POLICY: The School of Nursing fully embraces the University policy of accepting no form of academic dishonesty. In accordance with this, the School has adopted a “zero tolerance policy” for any acts of cheating, plagiarism, or other forms of academic dishonesty/misconduct. Under this policy any student found to have committed an act that violates our academic standards of performance will automatically be given a grade of “F” for the course in which the act was discovered. Withdrawing from the class subsequent to the violation will not remove the F from the student’s transcript. An individual with a second violation of our academic standards will not be allowed to major or minor in any degree program in the School of Nursing.

RATIONALE: Academic integrity and ethical behavior are cornerstones of a high-quality educational environment.

PROCEDURE: All faculty, staff, and students are required to identify any known acts of academic dishonesty to the course instructor and/or the appropriate Associate Dean (Undergraduate/Graduate Affairs). The disciplinary system described does not distinguish based on the type of act nor the type of assignment in which such act occurred. Any act that violates our academic standards, no matter how large or small, will receive the above stated disciplinary action. For this reason, it is critical that every student have a clear understanding of what is considered academic misconduct. The following section provides a listing of examples of academic dishonesty. Although this list is not all-inclusive, it provides additional guidance to students and identifies several major categories of academic misconduct. This list is attached and should be reviewed by all students. Any student who is not clear as to any aspect of our academic standards is responsible for discussing this with his/her professor prior to the completion of any assignment or examination.

Students are asked to read, sign, and date a copy of the Academic Honesty and Integrity Policy to ensure that they understand this policy. The student may be asked to sign during the Nursing Program Orientation or in individual classes per request of the instructor. Release of grades, materials, or exam may be withheld until a signed copy of the policy is received and available for filing in the student’s permanent records.

Academic misconduct includes, but is not limited to, the following:

I. Academic Misconduct Violations – Definitions
Academic Misconduct is any intentional or unintentional occurrence of the following:

A. Using the words or ideas of another, from the Internet or any source, without proper citation of the source(s), commonly called plagiarism.
B. Receiving unauthorized external assistance during an examination or any academic exercise for credit. This includes but is not limited to:
   I. Providing or receiving aid in connection with any academic assignment;
2. Use or possession of camera telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous classes, commercial research services, notes, or other means to copy or photograph materials used or intended for academic evaluation for use during the academic evaluation or assignment;
3. Communication in any manner with another student;
4. Working with others on graded coursework, including in-class, on-line and take-home examinations;
5. Possessing, reading, buying, selling, or using any materials intended for an academic evaluation or assignment in advance of its administration; or
6. Viewing or appearing to view the answers of another student during an examination.

C. Turning in the same work in more than one class (or when repeating a class), unless permission is received in advance from the instructor.

D. Falsifying information for inclusion in an assigned paper, project, or exercise; including inventing or altering data from a laboratory or field project or creating fictional citations for a paper.

E. Attempting to influence or change any academic evaluation, assignment, or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats, and making unauthorized changes to any academic record.

F. Falsifying or misrepresenting attendance, hours, or activities in relationship to any class, internship, externship, field experience, clinical activity, or similar activity.

G. Acting or attempting to act as a substitute for another or using or attempting to use a substitute in any academic evaluation or assignment.

H. Facilitating, permitting, or tolerating any of the above-listed items.

II. Procedures for Handling Student Academic Misconduct

These procedures are designed to encourage a fair and appropriate response to allegations of student academic misconduct. They may be modified in individual cases, so long as the student agrees in writing to the proposed modifications, is provided an opportunity to respond to allegations of academic misconduct within a reasonable time after the allegations have been made, and the modifications do not violate fair process.

A. Anyone with a good faith basis for believing a student has violated this policy may report the alleged violation to the responsible instructor, program director, appropriate associate dean, dean, or appropriate designee within the academic unit. The person who pursues the allegation may be the responsible instructor or a designee appointed by the supervisor of the academic unit in which the course is located. It is expected that appropriate review and consultation with a supervisor or chair or appropriate associate dean or dean is a part of this process.

