

## 7.5.1 Academic Integrity

**Last Revised:** November 2023

**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.

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### **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**—the act of taking intellectual property (words, ideas, images, musical expression, etc.) and passing it off as one's own without giving proper credit to the original source.

**Unintentional plagiarism**—occurs when a student carelessly paraphrases, excessively quotes, or poorly documents/cites source material.

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**Approval Authority/Monitoring Authority:** Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction/CAO 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.
    - 2.1.1.1. The instructor should complete the Academic Integrity Report Form (Exhibit 7.5.1) for each instance of cheating.

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).

## 2.2. Misrepresentation

2.2.1. Presenting to the College or its employees false information or documentation; neither may one knowingly withhold information which may have an effect on their enrollment or status at the College and which is properly and legally requested by the College.

## 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.

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

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**History:** Effective January 2004, reviewed March 2011, July 2011, August 2021, May 2022— updated definitions, November 2023

Cross-references PCC Policy 7.5 Code of Conduct.

**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
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Instructor's Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's ID: \_\_\_\_\_

Course Prefix/Number/Title and Section: \_\_\_\_\_

Assignment Description:

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\_\_\_\_\_  
\_\_\_\_\_

Nature of Violation:

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\_\_\_\_\_  
\_\_\_\_\_

Action Taken by Instructor:

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\_\_\_\_\_  
\_\_\_\_\_

Date of Offense: \_\_\_\_\_

Date of Report: \_\_\_\_\_

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructional Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President, Student Development

\_\_\_\_\_  
Date