

7.5.1 Academic Integrity

Last Revised: May 2022

Policy: Piedmont Community College (PCC) values the principles of personal ethics, integrity, and academic honesty. In accordance with these principles, students are expected to produce original work, to cite references correctly, and to abstain from cheating or plagiarism.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the consequences of plagiarism or cheating.

Definitions

Cheating—occurs when a student does one of the following:

- receiving, giving, or helping another student to receive or give any information during a quiz, test, exam or individual assignment
- using unauthorized materials or equipment during a quiz, test or exam (for example, notes or books)
- communicating the subject matter or contents of a quiz, test, or exam (unless specifically authorized to share it) to another student
- taking a quiz, test, or exam for another student
- obtaining quiz, test, or exam questions beforehand
- tampering with the grading of a quiz, test, or exam after it has been corrected
- working with others in completing a take-home quiz, test, or exam, unless the instructor specifically authorizes collaborative work

Intentional plagiarism—occurs when a student does one of the following:

- copies material from a published source to avoid having to devise one's own ideas
- fails to give clear and proper credit to an idea, phrase, or quotation taken from a source
- purchases a pre-written paper
- has someone other than the stated author complete an assignment or part of an assignment

Plagiarism—“the wrongful act of taking the product of another person's mind and presenting it as one's own” (Alexander Lindey, *Plagiarism and Originality*, 1952).

Unintentional plagiarism—occurs when a student provides sources for their work, but the sources are cited incorrectly or inadequately. Handbooks with documentation rules for the Modern Language Association (MLA) and the American Psychological Association (APA) are housed in the Learning Commons on both campuses. Students are also encouraged to contact their instructors when they are uncertain about documenting their sources for class assignments.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction and Vice President, Student Development have monitoring authority.

Procedure:

Section 1: Plagiarism

- 1.1. Plagiarism will result in disciplinary action, and repeated offenses will lead to increased penalties that may ultimately result in suspension from the College.
 - 1.1.1. A student who unintentionally plagiarizes may receive a warning and instruction on proper citation, style, and usage for the first offense.
 - 1.1.1.1. The instructor has the authority to decide the extent to which the grade on the assignment may be affected.
 - 1.1.1.2. A student who unintentionally plagiarizes a second time in the same course will receive a failing grade for the plagiarized assignment.
 - 1.1.1.2.1. The instructor will notify the appropriate instructional dean and the Vice President, Student Development, using the Plagiarism Academic Integrity Incident Report Form (Exhibit 7.5.1 Academic Integrity Report Form).
 - 1.1.2. A student who intentionally plagiarizes will receive a grade of zero for the plagiarized assignment.
 - 1.1.2.1. The instructor will notify the appropriate instructional dean and the Vice President, Student Development, using the Plagiarism Academic Integrity Incident Report Form (Exhibit 7.5.1 Academic Integrity Report Form).

- 1.1.2.2. If a student intentionally plagiarizes a second time in the same course, they will receive an “F” for the course.

Section 2: Cheating

- 2.1. Cheating will result in disciplinary action, and repeated offenses will lead to increased penalties that may ultimately result in suspension from the College.
 - 2.1.1. For the first instance of cheating, the instructor may assign a failing grade for the assignment.
 - 2.1.2. For a second instance of cheating in the same course, the student will receive an “F” for the course.
 - 2.1.2.1. The instructor will notify the appropriate instructional dean and the Vice President, Student Development, using the Plagiarism Academic Integrity Incident Report Form (Exhibit 7.5.1 Academic Integrity Report Form).

Section 3: Additional Consequences

- 3.1. The student is subject to the consequences of PCC Policy 7.5 Code of Conduct, including a loss of privileges or the right to participate in campus activities based on the seriousness of the violation.
- 3.2. If a student receives three course grades of “F” as a result of plagiarism and/or cheating, as determined by academic records kept in Student Development, they will be suspended for one term, excluding summer, from the College as referenced in PCC Policy 7.5 Code of Conduct.

Legal Citation: [N.C.G. S. 115D-20\(4\)](#)

History: Effective January 2004, reviewed March 2011, July 2011, August 2021—cross-references PCC Policy 7.5 Code of Conduct, May 2022—updated definitions

Exhibit 7.5.1 Academic Integrity Report Form

**Academic Integrity
Report Form**

In accordance with the Piedmont Community College Policy 7.5.1 Academic Integrity, this form must be completed and forwarded to the Vice President of Student Development when a student commits plagiarism and/or cheating.



Semester and Year	Fall	Spring	Summer
-------------------	------	--------	--------

Instructor's Name: _____

Student's Name: _____

Student's ID: _____

Course Prefix/Number/Title and Section: _____

Assignment Description:

Nature of Violation:

Action Taken by Instructor:

Date of Offense: _____

Date of Report: _____

Instructor

Instructional Dean

Vice President, Student Development
