UPMC | SCHOOLS OF NURSING

UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE

SUBJECT: Academic Integrity Policy   **INDEX TITLE: Administration**
DATE: August 28, 2023

I.   POLICY:
UPMC Schools of Nursing Academic Integrity policy governs the actions of enrolled students. The Academic Integrity Policy is intended to support a culture of integrity based upon the mission, vision, and values of UPMC.

II.   PURPOSE:
The purpose of this policy is to define the ethical behaviors fostered in the practice of professional nursing. Additionally, this policy serves to guide the roles and responsibilities of each UPMC school's Academic Integrity/ Standing Committee who have oversight of matters related to academic integrity in that school.

III.   SCOPE:
All members of the UPMC SON community, including faculty, students, administration, and staff, are responsible for upholding academic integrity and maintaining a just culture in which academic integrity can flourish and thrive.

IV.   GUIDELINES:
In accordance with the UPMC value of responsibility and integrity, we perform our work to achieve the highest level of professional standards. At UPMC Schools of Nursing our individual and collective search for an honest and just culture is connected to the core principle of academic integrity. Expected behaviors include the promotion of honesty and integrity in all academic endeavors and settings.

Taxonomy	Definition	Examples
Anti-Whistle Blower	Failure to report known episodes of academically dishonest behavior	Witnessing students cheating on an exam and not reporting it
Cheating	Initiating behaviors during an exam or quiz to obtain information so as to answer questions correctly	Using cheat sheets, outside resources Looking off another's test Receiving answers via text messaging, other communication, etc
Accessory to Cheating	Helping another student to cheat	Providing answers to other students by allowing them to view your exam Texting answers to other students during the exam

Taxonomy	Definition	Examples
Clarification	To *give or receive* information, examples, or support to improve clarity and understanding about an *assignment* or *procedure* from someone other than the instructor. The objective is not to get out doing work, but to do it better or correctly	Asking a classmate to explain an assignment Telling a friend where to locate laboratory experiment guidelines
Collaboration	When an individual assignment is completed by a group. The objective is to lessen the amount of work or effort necessary to complete the assignment	One student pulls the articles, another summarizes them, and another answers the homework questions.
Editorial Assistance	To *give or receive* assistance concerning the mechanics of writing	Having your writing edited for writing style and organization Correcting the grammatical errors on a friend's paper
Noncompliance	Failing to follow set guidelines, rules, or stated expectations for assignments, exams, or peer grading	Submitting a paper with larger margins or font size
Perjury	To create or provide false or inaccurate information, to make up or lie.	Falsifying lab results Telling a professor you are ill so you can take the exam at a later time
Plagiarism	To pass off another's work as one's own; without crediting a source.	Failure to correctly reference a source Turning in an someone else's assignment as if it were your own Having someone else take your exam
Accessory to Plagiarism	Helping another student commit plagiarism	Selling to another student your written work, lab data, or homework Writing a paper or taking an exam for another student
Recycling	Reusing all or part of one's own previous work	Submitting a paper in one course that you wrote in a different course
Sabotage	The intentional destruction of another's property or work	Destroying library or lab materials
Short Cutting	Actions taken to reduce the amount of time spent reading	Reading Sparknotes or watching the film version in place of reading
Slacker	Receiving credit with little or no contribution to group work. Forcing other group members to do more than their fair share	Not participating in a group assignment

Taxonomy	Definition	Examples
Supplemental Learning	To receive or obtain information from someone other than the instructor so as to better understand the topic.	Sharing notes with a friend to make sure you both have a thorough understanding of the content
Supplemental Test Prep	Augmenting study preparation	Receiving a previous copy of the test to use as a guide for studying
Accessory to Supplemental Test Prep	Helping other students to augment their studying	Maintaining a test file Providing old copies of an exam to another student
The Hail Mary	A final or last-ditch effort made to positively influence a grade even when the likelihood of success is low. When all other options are gone	Marking two answers in hopes of getting half credit Trying to bias a professor by being overly friendly and kind

(McClung & Schneider, 2015)

UPMC Schools of Nursing will not tolerate intimidating, disruptive, unprofessional, inappropriate, or unethical behavior from students, who represent the School or provide services on behalf of UPMC Schools of Nursing. Examples of unacceptable behaviors include, but are not limited to:

- Violating the laws, regulations, standards, and/or policies that govern and guide UPMC Schools of Nursing protocol, procedures, operations, and activities.
- Demonstrating or exhibiting aggravated, belittling, coercing, demeaning, disrupting, injurious, intimidating, malicious, offensive, threatening behavior toward a School of Nursing director, faculty member, support staff member or student within the educational environment.
- Creating or contributing to an unsafe and/or unhealthy learning environment; demonstrating behaviors that interfere with the learning of other students and the conduct of class.
- Using the computer (personal electronic devices or wearable technology) for purposes other than note taking and classroom activities. Violations may result in academic disciplinary action.
- Accepting personal phone calls/text messages at any time while in clinical areas or in the classroom. If the student must respond to an emergency text or phone call during class, the student is asked to leave the classroom as necessary to take the emergency text/call.
- Failure to examine and modify one's own behavior when it interferes with others or the learning environment; all students are responsible for their own actions and should communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, faculty, staff, and health care team members, and integrate feedback into his or her own performance.
- Using profanity or any offensive language.
- Making inappropriate advances toward and/or physical contact with others; physical abuse, including sexual assault.

