

ACADEMIC POLICIES AND PROCEDURES

GENERAL POLICIES

ACADEMIC ACCOUNTABILITY

POLICY

It is the responsibility of the student to know and to observe the requirements of the curriculum and the rules governing academic work. The advisor assists the student in making academic decisions, but the ultimate responsibility for meeting the requirements of graduation rests with the student.

Policies and procedures related to academic standards are developed to ensure fairness and due process for students. In addition, students meet the professional standards to ensure the safety of the public.

ACADEMIC ADVISING

POLICY

Student advising is accomplished by two different groups of people and is designed to facilitate the development and success of each individual student. Students are assigned both a Faculty Advisor and an Academic Advisor.

Through their commitment to students and close interaction with students, Faculty Advisors are positioned to monitor and guide the student to meet their professional and personal goals. Faculty Advisors also assist the student with socialization into the nursing profession.

The Academic Advisors are also an integral part of the educational process. Academic advising is a continuous process of evaluating educational and personal goals. Final responsibility for decisions concerning life goals and/or educational plans rests with the student.

The Faculty Advisor and Academic Advisor will collaborate as needed to facilitate the students' academic success.

Students with needs other than academic advising will be referred for counseling. Referrals are made by College faculty or staff, or through the College's Student Services Office.

ACADEMIC HONESTY POLICY AND HONOR CODE

POLICY

Expectations of Students and Faculty

The moral and ethical values of the College encourage and expect professional behavior of all students and faculty. Students and faculty are responsible for supporting academic honesty during class, clinical, assignments, testing, and examinations. The purpose of this policy is to define and promote academic honesty,

codify expectations of students and faculty at the College regarding academic honesty, and establish a formal procedure for dealing with incidents involving cases in which academic honesty is questioned.

Academic Honesty Statement

Academic honesty is conducting oneself in a manner that upholds essential nursing values and principles of truth, justice, equality, esthetics, freedom, human dignity, altruism, and caring. Academic honesty maintains professional integrity and the *ANA Code of Ethics for Nurses*. Academic honesty is a personal standard that does not permit cheating or misrepresentation in one's academic life, or tolerate it among one's classmates.

Student Requirements

Students are required to adhere to the Academic Honesty Policy. The conditions of this policy are followed under all circumstances. Cheating and plagiarism are strictly forbidden and are not tolerated. A sanction is imposed when dishonesty, cheating, or plagiarism occurs. Students are expected to conduct themselves at all times in such a way that their integrity is unquestionable.

Faculty Requirements

The Faculty is required to adhere to the Academic Honesty Policy. Faculty are expected to discuss the policy in their classes and include reference to it in their syllabi. Faculty are to deal with all incidents of academic dishonesty. Faculty are expected to promote the professional value of integrity and the *ANA Code of Ethics for Nurses*. Faculty are to challenge any student at any time for suspicion of dishonesty, cheating, or plagiarism.

Academic Dishonesty

Academic dishonesty is subject to disciplinary action. Disciplinary measures range from impact on one's test grade to dismissal or suspension from the College. Offenses of academic dishonesty are cumulative for the entire academic program and are maintained in the student's academic file.

Examples of academic dishonesty include but are not limited to the following:

- Cheating or falsifying by any method on academic work such as papers, projects, homework, examinations, and presentations.
- Receiving from or giving examination or quiz questions to someone.
- Cheating or knowingly assisting another student in committing an act of cheating or another form of academic dishonesty.
- Falsifying clinical experiences and professional service activities either verbally or in written documentation.
- Unauthorized possession of examinations, student papers, laboratory materials, or other College or University property.
- Unauthorized changing of grades or markings on an examination or in an instructor's grade book, or any change of any grade record.
- Falsifying grade reports, transcripts, notes, identification cards, letters of authorization and/or other official College documents.
- Plagiarism may include, but is not necessarily limited to:
 - Presenting the words or ideas of another individual's as one's own work.
 - Purchasing an individual's work for the purpose of passing it off as one's own work.
 - Submitting research reports, illustrations, laboratory results, another student's work, or any other assigned responsibilities as one's own work.

