

Applies To: Faculty and students
 Responsible Department:
 College of Nursing
 Revised: 12/14/2015

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PURPOSE

This policy outlines the College of Nursing's standardized academic integrity policy, which is based on the academic integrity policy stated in the University of New Mexico ("UNM") Pathfinder Student Handbook and The UNM Faculty Handbook, Section D IOO.

APPLICABILITY

This is applicable to all faculty and students of the CON.

POLICY STATEMENT

Academic integrity mandates the pursuit of teaching, learning, research, and creative activity in an open, honest, and responsible manner. An academic community that values integrity promotes the highest levels of personal honesty, respect for the rights, property, and dignity of others, and fosters an environment in which students and scholars can enjoy the fruits of their efforts. Academic integrity includes a commitment neither to engage in acts of falsification, misrepresentation, or deception, nor to tolerate such acts by other members of the community. (Council of Academic Deans "A Statement on Academic Integrity at Penn State" <http://comm.psu.edu/current/academic-integrity/academic-integrity-policy>)

IMPLEMENTATION PROCEDURES

The College of Nursing adopted an Honesty Code for students, faculty, and staff in December 2015. By enrolling in any CON class, you affirm the following pledge:

"I will not lie, cheat, falsify, fabricate, plagiarize, or use any other dishonest means to gain unfair academic advantage."

Overview

Acts of academic dishonesty include plagiarism of written assignments, or portions thereof; providing papers and/or files for an assignment to another student; cheating on quizzes and examinations; and theft or other misuse of school-provided computing resources. Acceptable computer use follows UNM policies on acceptable computer use (refer to [University Administrative Policies and Procedures Manual- Policy 2500: Acceptable Computer Use](#) for further details).

Plagiarism

The following paragraphs detail the definition(s) of plagiarism for graded assignments and the sanctions that shall be imposed.

Plagiarism is defined as the "appropriation of another person's ideas, processes, results, or words without giving appropriate credit."¹ Thus, any misrepresentation of the work of another as your own constitutes plagiarism. The simplest form of plagiarism is using small portions of the written work of another person (either word for word or paraphrased) without adequate attribution. Plagiarism can also apply to use of non-textual material, such as graphs and figures, without adequate attribution. More complex and severe instances include using the outline and bibliography of another person's paper; copying significant portions of another person's work, such as entire sentences, paragraphs, or sections; and misrepresenting an entire paper as your own work (e.g., purchasing a paper).

Plagiarism does not exist when adequate reference is made to the source of material that is included in a paper or other written assignment. