


Joseph F. McCloskey  
**School of Nursing**



<b>Date: 9/24</b>	<b>Academic Integrity #200</b>	<b>Pages: 1 of 3</b>
<b>Reviewed:</b>	 <b>Tina Vanburen, DNP, MSN, RN, CNS</b> <b>Director, School of Nursing</b>	<b>Faculty Committee</b>

**PURPOSE**

To describe the expected academic conduct of students at Lehigh Valley Joseph F. McCloskey School of Nursing

**SCOPE**

Applicants and students enrolled at Lehigh Valley Health Network-Joseph F. McCloskey School of Nursing

**POLICY**

Accountability for one’s actions, personal responsibility, and integrity are key values in healthcare. In keeping with these values, the Lehigh Valley Health Network-Joseph F. McCloskey School of Nursing (JFMSON) students are expected to demonstrate integrity in the admission process, classroom and clinical settings, and all school-related experiences, activities, and functions.

**PROCEDURE**

Students will be held accountable for engaging in violations of academic integrity prior to and during their enrollment with JFMSON. Breaches of academic integrity are unacceptable and may result in disciplinary action that is not limited to, but may include, denial of admission or dismissal from the program. Violations of Academic Integrity The following definitions of academic dishonesty represent some basic types of behaviors deemed unacceptable. The list is intended to define common breaches of academic integrity but is not intended to include all infractions. All acts of academic dishonesty or misconduct, including acts not specifically cited below, are subject to disciplinary action.

1. Plagiarism - Failure to cite the source of submitted work; submitting material that is in any part not entirely one’s own work without crediting those portions to the correct source(s).
2. Cheating - Includes, but is not limited to: Attempting to use or using unauthorized materials or study aids; copying another student’s work; using notes or aids during a quiz or exam; giving or receiving information or assistance on work when it is expected that each student does his/her own work; giving information or assistance related to examination questions to individuals who have not yet taken the exam, or receiving information or assistance related to examination questions from individuals who have already taken the exam.
3. Stealing or reproducing an unauthorized copy (not previously distributed to any class) of a quiz or examination to be administered prior to the time of the examination; stealing,

4. Destroying, defacing or concealing materials with the purpose of depriving others of their use; interfering with another student's academic work; allowing another person to do one's work and then submitting it under one's own name; submitting identical or similar papers in more than one course without prior permission from the course instructors; altering a grade in any manner; or any action which creates or obtains an unfair advantage over another student's academic work.
5. Fabrication – Falsifying or inventing any information, data, or citation; knowingly providing any misinformation on records or official documents.
6. Misrepresentation of Academic Records – Altering any document affecting academic records; forging signatures; falsifying any information on any document, application, reference, transcript, report, letter, or any form submitted to the School of Health Sciences.
7. Unauthorized access of school records – Entering or gaining access (without permission) to any secured area (including faculty or any JFMSON offices, data center, computers, software programs, filing cabinets etc.) where confidential documents, school records or examinations are stored.
8. Facilitating the dishonesty of another student – providing material, information, or assistance to another student with the knowledge that such information could result in any of the violations described in this policy; or providing false information in connection with any inquiry regarding the academic integrity of a student.

### **Procedure for Handling Violations of Academic Integrity**

Following an infraction of the policy, the faculty member charging the student with academic dishonesty will:

1. Check the student's file noting if a previous infraction of the policy has been documented.
2. Impose disciplinary action including, but not limited to: a. Requiring the student to redo the work or do supplementary work. b. Assigning a grade of "F" or "Zero" to the work c. Dismissing the student from the class hour.
3. Submit a written report to the Director of Nursing detailing the alleged infraction; a copy of the report is provided to the student and the student's academic advisor.
4. Refer the student to the Director of Nursing and notify the student that failure of the student to meet with the Director of Nursing within five school days will result in additional disciplinary action that may include dismissal from the course or the program.
5. The Director of Nursing will discuss the documented allegations of academic dishonesty. The Director of Nursing may impose disciplinary action up to and including course dismissal or dismissal from the program. Students may appeal decisions by following JFMSON Academic Grievance Procedure.

**REVIEW and APPROVAL:**

**This policy is reviewed annually by the Faculty Committee**