to take effective notes, and more. For this reason, we staff peer tutors in almost all 100 and 200-level classes, including subject-specific writing conferencing. Students can request tutoring appointments through Starfish and the sessions serve as a place to connect with classmates, ask questions, and work on homework as well as drop-in writing support from 7pm-9pm, Mondays through Thursdays. If you would like to work with a tutor, please request a time using Starfish.

In addition, the Center features academic success coaching, where staff members support students by designing and implementing a plan for academic success. These "coaching" sessions focus on developing effective time management, organizational, test-taking, critical reading, note-taking, and study skills, as well as learning healthy behavioral techniques like stress management and self-motivation. . For more information on any of these services, visit the [Center for Academic Success](#). To request an appointment, please email findyoursuccess@lvc.edu.

The Center also serves as the home on campus to Exploratory (undecided) majors.

Professional staff advise students who are still determining their major/career path and support students who are in transition between majors as they determine their next steps.

Statement on Supporting Mental Health

Counseling Services

LVC cares about you and your mental health. We recognize that mental health support is vital to your growth as a student and individual. Stress, anxiety, depression, relationships, and problems with eating and sleep can adversely influence your academic performance. We want to help you be your best. A consultation with a professional counselor can help make a difference. Our professional counselors can assess your needs, help you build skills, and connect you to appropriate services. Students who start the counseling process earlier in the semester report the most significant improvement. All counseling services provided are free, completely confidential, and in no way connected to your academic record. I strongly encourage you to take advantage of this valuable resource.

Please, contact Counseling Services at 717-867-6232 or counselingservices@lvc.edu and leave your contact information. We will return your call or email as soon as possible; please know that we do not check email after hours, on the weekends, or during vacations. [Click here](#) to explore all Counseling Services has to offer. If you experience an emergency, please call 911 in your local area or text 741741 (Crisis Text Line), or call 988 (Suicide & Crisis Lifeline) to request immediate assistance.

THE FOLLOWING POLICIES ARE REQUIRED IF APPLICABLE TO YOUR CLASS

Respondus or ExamSoft Policy (if applicable)

In this course, you may be asked to use a custom browser that locks down the testing environment within the Canvas learning management system. While using these programs,