

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

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

PURPOSE:

To define and promote 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 and includes reporting dishonesty.

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

Subject:

ACADEMIC HONESTY & PROFESSIONAL CONDUCT

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 or orientation to EDCOS/Allied Health Programs.

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

1. Obtain witness or verify with second opinion, if possible
 - Direct students to stop suspicious behavior e.g.: "Keep your eyes on your own test"
 - Separate students and mark test to indicate questions completed prior to separation
 - Remove test if confident cheating is occurring
2. Discreetly remove student from clinical/classroom setting, if applicable
3. If unable to confirm behavior, issue verbal warning, document behavior, and attempt to prevent future occurrences. For example: seating change, alternate test, specific assignment guidelines.
4. Obtain written student statement regarding behavior immediately after incident
5. Inform course coordinator, College divisional administration, and nurse manager, if applicable
6. Document event:
 - Use Academic Dishonesty/Professional Misconduct Report form
 - Complete 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.

PROCEDURE DOCUMENTATION:

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

REFERENCES:

College of Nursing Catalog
 EDCOS Course Descriptions
 College of Nursing Copyright policy
 School of Nursing Faculty Handbook: Testing Procedure
 School of Nursing Faculty Handbook: Test Review Policy
 School of Nursing Student Handbook