

Piedmont Virginia Community College

Section I – Academic Affairs & Workforce Development Policies

I – 91.0 Academic Integrity

Effective Date: December 2025

Last Revised: March 2026

Responsible Dept.: Vice President of Academic Affairs and Workforce Development

1. Purpose

To define the standards of academic integrity at PVCC and establish procedures for addressing and reporting academic dishonesty. This policy outlines the types of academic misconduct, the consequences for violations, and the procedures to be followed by faculty, students, and administrators.

2. Policy Statement

Piedmont Virginia Community College is committed to upholding the highest standards of academic integrity. Academic honesty fosters trust, learning, and the pursuit of knowledge in a manner that is ethical and transparent. This policy defines academic dishonesty, outlines the rights of students and faculty, and details the procedures for resolving alleged violations.

All forms of academic dishonesty, the misrepresentation of one's academic work, are prohibited and subject to penalties. Students must complete their own work and follow instructor guidelines regarding collaboration and permissible tools.

3. Definitions

Academic Integrity - Honesty, fairness, and responsibility in scholarly work. Students must complete assignments without deception or misrepresentation.

Cheating - The intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise, for example:

- copying or using notes, examinations, or other instructional material during

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examinations, tests, or quizzes;

- using another person to write a paper or any part of a paper, without indicating the person's contribution with proper documentation;
- obtaining, using, or possessing unauthorized copies of an examination or any written work to be graded or receiving unauthorized information regarding examinations
- submitting another's project as one's own;
- having an examination or any written work to be graded, taken or completed by a second party;
- altering or falsifying examination results after they have been evaluated by the faculty member and returned to the student; and/or
- writing, without authorization, the answer to an exam question outside class and submitting that answer as part of an in-class exam.

Plagiarism - The appropriation of passages, either in word or in substance, from the writings of another person or source and the incorporation of those passages as one's own written work offered for credit. It is always assumed that the written work offered for credit is the student's own unless proper credit is given to the original author.

Facilitating Academic Dishonesty - The intentional or knowing help or attempt to help another to commit an act of academic dishonesty, such as:

- completing, in whole or part, an examination or project in the name of someone else;
- permitting another student to copy one's work during an examination, test, or quiz;
- permitting another student to copy one's written work whenever the work is to receive a grade;
- illicitly collaborating with another individual or individuals in the completion of course assignments;
- taking an examination for someone else;
- giving test questions or answers to anyone else;
- writing all or part of a paper/assignment for another student; and/or
- selling or purchasing all or part of examinations, papers, or other assignments.

Fabrication - Falsification or invention of any information, citation, or data in an academic exercise.

Unauthorized Use of Artificial Intelligence (AI) - Using AI or machine learning tools to complete an assignment or exam without the explicit permission of the instructor or presenting AI-generated content as one's own work.

A student's use of AI violates the Academic Integrity Policy when it conflicts with the expectations outlined by the instructor in the course syllabus.

Multiple Violations - A student has multiple violations if there is more than one violation in the student's record, including any past incidents that have been exempted from reporting to four-year universities.

Impersonation - It is a breach of academic honesty to impersonate another student in class, in a test or examination, or in connection with any other type of assignment in a course. Both the impersonator and the individual impersonated may be subject to disciplinary action.

Code of Conduct Violation - Academic dishonesty is adjudicated as a code of conduct violation when it also violates another college policy or there are multiple instances of academic integrity violations.

4. Applicability

This policy applies to all students and faculty at PVCC.

This policy and required procedures apply regardless of whether the student withdraws from the course in which the violation occurred.

Faculty are responsible for providing syllabi that clearly state the academic integrity expectations and consequences for violating policy.

5. Responsibilities

The Office of the Vice President of Academic Affairs and Workforce Development is responsible for the implementation of this policy.

6. Procedures for Implementation

6.1 Reporting Guidelines

If the violation of academic integrity policy includes a separate violation of the Code of Conduct, for example, stealing and using an exam from an instructor, the Code of Conduct violation should be reported separately through submitting a [Maxient Report](#), while the cheating should be reported through an Academic Integrity Violation Report. For the Code of Conduct violation, the Senior Director of Student Success & Support will follow the procedures for Code of Conduct violations as specified in the [Code of Conduct](#).

- a) The instructor will complete an Academic Integrity Violation Report detailing the violation. The student will receive a copy of the report. All reports automatically

include an account of the appeal process and timeline. The instructor will communicate the penalty to the student and request to meet with the student to discuss the violation.

- b) The instructor may impose penalties as stated in the course syllabus, such as requiring the assignment to be redone, assigning a grade of zero, or issuing course failure, immediately upon determining the violation. These penalties will be nullified if the student successfully appeals the violation or if the violation is dismissed.
- c) Instructors are strongly encouraged to submit an academic dishonesty incident report for all violations of the academic integrity policy.
- d) In addition to the student, academic integrity violation reports will be sent to the appropriate dean, director, or other administrators who have oversight of teaching faculty.
- e) A second incident of academic dishonesty will trigger a formal Code of Conduct review. The Senior Director of Student Success & Support or designee will automatically receive a notification of the second violation and follow the process described in the Code of Conduct.

6.2 Appeals

- a) A student who is not satisfied with the penalty is strongly encouraged to first address the issue with the instructor. A student who chooses to appeal a penalty assumes the burden of proof concerning any perceived error in the finding of responsibility.
- b) A student may appeal the instructor's penalty in writing within 10 business days from receiving the email notification of the penalty from the instructor to the academic dean.
- c) The academic dean will review and communicate the decision to both the student and the instructor within five business days.
- d) If unresolved, the student may further appeal to the Vice President for Academic Affairs and Workforce Development within 5 business days, whose decision is final.
- e) If an appeal is granted, the violation will not be reported as part of the student's academic record.
- f) Further, if the appeal is granted, the Dean or Vice President of Academic Affairs and Workforce Development who decided the appeal must notify the Senior Director of Student Success & Support. The latter will update the academic integrity violation software that the case was successfully appealed, and the charge of a violation should never be reported.
- g) If a violation of the academic integrity policy occurs at the end of a semester, review of the appeal may be delayed until the following semester.

7. Sanctions for Violation of Policy

Initial Sanctions

- The incident is permanently recorded in the college's academic integrity violation reporting software.
- If a student has a single academic integrity violation, it will be reported to transfer institutions only for one calendar year from the date it was reported; however, if a student has multiple violations, all documented violations will be reported, regardless of when they occurred.
- Students with multiple violations may petition, within 10 business days of the incident, the Senior Director of Student Success & Support for non-disclosure after one year from the most recent violation. A Conduct Hearing Committee will review such requests. If approved, the college will not report violations after one year from the most recent incident.
- The Senior Director of Student Success & Support will report all decisions of the Conduct Hearing Committee to the Vice President of Student Affairs, academic dean, instructor, and student with a copy to the Vice President of Academic Affairs and Workforce Development within five business days of the committee's decision.

8. Other General Information

N/A