- Copying or paraphrasing written, published or unpublished material without documentation of source.
- Allowing one's work to be copied and presented by another student.
- Stealing of ideas.
- Participating in any activity while under the influence of drugs or alcohol.
- Failing to maintain confidentiality.
- Failing to report a student who has been observed exhibiting academic dishonesty.

In-Class Testing

Student Responsibilities during Testing

- All backpacks, notebooks, calculators, cell phones, pagers, personal data assistants (e.g. Palm Pilots) and devices with headphones are put at the side or front of the room.
- Hats/caps and all beverage containers must be left at the side or front of the room.
- Once the test has started, students are not allowed to leave the room until they have completed the test, unless there are specific extenuating circumstances and the faculty administering the test grants permission.
- During paper/pencil exams, the student is to protect the exam and answer sheet from viewing by others.
- Eyes are to remain down or straight forward at all times. Talking during the exam is forbidden. Wandering eyes, stretching and bending down to the floor are behaviors that are considered questionable.
- If a student observes another student copying from someone else's exam or cheating in any way, the observing student is to make a note of the time and the name(s) and seat location(s) of those involved, and report this information to the faculty member or proctor of the exam. The person reporting the incident is expected to complete a written documented report and submit it to the Academic Committee Chairperson for action as soon as possible.

Faculty Responsibilities with Testing

- Faculty are expected to discuss the importance of academic integrity in class at the beginning of each semester, include it in their syllabi, and remind students that cheating and academic dishonesty are not tolerated at the College.
- Faculty are expected to discuss the importance of academic integrity before administration of all testing.
- Faculty are expected to use adequate spacing between examination seats during testing.
- Faculty are expected to use judgment if a student has an emergency that requires leaving the room during an exam. Discretionary judgment determines if the student continues the same exam or is given a make-up exam.
- Faculty are expected to use multiple versions for all exams.
- Faculty are expected to address behaviors when students appear to exchange information (talking or copying), and address the behavior by quietly asking the student(s) to move to a different seat(s). The test and answer key can be confiscated and a new, blank test and answer key is given to the student to record answers for the entire exam. The student(s) should be given sufficient time to complete the exam.
- Faculty are expected to use different types of exams or different versions of exams for make-up.

Off Campus Testing and On-Line Courses

Student Responsibilities

- All quizzes, tests, and assignments are individual efforts unless otherwise instructed.
- No books, notes, or other forms of assistance are used unless otherwise instructed.

- No quizzes or exams are downloaded, printed, or shared with other students.

Faculty Responsibilities

- Faculty are expected to clearly indicate when an exam, quiz, or assignment is an individual effort and identify what resources can be used.
- Faculty are expected to use multiple versions of all exams and randomize questions from a large test bank when possible.
- Faculty are expected to use a different type or version of an exam for make-up examinations.

PROCEDURE FOR REPORTING AND ADDRESSING ACADEMIC DISHONESTY

Any faculty member has the right to question any student who may have committed academic dishonesty or who may have information about academic dishonesty. When the faculty member suspects that a student(s) may have committed academic dishonesty, the faculty member should discuss the incident with the involved student(s). When the faculty member identifies an incident of academic dishonesty or suspects academic dishonesty, the faculty member is to complete and submit a Report of Academic Dishonesty to the Chair of the Academic Committee within five (5) College working days of identification. The faculty member who identifies an incident of academic dishonesty has the prerogative to impose consequences such as, but not limited to: a zero on the assignment, a failing grade on the assignment, or no consequences.

Any student who believes that a fellow student may have committed academic dishonesty is to complete and submit a Report of Academic Dishonesty to the Chair of the Academic Committee within five (5) College working days of the incident.

Faculty and students may not report academic dishonesty anonymously but students do have the right to have their identity protected from the accused. Any person making an accusation will be protected from any repercussion associated with the incident.