- Harassment (including physical contact, verbalizations, gestures, electronic or non-electronic media, and illustrations/graphics).
- Breaching confidentiality of patient, research, or school information. Printed material containing any patient identifiers and/or information must not be removed from any clinical setting. Any computer generated or photocopied materials that contain any Protected Health Information must be placed in the shred box prior to the student leaving the clinical unit (See Attachment - Confidentiality Agreement).
- Accessing one's own medical record or a family member's medical record without having completed a UPMC Authorization for Release of Protected Health Information. The request access must be submitted to the UPMC entity where services were provided.
- Behaviors and/or actions that could or do compromise patient safety; including those that are malicious, careless, or risky.
- Falsifying records including medical records or school related documentation; examples include, but are not limited to, falsifying class attendance records for self or someone else, falsifying reasons for not attending class, clinical, or scheduled exams, falsifying material related to course registration or grades.
- Cheating, including giving or obtaining information about an examination, use of notes or study aids, transmitting examination materials via electronic means, taking a test for another student.
- Plagiarism: submitting the work that is not the original creation of the student. Examples include but are not limited to copying work from a book, journal, or electronic source without acknowledging the source; copying a source word for word without quotations and without supplying the source; paraphrasing a passage without giving credit to the original source; and or passing off the work of another student as your own.
- Destroying property or not safeguarding property against loss, theft, misuse, or damage; stealing or receiving property belonging to others.
- Misusing wearable technology and electronic media, including electronic mail, text messaging, instant message, Internet/Web technology, etc.
- Engaging in activities that could constitute fraud or forgery. Examples include, but are not limited to, students misrepresenting themselves to patients.
- Advancing personal interests which involve a conflict of interest over UPMC interests.
- Passing, possessing, or using weapons, incendiaries, explosive or other prohibited devices or materials or conspiring to do so on school or UPMC properties.
- Possessing or consuming intoxicants, unprescribed drugs or other legally controlled substances on the premises or off campus. (see Drug Free Environment Policy).
- Submitting class or clinical assignments more than one time. Student shall not re-submit work for a class which has been done for another class without the prior approval of faculty. Examples include, but are not limited to, using previously submitted assignments such as reflective journals, term papers, projects, to fulfill current course requirements.
- Failure to cooperate with Administrative Investigations when administration deems it necessary to investigate a student's performance or conduct or other event at the School of Nursing and/or any Clinical site, written statements may be requested from any student who may have knowledge of the event or matters

being investigated. Failure to provide a written request statement, or to meet with Administration when requested within a reasonable amount of time, will be considered a failure to cooperate with an Administrative Investigation. Depending on circumstances, the time allotted to provide requested information may vary, it is generally expected that any written statement will be provided by the end of the business day on which it is requested. Where practicable, the School will endeavor to allow the student up to three business days to meet with administration, however, a student may be required to meet on the day such as request is made.

V.   **PROCEDURE:**

A. UPMC Schools of Nursing encourages its students to report all violations of this Academic Integrity Policy. Students are encouraged to make an initial written report to the Director, Assistant Director, or designee. The Director, Assistant Director, or designee will then involve the appropriate UPMC authorities as needed.

B. Regardless of the reporting method, any violation of the Academic Integrity must be addressed once it becomes known. The Director, Assistant Director, or designee will:
- Raise the complaint, concern, and/or issue with the alleged non-compliant individual (student).
- Seek a written response from the non-compliant individual (student) and, if necessary, investigate the issue to confirm existing details and/or to obtain additional information.
- Immediately notify human resources, legal counsel and other hospital or corporate leadership as appropriate for matters that potentially violate state or federal laws.
- Address the issue by implementing an appropriate response such as education, counseling, and/or disciplinary action ranging from verbal counseling, course failure or termination from the program (as directed by applicable Schools of Nursing and UPMC policies and procedures).
- Document the issue and response.
- Follow up with any aggrieved or complaining party to effectively respond to the original and any subsequent concerns or issues.
- Notify Life Solutions as appropriate and make a student referral.

C. Students have a right to initiate the UPMC Schools of Nursing Student Complaint and Grievance Policy.

D. UPMC Schools of Nursing prohibits retaliation against anyone for raising, in good faith, a concern or question about inappropriate or illegal behavior under this Academic Integrity Policy.

E. Enrolled students who are terminated form employment with a UPMC owned or operated facility must notify their respective School Director within five (5) business days of the date of the termination. The School will then confer with appropriate human resource representatives of the employing entity to determine whether the circumstances of the student's termination, the status of any grievance and the student's eligibility for rehire violate the School's expected standards of behavior or prevent the student from participating in clinical education at UPMC owned or operated facilities that the Schools utilize. The student may be terminated form the School and be ineligible for transfer into any UPMC School of Nursing.

VI. **REFERENCED AND RELATED POLICIES:**
HS-EC1700 Conflict of Interest – General Obligations
HS-EC1802 Reporting and Non-Retaliation
HS-EC1803 Theft and/or Breach of Personal Information that is maintained by UPMC
HS-EC1804 Identity Theft
HS-HR0704 Corrective Action and Discharge
HS-HR0705 Harassment-Free Workplace
HS-HR0745 Workplace Violence
HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus
UPMC Schools of Nursing Student Complaint and Grievance Policy
HS-HR0703 Drug Free Workplace Policy
UPMC Schools of Nursing Drug Free Environment Policy
UPMC Schools of Nursing Guidance and Counseling Policy
HS-EC1900 Code of Conduct (UPMC)
UPMC Schools of Nursing Civility Statement

References
McClung, E.L. & Schneider, J.K. (2015). A concept synthesis of academically dishonest behaviors. *Journal of Academic Ethics, 13*, 1-11. DOI 10.1007/s10805-014-9222-2

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Signature: _____ **Date:** _____
              Executive Director
         UPMC Schools of Nursing