

INSTITUTIONAL DIRECTIVE 8-36

January 22, 2007

Title: Academic and Behavioral Integrity in Distance Learning

I. Purpose

Piedmont Technical College is a leader in the opportunities provided for students by distance learning. The following academic and behavioral standards are set forth to facilitate an appropriate learning environment and to foster a high standard of integrity and professionalism.

II. Policy

It is the policy of Piedmont Technical College to maintain high standards of academic and behavioral integrity in all distance learning courses offered by the college.

II. Philosophy

A. Academic Integrity

Academic Integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and may result in a failing grade and disciplinary action. Forms of academic dishonesty include:

1. Plagiarism – submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.
2. Cheating – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized tests or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
3. Collusion – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.
4. Fabrication – falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

B. Behavioral Integrity

Each student is expected to conduct himself/herself in a manner that facilitates learning in the classroom environment. Attitudes and behaviors that nurture character and ethical behavior include the following core values:

1. Respect – Showing regard, consideration, and courtesy for the rights and feelings of students and employees and conducting oneself in a mature, dignified manner
2. Responsibility – Distinguishing between right and wrong and being held accountable for one's actions.
3. Honesty – Being truthful, respecting the property of others, and demonstrating integrity.
4. Self-Discipline – Controlling one's actions and attitudes so as not to inflict emotional and physical harm on others.

Area of Responsibility: Vice President/Chief Educational Officer

IV. Procedures

Students agree that by taking a distance learning course, the instructor or appropriate off-campus center personnel, may need to take immediate action upon observing academic dishonesty or class disruption. In instances of where academic dishonesty and/or class disruptions occur, the student will comply with any and all requests made by the instructor or other personnel.

A. Academic Dishonesty

1. An instructor who has reason to believe a student has committed an act of academic dishonesty will meet with the student and the student an opportunity to refute the allegation.
2. If the instructor determines the student has engaged in academic dishonesty, he/she will inform that the sanction for the first incident of academic dishonesty will be a score of zero on the particular item being submitted.
3. Each incident of academic dishonesty will be reported in writing to the Chief Student Services Officer, within 5 days and will include the sanction.
4. The Chief Student Services officer will send a letter to the student summarizing the misconduct, the sanction, and the process of appeals.
5. The Chief Student Services Officer will maintain a database of all disciplinary incidents.
6. A student charged with a second incident of academic dishonesty will be subject to disciplinary action according to the Student Code of the South Carolina Technical College System.

B. Behavioral Disruptions

1. Any student who causes a behavioral disruption may be dismissed by the instructor for the remainder of that class period.
2. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting.
3. A further disruption by the student may result in a second dismissal and a referral in writing by the faculty member to the Chief Student Services Officer, within 5 days.
4. The Chief Student Services officer will proceed with steps outlined in the Student Code of the South Carolina Technical College System. The instructor will be notified of the sanction.

V. Responsibilities

A. Instructors

1. Instructors of distance learning classes are to implement the following procedures if any form of academic dishonesty is observed or identified
 - a. Remove or confiscate the test/materials in question.
 - b. Write a brief report including the exact time, date, location, name of student, names of other students present and describe what was observed and actions taken.
 - c. Send or email the report to the Vice President for Student Development, and the center Dean.
2. Instructors of distance learning classes are to implement the following procedures for classroom disruption.

- a. On first offense, dismiss the student and follow-up with discussion.
 - b. Write a brief report including the exact time, date, location, name of student, names of other students present and describe what was observed and actions taken.
 - c. Send or email the report to the Vice President for Student Development, and the center Dean.
3. Each instructor of a distance learning class should include in the course syllabus a reference to the Code of Conduct of Academic and Behavioral Integrity in Distance Learning (See Attachment A)
 4. Each instructor of distance learning classes should have attach to the last page of the course syllabus the Student Code of Conduct Agreement Form (See Attachment B) and required that each student enrolled in the class sign the form and return it to the instructor.
- B. Staff at Off-Campus Centers
- These guidelines have been prepared for the staff at the County Centers when encountering the suspicion of cheating occurring in the classroom.
1. The staff person can address the group as a whole, and remind them that cheating is unacceptable behavior and that it will not be tolerated.
 2. The staff person can bring in a catalog and show the students where Cheating is described as Academic Dishonesty on page 56, and inform them that any occurrence of cheating will be reported. They can be further informed that cheating can lead to sanctions up to and including suspension from the college.
 3. The staff person can also explain that if a student is perceived to be cheating during a test, he/she will be approached and asked to stop taking the test, and to turn in the materials that are in question (i.e., cheat sheet, open text, etc.)
 4. If cheating is actually observed, after the staff person removes the test and materials in question, he/she should immediately write a brief report of the exact time, date, location, name of the student, names of other students present and describe exactly what was observed and what actions were taken. This should be emailed to Vice President for Student Development, with a copy to the instructor, the center ESC, and the center Dean. The student's test and materials should be given to the instructor.
 5. The staff person should not discuss the incident of academic dishonesty or the allege behavior with any other student or staff member.

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Approved for Publication **Date**

Piedmont Technical College

Code of Conduct
of
Academic and Behavioral Integrity
in
Distance Learning

Piedmont Technical College is a leader in the opportunities provided for students by distance learning. High standards of academic integrity and classroom behavior are required to facilitate an appropriate learning environment and to foster a high standard of personal integrity and professionalism.

Students agree that by taking a distance learning course, the instructor or appropriate center personnel, may need to take immediate action upon observing academic dishonesty or class disruption and that the student will comply with any and all requests made by the instructor or other personnel.

I. Academic Integrity

Academic Integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and may result in a failing grade and disciplinary action. Forms of academic dishonesty include:

- **Plagiarism** – submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.
- **Cheating** – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
- **Collusion** – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.
- **Fabrication** – altering or transmitting, without authorization, academic information or records.

Sanction for Academic Dishonesty: Each incident of academic dishonesty will be reported in writing to the Chief Student Services Officer. The sanction for the first incident of academic dishonesty will be a score of zero on the particular item being submitted. A second incident of academic dishonesty will result in further disciplinary action, up to and including suspension from the college, according to the Student Code of the South Carolina Technical College System.

II. Behavioral Integrity

Each student is expected to conduct himself/herself in a manner that facilitates learning in the classroom environment. Attitudes and behaviors that nurture character and ethical behavior include the following core values:

- **Respect** – Showing regard, consideration, and courtesy for the rights and feelings of students and employees and conducting oneself in a mature, dignified manner.
- **Responsibility** – Distinguishing between right and wrong and being held accountable for one's actions.
- **Honesty** – Being truthful, respecting the property of others, and demonstrating integrity.
- **Self-Discipline** – Controlling one's actions and attitudes so as not to inflict emotional and physical harm on others.

Sanction for Behavioral Disruptions: An instructor may dismiss any student who causes a behavioral disruption for the remainder of that class period. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and a referral in writing by the faculty member to the Chief Student Services Officer. A second incident of Behavioral Disruption will result in further disciplinary action, up to and including suspension from the college, according to the Student Code of the South Carolina Technical College System.

Student DL Code of Conduct Agreement Form

The undersigned student, being currently enrolled in a distance learning class, acknowledges receipt of the Code of Conduct of Academic and Behavioral Integrity in Distance Learning and agrees to conform to the requirements thereof.

DL Class: _____

Signed: _____

Date: _____