**Academic Misconduct Incident Report**

LCC seeks to be an institution that incorporates Christian character into all its decisions, activities and programs. Thus academic integrity is of highest importance. Students and faculty work together in relationships based on trust. Trust and integrity are essential to strong character and responsible citizenship.

As students accomplish academic work, LCC wants them to develop integrity, trust and strong character. LCC encourages students to develop their own thinking and make their own conclusions based on their own research. Each student's writing, assignments and other work should reflect that student's thought and effort. LCC believes that each student should be rewarded for his or her own work and shouldn't benefit from work that is not their own or work that is done dishonestly.

For these reasons LCC addresses and disciplines academic misconduct.

* Two instances of substantial plagiarism, or an instance of substantial plagiarism combined with any other form of cheating or academic misconduct within a single class, will result in failure of the course, a warning letter to the student and a disciplinary meeting with the Academic Vice President.
* Two instances of substantial plagiarism, or an instance of substantial plagiarism combined with any other form of cheating or academic misconduct within two different classes, will result in a warning letter to the student and a disciplinary meeting with the Academic Vice President.
* A third instance of substantial plagiarism, cheating or other academic misconduct results in dismissal from the university.

**Student's name:**…………………………………………………………………………………………………………………………………………………

**Instructor's name**: …………………………………………………………..…..................................................................................................

**Course Code**:……………………………………. **Course title:** …………………………………….……………………………….....................................

**For:** Fall Spring Summer …………..………………..(Year)

**Description of misconduct:**......................................................................................................................................

……………………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………

**A copy of the paper or exam cheated on and accompanying materials.**

Student's signature: ………………………….….….…….. Date:…………………………………………………………………………

Instructor's signature: ………………………..………..….. Date:…………………………………………………………………………

Department Chair's Signature: ……………………….. Date:………………………………………………………………………..

 **Copies to**: Student, Department Chair