



Lebanon Valley College

Spring 2023 Policy Statements for all Course Syllabi Office of Academic Affairs

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 being recorded for these purposes. Any other recordings of class sessions are not permitted. Students participating in on-line 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.

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.

END OF TERM COURSE EVALUATIONS

Most courses at the College utilize a course evaluation system called EvaluationKIT. Near the end of the term, you will have the opportunity to evaluate the course in a number of key areas: learning environment, instructor performance, overall course structure, progress on relevant course objectives, and Constellation learning outcomes (if they apply). The faculty have approved a set of common questions that students will respond using an agreement scale. Please note that quantitative survey results and comments are used for course and instructor improvements and to indirectly measure the progress on relevant student learning objectives.

POLICIES REGARDING ACCESSIBILITY RESOURCES

Policies Regarding Students with Disabilities

Individuals with disabilities are guaranteed certain protections and rights of equal access to programs and activities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Therefore, Lebanon Valley College recognizes the responsibility of the college community to provide equal educational access for otherwise qualified students with disabilities and to provide reasonable and appropriate accommodations.

In-Person and Online Courses: Any student who needs accommodations is invited to provide letters from the Center for Accessibility Resources and discuss accommodations with me. Any student who feels they may need accommodations based on a documented disability or other condition that may affect academic performance should: contact The Center for Accessibility Resources, located in the Lebegern Learning Commons — Mund Suite 002. Students may schedule an appointment by calling 717-867-6028 or emailing hannafor@lvc.edu to determine if accommodations are warranted and to obtain an official letter of accommodation.

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-directories/center-for-accessibility-resources>

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.

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.

HYBRID AND ONLINE INSTRUCTIONAL EQUIVALENCIES

The faculty of Lebanon Valley College approved guidelines on Equivalent Instructional Activities that will be used to substitute for face-to-face contact hour requirements for this online or hybrid course. These activities are clearly documented in this syllabus. For further details, please review the approved [Equivalent Instructional Activities](#).

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 over 300 peer tutors in almost all 100 and 200-level classes, including subject-specific writing conferencing. We also offer weekly study groups called "Study Pods" for specific subjects that 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 fill out a tutor request form (also located on the [CASEM website](#)).

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 a vital component of your growth as a student and individual. Stress, anxiety, depression, problems with eating and sleep can adversely influence your academic performance. We want to help you be your best. A confidential consultation with a professional counselor can help make a difference in your life. Our professional counselors can assess your needs, help you build skills, and connect you to the appropriate services. Students who start the counseling process earlier in the semester report the most significant improvement.

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 though 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.