

Joseph F. McCloskey School of Nursing

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Reviewed: 6/25	 Tina VanBuren, DNP, MSN, RN, CNS Director, School of Nursing	Faculty Affairs Committee

PURPOSE

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

SCOPE

Applicants and students enrolled at the Lehigh Valley Health Network Joseph F. McCloskey School of Nursing (JFMSON).

POLICY

Accountability for one's actions, personal responsibility, and integrity are key values in health care. In keeping with these values, students at JFMSON are expected to demonstrate integrity in all aspects of the admission process, classroom, clinical settings, and school-related experiences, activities, and functions.

PROCEDURE

Students will be held accountable for violations of academic integrity before and during their enrollment with JFMSON. Breaches of academic integrity are unacceptable and may result in disciplinary action, up to and including denial of admission or dismissal from the program. The following definitions represent common breaches of academic integrity; the list is not exhaustive, and all acts of academic dishonesty or misconduct, including acts not specifically cited, are subject to disciplinary action.

- **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).
- **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 each student is expected to do their own; and giving or receiving information related to examination questions to or from individuals who have not yet taken, or have already taken, the exam.
- **Stealing or reproducing an unauthorized copy of a quiz or examination** (not previously distributed to any class) before the time of the examination; destroying, defacing, or concealing materials to deprive others of their use; interfering with another student's academic work; allowing another person to do one's work and 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 that creates or obtains an unfair advantage over another student's academic work.

- Fabrication: falsifying or inventing any information, data, or citation; knowingly providing misinformation on records or official documents.
- Misrepresentation of academic records: altering any document affecting academic records; forging signatures; falsifying information on any document, application, reference, transcript, report, letter, or form submitted to the Joseph F. McCloskey School of Nursing.
- Unauthorized access to school records: entering or gaining access without permission to any secured area (including faculty or JFMSON offices, data centers, computers, software programs, or filing cabinets) where confidential documents, school records, or examinations are stored.
- Facilitating the dishonesty of another student: providing material, information, or assistance to another student with the knowledge that it could result in a violation of this policy; or providing false information in connection with any academic integrity inquiry.
- Artificial intelligence: the use of artificial intelligence tools in academic work is governed by the JFMSON Artificial Intelligence Policy. Failure to disclose or cite AI use when required, or any other violation of that policy, is a violation of this policy.

Procedure for Handling Violations of Academic Integrity

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

- Check the student's academic record to determine whether any previous infraction of this policy has been documented. A documented prior infraction is referred directly to the Director of Nursing with the written report below.
- Impose initial disciplinary action, including but not limited to requiring the student to redo the work or complete supplementary work, or assigning a grade of F or zero to the work.
- Submit written documentation to the Director of Nursing detailing the alleged infraction. A copy of this report will be provided to the student and the student's academic advisor.
- Refer the student to the Director of Nursing and notify the student that failure to meet with the Director of Nursing within five (5) school days will result in additional disciplinary action that may include dismissal from the course or the program.
- Director of Nursing review: the Director of Nursing will meet with the student to discuss the documented allegations. The Director of Nursing may impose additional disciplinary action up to and including course dismissal or dismissal from the program.

Student Rights and Appeal Process

Students have the right to present their perspective during the meeting with the Director of Nursing. Students may appeal decisions through the Academic Grievance Policy.

REVIEW and APPROVAL

This policy is reviewed annually by the Faculty Affairs Committee.