

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

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Subject: ACADEMIC HONESTY & PROFESSIONAL CONDUCT	Original Issue Date: January 28, 2003	Policy #: 201
	Supersedes: August 23, 2013	Effective Date: May 19, 2017
Individuals / Committees Consulted: Admissions & Promotions	Reviewed & Approved by: Faculty Organization College Administration College Planning Board of Trustees	Approved by: Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

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

Definition:

The College 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 judgment, 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.

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

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/Photographing exam questions
- Removal of exam from testing or review area
- Assisting in acts of dishonesty

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- Misrepresentation of the completion of clinical skills
- Falsification of documents
- Misuse/stealing of supplies and/or medications
- Illegal or unethical acts that endanger patient safety
- Excessive tardiness or absences
- Disruptive behavior
- Act or threat of verbal or physical abuse to any person
- Sexual Harassment
- Violation of HIPAA security
- Unauthorized recording.

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

Student professional misconduct will result in disciplinary action which may include dismissal from the program.

Employee professional misconduct will be referred to Human Resources.

PROCEDURE:

Faculty 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.

Employees and students report:

- Employee professional misconduct to employee's supervisor/College administration
- Student professional misconduct to program/semester coordinator.

Faculty adhere to 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
 - Separate students and mark test to indicate questions completed prior to separation
 - Remove test if observer is confident that cheating is occurring
 3. Discreetly remove student from clinical/classroom setting, if applicable
 4. Obtain written statements from all involved parties immediately after incident
 5. Document behavior and event:
 - Use Academic Dishonesty/Professional Misconduct Report form
 - Complete Safety Intelligence form if indicated:
 - Clinical error occurs
 - Patient, visitor, or non-county employee sustains an injury
 - Patient or relative expresses dissatisfaction with patient care
 - Unforeseen result occurs whether or not the treatment was proper.
 6. Inform course coordinator and College divisional administration
- Note: Continuing Education also informs nurse manager

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7. 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
New Employee Orientation Checklist

REFERENCES:

College of Nursing Catalog
EDCOS Course Descriptions
SON Policy # 220: Test Review
SON Policy # 630: Testing Procedure
SON Policy # 820: Academic Failure and Withdrawal
SON Student Handbook

REVISION DATES:

January 28, 2003
July 17, 2003
October 7, 2003
April 10, 2006
May 28, 2010
August 23, 2013
May 19, 2017