

Academic Dishonesty

Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below) which violate the UH Student Conduct Code and may result in expulsion from the University.

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

Title IX

Leeward Community College is committed to supporting students and upholding the College's non-discrimination policy. Under Title IX, discrimination based upon sex and gender is prohibited. If you experience an incident of sex- or gender-based discrimination, harassment, or violence, we encourage you to reach out for help. While you may talk to a faculty member, understand that as a "Responsible Employee" of the College, the faculty member must inform the college's Title IX Coordinator to ensure that our students are supported and aware of the resources available. If you would like to speak with someone who can afford you with privacy and confidentiality, there are designated confidential resources available who can meet with you.

For more information about available resources, and University policies, please see our website: <http://www.leeward.hawaii.edu/TitleIX> or contact our Title IX Coordinator Thomas Hirsbrunner of Administrative Services at 808-455-0478 or email leetix@hawaii.edu.

Confidential Advocate*

The UH Confidential Advocates provide confidential advocacy services and case management to victims of sex discrimination and gender-based violence (including sexual harassment, gender-based harassment, dating and domestic violence, stalking, sexual exploitation, and sexual assault) who are involved in the University system on O'ahu.

*UH Advocates cannot keep cases confidential if the responding party (alleged perpetrator, offender, or abuser) is an employee, as the University may have a duty to respond. However,

the victim's privacy will be upheld to the extent permitted by law. To explore off-campus confidential options refer to our [Community Resources](#) page.

Leslie Cabingabang, MSW, Senior Advocate
University of Hawai'i System, Office of Institutional Equity
Email: advocate@hawaii.edu
Phone: 808-348-0432

Student Code of Conduct

The University of Hawaii is committed to ensuring a safe, civil, learning and working environment in which the dignity of every individual is respected. All members of the UH community—students, faculty and staff—share responsibility for its growth and continued welfare. Students who are part of the UH community are obligated to abide by the University's Student Code of Conduct. As members of the UH community, students are responsible for becoming fully acquainted with UH's expectations and to comply with UH's authority. To familiarize yourself with what is expected of you as a student, view the Student Conduct Code website at: <http://www.leeward.hawaii.edu/policies>.

Netiquette

Netiquette is defined as Internet etiquette and it can be applied to almost every form of online communication, email, forum discussions, web conferences (e.g. Zoom, Google Meet), and social media. We expect students to conduct themselves using proper netiquette practices. Student Netiquette quick guide: <http://go.hawaii.edu/ANF> (accessible version available at <http://go.hawaii.edu/wMA>)

Students with Disabilities Statement

Leeward Community College abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which stipulate that no student shall be denied the benefits of an education "solely by reason of a handicap."

While students with disabilities may apply for services at any time during the semester, if you believe that you need accommodations in this class, you are encouraged to initiate Disability Services by visiting <http://www.leeward.hawaii.edu/ki> as soon as possible to ensure that such accommodations are implemented in a timely fashion.

Alternatively, the Disability Services office is located on the second floor of the Learning Commons building (to the right of the main Learning Commons entrance) or call (808) 455-0421.

Assessment for Student Work

With the goal of continuing to improve the quality of educational services offered to students, Leeward CC conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

UH Alert Emergency Notification

The UH Alert emergency notification system is the primary communication tool used to alert the Leeward Community College community of an immediate threat to the safety and security of our students and employees. UH Alert is also used to announce campus closures.

You must register online to receive the UH Alert service. UH Alert includes automated emergency messages sent via email and text message alerts sent to mobile phones. All students, faculty and staff are encouraged to sign up online at: <https://www.hawaii.edu/alert>.

Student Access to Mental Health Services

Leeward Community College understands that the attainment of educational and professional goals depends vitally on students' health, safety, and wellbeing. This also includes students' mental health. If any currently enrolled Leeward CC student feels they would benefit from the support of mental health services, please contact our mental health professionals.

Lori Lum, LMHC, Mental Health Professional

Email: leetalk@hawaii.edu

Phone: 808-455-0652

<https://www.leeward.hawaii.edu/mentalhealth>

UH System Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources and transportation, among others. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation and overall student well being. If you or someone you know is experiencing basic needs insecurity, please go to UH System Basic Needs at <https://www.hawaii.edu/student-basic-needs/>.