

Policy Name: Academic Integrity  
Policy Number: ADM 3.13  
Title of Policy Owner: Executive Council  
Approved by: Executive Council  
Effective Date: 8/15/2021  
Version: 1.0  
Policy Status: Approved

I. Policy

Southside College of Health Sciences (SCHS) believes that integrity is essential to practice in a health professions career as well as in the pursuit of education. Each student must assume responsibility for acting honorably in all situations and upholding the policies and expectations of SCHS. Upon acceptance of admission into a program at SCHS students will be required to sign the Academic Integrity Pledge. This pledge will be placed in the students academic file.

II. Purpose

Outline the Academic Integrity Pledge, violations, and process for addressing violations.

III. Scope

This policy applies to all SCHS associates and students.

IV. Definitions

None.

V. Policy Details

Students are expected to conduct themselves in accordance with the Academic Integrity Pledge at all times during which they are engaged in their studies, clinical work or representing SCHS formally or informally.

The categories of Academic Integrity violations include, but are not limited to:

- A. **Lying** - Transferring, transmitting or communicating any false statements. Examples of lying include, but are not limited to, such actions as:
  - 1. Making a false statement to any employee of Bon Secours Mercy Health, SCHS, and an affiliated clinical site.
  - 2. Falsifying evidence or testifying falsely during any hearings.
  - 3. Altering records or other official College materials.
- B. **Cheating** - Giving, receiving, offering or soliciting information on tests or assignments, not authorized by the instructor. Examples of cheating include, but are not limited to, such actions as:
  - 1. Copying from another student's work (paper, care plan, discussion board post, etc.).
  - 2. Use during a test of any materials not authorized by the individual administering the examination.
  - 3. Working with another student on any test, quiz, care plan, or any assignment when the instructor has expected independent and unaided effort.
  - 4. Buying, selling, possessing, soliciting, transmitting, or using a test or any material purported to be or proven to be unreleased or previously released contents of any instructor-created test, quiz, or examination. This includes the sharing of notes taken during a test review.
  - 5. Bribery, solicitation, or bullying of any person to obtain examination information.
- C. **Stealing** - Taking or attempting to take, without right or permission. Examples of stealing include, but are not limited to, the following actions:
  - 1. Taking library books or journals, exams, computer programs, or any other academic materials.
  - 2. Destroying, hiding, or otherwise making unavailable for common use, library, computer, or other reference materials.
- D. **Plagiarism** - To steal and pass off the ideas or words of another as one's own, without crediting the source. Examples of plagiarism include, but are not limited to, the following actions:
  - 1. Quoting word for word from a source without using quotation marks, footnotes, or bibliographic citation.
  - 2. Summarizing and paraphrasing ideas without acknowledging the source.
  - 3. Submitting work for credit which has not been written by the student.
- E. **Self-Plagiarism** – Recycling or reusing one's own specific words from previously submitted work.
- F. **Failure to Report** - When behavior suspicious of an Academic Integrity violation is not brought to the attention of College officials for investigation.

## Reporting Academic Integrity Violations

A. **Obligation to Report.** If a student and/or faculty member suspects an violation of Academic Integrity has occurred, a report in writing of any suspected violation should be submitted within three (3) business days.

- Students and/or faculty planning to submit an allegation of suspected academic integrity violation should first consult the suspected student's Program Director. Should the Program Director and the faculty member feel that the issue can be effectively addressed at the faculty level, they will both meet with the student to discuss the matter.
- The faculty member will then prepare a report detailing the circumstances of the event, the meeting with the student, and any related outcomes. The Program Director will keep this report in alignment with the College's record retention policy. The matter will rest here, and no violation will be found against the student.

B. **Self-Report.** A student who violates the Academic Integrity Pledge may self-report and must do so within three (3) business days of occurrence of the violation(s). An initial admission may be given verbally or via email, but a written report signed by the student must be submitted to the Program Director no later than one (1) business day after making the initial admission. Self-reported cases will be handled administratively by the Program Director.

### Retaliation

SCHS has zero tolerance for retaliation against any individual who reports a suspected academic integrity violation in good faith. Incidents of retaliation violate the student conduct policy (ADM 3.05) and will be subject to disciplinary action under that policy.

### Corrective Measures

Any student found culpable of an Academic Integrity violation may be subject to one or more of the following corrective measures:

- Loss of credit for course work or the course.
- Written Warning that indicates that a subsequent determination of an Academic Integrity violation may result in a sanction of dismissal and/or expulsion.
- Restitution to pay for the repair or replacement of material items.

- Suspension for one or more semesters (including the current semester).
- Expulsion or permanent dismissal, in which case the student is not eligible to return to the College.
- Other corrective measures as deemed appropriate by the Vice President or Program Director.

### **Appeal Procedures**

Please reference policy ADM 1.05 Appeal Process for Non-Academic Student Grievances.

### **References**

Langone, M. (2007). Educational innovation: Promoting integrity among nursing students. *Journal of Nursing Education*, 46 (1), 45-47.

Tippitt, M., Ard, N., Kline, J., Tilghman, J., Chamberlain, B., Meagher, P. (2009). Creating environments that foster academic integrity. *Nursing Education Perspectives*, 30 (4), 239

#### VI. Attachments

None.

#### VII. Related Policies

ADM 3.05 Student Conduct-Rights and Responsibilities.  
ADM 1.05 Appeal Process for Non-Academic Student Grievances.

#### VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

## IX. Version Control

Version	Date	Description	Prepared by
1.0	8/1/2021	Revised and new template	Executive Council