

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: <b>ACADEMIC HONESTY &amp; PROFESSIONAL CONDUCT</b>	Original Issue Date: January 28, 2003	Policy #: 201
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Committees Consulted: College Administration Academic Honesty Taskforce	Reviewed & Approved by: College Planning Board of Trustees	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health

## **PURPOSE:**

To define, promote, and uphold academic honesty and professional conduct.

## **Definition:**

The faculty believes that academic honesty is essential for an effective educational process in both the clinical and the classroom setting.

Academic honesty and professional conduct include fidelity, justice, moral courage, and veracity.

Fidelity requires faithfulness in fulfilling all duties, agreements, and promises. Justice requires fair treatment and respect for the rights of all. Moral courage requires that all individuals act according to their best ethical judgements, arrived at after careful consideration of the facts of the situation, application of pertinent moral and ethical principles, and irrespective of their personal interests. Veracity requires accuracy and truthfulness regarding causes, intentions, and what actually occurred.

## **POLICY:**

Academic honesty is essential to ensure due process and fair and equal treatment for all faculty, staff, and students.

Academic honesty and professional conduct are a mutual responsibility of faculty, staff, and students.

All faculty, staff, and students have an obligation to report behaviors that compromise academic honesty or professional conduct, which include but are not limited to:

- Cheating during examination
- Fabrication/lying/misrepresentation
- Plagiarism/copyright violations
- Forgery
- Failure to return exam/Scantron
- Copying exam questions
- Removal of exam from testing or review area
- Assisting in acts of dishonesty
- Misrepresentation of the completion of clinical skills
- Falsification of documents
- Misuse/stealing of supplies and/or medications
- Illegal or unethical act that endangers patient safety
- Rudeness, tardiness, unnecessary absences

Subject:

**ACADEMIC HONESTY & PROFESSIONAL CONDUCT**

- Disorderly conduct
- Act or threat of verbal or physical abuse to any person.

Academic dishonesty will result in a grade of “F” and/or immediate dismissal from the class/program.

**PROCEDURE:**

Faculty, staff, and students will be oriented to the definition of academic honesty and consequences of academic dishonesty/professional misconduct.

Faculty will review and obtain student signature on Student Agreement form upon admission to School of Nursing (SON) or orientation to Education and Consulting Services/Allied Health programs.

Faculty will observe the following guidelines, where applicable, if academic dishonesty/professional misconduct is suspected or observed:

1. Direct students to stop suspicious behavior e.g.: “Keep your eyes on your own test”
2. Obtain witness or verify with second opinion, if possible
3. Separate students and mark test to indicate questions completed prior to separation
4. Remove test if confident cheating is occurring
5. Discreetly remove student from clinical/classroom setting, if applicable
6. Obtain written student statement regarding behavior immediately after incident
7. Document behavior and event:
  - Use Academic Dishonesty/Professional Misconduct Report form
  - Complete Patient Safety Net/facility Event Notification form if indicated:
    - Therapeutic mishap occurs
    - Patient, visitor, or non-county employee sustains an injury
    - Patient or relative seems unhappy or dissatisfied about treatment or results of treatment
    - Unforeseen result occurs whether or not the treatment was proper.
8. Inform course coordinator, College divisional administration, and nurse manager, if applicable
9. Attempt to prevent future occurrences. For example: seating change, alternate test, specific assignment guidelines.

**PROCEDURE DOCUMENTATION:**

Academic Honesty and Professional Conduct – Student Agreement  
 Academic Dishonesty/Professional Misconduct Report  
 Faculty Orientation

**REFERENCES:**

College of Nursing Catalog  
 EDCOS Course Descriptions  
 SON Policy #630: Testing Procedure  
 SON Policy # 220: Test Review  
 SON Student Handbook