B. A faculty member or primary course instructor who suspects that a student has committed an act of academic misconduct:
   1. Shall notify the student of the nature of the allegation and offer the student an opportunity for an initial meeting to discuss the allegation and to present any relevant information. When possible, this initial meeting shall occur within five (5) School of Nursing working days of discovery of the alleged violation.
2. Shall notify the student of the nature of the allegation and schedule an initial meeting with the student within five (5) School of Nursing working days of discovery of the alleged violation. The message shall contain the following: “This message concerns the (paper, report, assignment, etc.) that you submitted in partial fulfillment of the course requirement in your (course number and section) class on (date). My initial examination of that (paper, report, assignment) reveals that you may have violated the UNLV Student Academic Misconduct Policy. I request that you meet with me on (date of initial meeting) at (time) in (location).”

C. Proceedings in case discussions are informal and non-adversarial. The responsible instructor/designee may make a verbal agreement on, or provide the student with a written or electronic notice of, a scheduled meeting. The responsible instructor/designee may request a witness to be present for this meeting. In compelling circumstances, this initial meeting may also be referred to the appropriate Office of Student Conduct (OSC) officer or designee. This option shall occur only after consultation with OSC.

D. The purpose of this initial meeting will be to review and discuss the charges before a decision is reached. The responsible instructor/designee may use documentary evidence, provided the student is allowed to respond to it at the meeting. At the sole discretion of the responsible instructor/designee, a student may bring relevant witnesses and/or an advisor. Neither the responsible instructor/designee nor the student may have legal counsel as their advisor at an initial meeting. The witness or advisor is not permitted to participate directly or speak for the student, but only may be present during initial meetings or any subsequent university hearings.

E. At this initial meeting, the following results may occur:
   1. The allegations are dismissed.
   2. The student accepts responsibility for the violation and accepts the academic sanction(s).
   3. The responsible instructor/designee believes a violation occurred with the student not admitting responsibility and requesting a hearing.
   4. The student accepts responsibility for the violation but does not accept the academic sanction(s) and requests a hearing.

F. In any of the above circumstances, the “UNLV Alleged Academic Misconduct Report” form shall be completed with a signed copy being provided to the student. Authority and jurisdiction for actual determination of academic misconduct and appropriate academic sanctions are with the primary instructor of the class and/or assignment or the approved departmental process in accordance with the program director’s/assistant dean’s/dean’s approval. If the responsible instructor/designee facilitating the initial meeting is not the primary instructor, appropriate communication regarding such sanctions is necessary before signing the UNLV Alleged Academic Misconduct Report form.

G. Upon completion of this initial meeting/approved departmental process, if the responsible instructor/designee believes academic misconduct has occurred at any level, he or she shall notify the Office of Student Conduct (OSC) for resolution of a UNLV Student Conduct Code violation. Notification to OSC shall include a copy of the signed UNLV Alleged Academic Misconduct Report form and copies of any relevant documentation used in determining the violation. The responsible instructor/designee shall forward the Alleged Academic Misconduct Report and copies of relevant documentation within ten (10) School of Nursing working days of discovery and/or the initial meeting with the student.
H. OSC will inform the student per notification procedures specified in the UNLV Student Conduct Code. The student will be informed of his or her applicable rights and the process(es) for accepting the academic and conduct sanctions and/or appealing the academic decision and sanctions.

I. If the student does not attend the initial meeting, the instructor shall forward the charge to the Office of Student Conduct.

University, College/School, and Department/Unit Bylaws; Board of Regents’ Handbook; Nevada Administrative Code; and Nevada Revised Statutes, UNLV Student Conduct Code.

Approved by Student Affairs: 3/11/08; 11/20/12; 8/3/15, 2/13/17, 7/16/18
Approved by Faculty Organization: 3/25/08; 3/18/13, 8/17/2015, 2/27/17, 7/30/18
Approved by Dean: 3/25/08; 3/18/13, 8/17/2015, 2/27/17, 7/30/18