Steps

- At the beginning of each academic year, the Chair of the Academic Committee appoints an Academic Integrity Committee. This committee should consist of a chairperson, who is a member of the Academic Committee, at least two (2) other faculty members of the Academic Committee, and at least two (2) students. Within five (5) College working days of receiving a Report of Academic Dishonesty, the Chair of the Academic Committee assigns a chairperson for the proceedings. If any member of the Academic Integrity Committee is involved in the incident in any manner (accuser, accused, witness), that member is excused from the proceedings as an official member of the Academic Integrity Committee for that incident.
- Within five (5) College working days of receiving a Report of Academic Dishonesty, the chairperson of the Academic Integrity Committee reviews the evidence and discusses it with the Chair of the Academic Committee. If the Chair of the Academic Committee and the chairperson of the Academic Integrity Committee agree that there is sufficient evidence of academic dishonesty, the chairperson of the Academic Integrity Committee arranges a hearing that will include the Academic Integrity Committee, the accused student(s), and the involved faculty member and any witnesses. The chairperson of the Academic Integrity Committee notifies the involved student(s) of the charges by a certified registered letter sent to the most recent address of record. The letter contains a description of the charges and a copy of the Report of Academic Dishonesty. The student is referred to this policy and the Honor Code Statement.
- If the Chair of the Academic Committee and the chairperson of the Academic Integrity Committee do not concur that there is sufficient evidence of academic dishonesty, the chairperson of the Academic Integrity Committee arranges a meeting of the Academic Integrity Committee to discuss the findings and to decide if

further action should be taken. Either the hearing or the meeting is conducted within ten (10) College working days of receiving the Report of Academic Dishonesty.

- Failure of the student to appear for the hearing results in College sanctions based solely on the evidence.
- All evidence and discussion presented at the hearing remains confidential.
- The accused student(s) may choose a support person to help him/her prepare for the hearing and to accompany him/her to the hearing. The support person is not permitted to contribute or communicate in any manner during the hearing process. If the support person fails to comply, s/he is asked to leave the hearing.
- All parties presenting evidence to the committee are heard individually. Committee members will have an opportunity to seek clarification from all involved parties.
- The committee reviews the student's academic record for any academic dishonesty. Evidence of previous academic dishonesty is considered when determining sanctions.
- After all parties are heard, the committee discusses the evidence and determines, by majority vote, if there is sufficient proof of guilt to impose sanctions or not.
- If the charge of academic dishonesty is dismissed, there is no indication in the student's academic record that a hearing occurred and the partnering institution is not notified of the incident.
- If the student is found guilty, one or more college-wide administered sanctions occur. Previous incidents of academic dishonesty are considered when deciding which sanction(s) to be imposed. Possible sanctions may include but are not limited to:
 - A score of zero on the involved exam, paper, or assignment which may or may not result in a failing course grade.
 - A failing score on the involved exam, paper, or assignment which may or may not result in a failing course grade.
 - A failing course grade.
 - A recommendation to the Academic Committee for dismissal or suspension from the program.
- All decisions must be documented in writing.
- All parties are notified in writing of the hearing outcome and recommendations instituted by the Academic Integrity Committee within three (3) College working days. An explanation of the reasons for the decision is provided.
- The student found guilty of academic dishonesty is granted an opportunity to appeal within seven (7) College working days of the notice. The appeal must be in writing and the student submits the appeal to the Chair of the Academic Committee. The Academic Committee convenes within five (5) College working days to determine a final decision. The student is notified in writing of the final decision of the committee.
- The relevant faculty member is notified of the sanction and must abide by the recommendation of the Academic Integrity Committee.
- All minutes, copies of letters notifying all involved parties and any other evidence are kept in a locked file.
- A copy of the documents relative to the results of the proceedings is placed in the student's academic file. The Vice Presidents of Academic Affairs of partner institutions receive a copy for those students enrolled in their joint program.
- All decisions of the Chair of the Academic Committee and the chairperson of the Academic Integrity Committee are reported at the next Academic Committee Meeting.

HONOR CODE

POLICY

All students are required to sign the Honor Code annually during the first month of each semester. Any student who chooses not to sign the Honor Code is not permitted to attend classes or clinical, or make up any missed assignments. Signed Honor Codes are placed in the student's record.