

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: _____