Academic Misconduct Policy for Continuing Nursing Education and Nursing Professional Development Educational Activities

*Throughout this document, the term “student” will refer to any learner or participant in educational or professional development activities provided by the Indiana University School of Nursing Center for Professional Development and Lifelong Learning.

From: www.iu.edu/~code/code/responsibilities/academic/index.shtml:

Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.

Policies of academic misconduct apply to all course-, department-, school-, and university-related activities. Academic misconduct includes, but is not limited to, the following:

1. Cheating
2. Fabrication
3. Plagiarism
4. Interference
5. Violation of Course Rules
6. Facilitating Academic Dishonesty

The full policy and University definitions of these types of misconduct can be found at the previously referenced website.

See next page for the academic misconduct procedure for the IU School of Nursing Center for Professional Development and Lifelong Learning.
Academic Misconduct Procedure
for Continuing Education/ Professional Development Courses provided by the
IU School of Nursing Center for Professional Development and Lifelong Learning

Adapted from the IUPUI Academic Misconduct Procedure for Academic Students

When a continuing education/professional development student enrolled in or registered for a Center for Professional Development and Lifelong Learning educational activity commits an act of academic misconduct related to a particular activity or course, the faculty member responsible for the course has the authority to initiate misconduct proceedings against the student. In the case of courses or activities without a designated faculty member, the Assistant Dean for the department serves in the role of faculty member of record.

I. Action by Faculty Member Related to Academic Misconduct

A. When the faculty member has either discovered or been given information indicating that a student has committed an act of academic misconduct related to a professional development activity or course, the faculty member of record must initiate efforts to determine if academic misconduct really did occur. Within 5 business days (excluding University recognized holidays and breaks; henceforth, referred to as 5 business days) of the discovery or receiving the information of possible academic misconduct, the faculty member must schedule a meeting with the student. During that meeting, the faculty member must:

1. Advise the student of the alleged act of misconduct and the information upon which the allegation is based
2. Provide an opportunity for the student to respond to the allegation
3. Complete a Professional Development Academic Misconduct Reporting form (see appendix).

B. After the meeting, if the faculty member concludes that the student did commit an act of misconduct, the faculty member is authorized to impose an academic sanction related to the particular course involved. Sanctions for academic misconduct may include, but are not limited to, any one or a combination of the following:

1. No formal penalty is assessed, but the student is given a written reprimand by the instructor outlining the offense and the results of the discussion with the student.
2. The student may be required to repeat or resubmit the work or to complete some additional work for any course work involved in the act of misconduct.
3. The student may be:
   a. Given a lower grade than the student would otherwise have received for any course work (such as, an assignment, examination or paper) involved in the act of misconduct, as well as the final course grade. In any situation, the awarded grade may be an “F” or “fail” if the activity is pass/fail.
   b. Required to withdraw from the course, receiving no completion certificate, no contact hours, and no monetary refund for registration fees.
c. Prohibited from participating in any future courses or activities offered by the department.

C. Whenever any sanction is imposed, the faculty member must, within 5 business days, report the matter and sanction imposed to the Assistant Dean for the department, using the Academic Misconduct Reporting Form. Copies should be sent to:
   1. The student
   2. The Assistant Dean for the Center for Professional Development and Lifelong Learning

D. Until the case has been resolved, the faculty member must allow the student to continue attending and participating in the course, to complete all assignments, and to have a grade in the course recorded normally. If the case is resolved in favor of the student completing and passing the activity or course, this information will be necessary to assign the student the earned contact hours or certificate of completion.

E. After the student has been informed, the Assistant Dean has the authority to impose additional sanctions if the Assistant Dean believes that such a sanction is justified because of the nature of the student’s misconduct or because of the student’s prior reported act of misconduct. Such sanctions may include:
   1. Not awarding contact hours or certificate of completion, with no refund of registration fee
   2. Prohibiting the student from participating in future activities or courses offered by the Center for Professional Development and Lifelong Learning.

F. If a student denies responsibility or admits responsibility but disagrees with the sanction, s/he may schedule a meeting to review his/her case with the Assistant Dean via a request in writing to the Assistant Dean submitted within 5 business days of receipt of the Reporting Form. The Assistant Dean will make a final decision regarding the responsibility and sanction imposed.
Academic Misconduct Reporting Form
IU School of Nursing Center for Professional Development and Lifelong Learning
Adapted from the IUPUI Academic Misconduct Reporting Form

An instructor should complete this form at the conclusion of the student conference and attach all supporting documentation. Please refer to the Center for Professional Development and Lifelong Learning Academic Misconduct Policy for procedures related to academic misconduct. At the conclusion of the meeting, a copy of this entire form should be provided to the student by the instructor and a copy should be provided to the Assistant Dean for the Center for Professional Development and Lifelong Learning.

Part I: General Information

Instructor Name: Click here to enter text. Department: Click here to enter text. Date: Click here to enter a date.

Telephone Number: Click here to enter text. Email Address: Click here to enter text.

Course/Activity: Click here to enter text. Date of Alleged Violation: Click here to enter a date.

Student Name: Click here to enter text. Student Email Address: Click here to enter text.

Part II: Charge

I am charging the above named student with a violation of academic misconduct as specified below. Check all that apply.

☐ Cheating ☐ Fabrication ☐ Interference ☐ Plagiarism ☐ Interference with Course Rules
☐ Other (specify): ___________________________________________

Part III: Summary of Incident

Attach a detailed summary of the incident. Since the burden of proof is on the instructor, please attach to this form all documentation related to the alleged violation, such as the course syllabus and specific instructions for the assignment.

Part IV: Sanctions

Please mark the sanction(s) that have been taken against the student. Check all that apply.

☐ No penalty
☐ Resubmit assignment, paper, or project (requirements & due date: Click here to enter text.)
☐ Retake exam or quiz
☐ Complete additional assignment, course work, quiz, exam or paper (requirements and due date: Click here to enter text.)
☐ Lower grade on assignment, quiz, exam, or paper involved (Original grade: Click here to enter text. Reduced Grade: Click here to enter text.)
☐ Required to withdraw from course with ☐ W or ☐ F (check one)
☐ Failing grade on assignment, quiz, exam, or paper involved
☐ Reduced final grade for the course. If a final grade has been assigned, please indicate grade awarded: Click here to enter text. and grade given: Click here to enter text.
☐ Failing grade for the course
☐ Other, please specify: Click here to enter text.
Part V: Student Response

Please have the student carefully read each resolution and initial the appropriate space indicating which resolution they are choosing:

_____ Acceptance of Responsibility and Sanction. I understand the violation with which I am charged, accept the faculty member’s disposition and sanction, and waive my right to a hearing. I understand that if I have a previous history of academic misconduct it may result in further sanctions being assigned by the Center for Professional Development and Lifelong Learning.

_____ Acceptance of Responsibility, Denial of Sanction. I understand the violation with which I am charged and acknowledge that academic misconduct has occurred. However, I do not agree with the sanction. I understand that if found responsible, and I have a previous history of academic misconduct, it may result in further sanctions being assigned by the Center for Professional Development and Lifelong Learning.

_____ Denial of Responsibility. I understand the violation with which I am charged, but do not admit to responsibility. I understand the appeal must be submitted in writing to the Assistant Dean of the Center for Professional Development and Lifelong Learning within five (5) business days of the conference outlining the faculty member’s decision regarding the violation. I understand that if found responsible, and I have a previous history of academic misconduct, it may result in further sanctions being imposed by the Assistant Dean of the Center for Professional Development and Lifelong Learning. Please refer to the Academic Misconduct Policy for the Center for Professional Development and Lifelong Learning for information regarding an appeal.

Student Signature: Click here to enter text. Date: Click here to enter a date.
☐ Check here if signing electronically

Mailing Address: Click here to enter text.

University Email Address: Click here to enter text.

Faculty/Instructor’s Signature: Click here to enter text. Date: Click here to enter a date.
☐ Check here if signing electronically

Assistant Dean’s Signature: Click here to enter text. Date: Click here to enter a date.
☐ Check here if signing electronically

All completed forms should be returned to the Assistant Dean for the Center for Professional Development and Lifelong Learning. The Assistant Dean will review the materials, speak with the student and faculty member if necessary and take other actions necessary for completing the process consistent with the policies of the department and School.

Faculty member should indicate the name of the Assistant Dean: Click here to enter text.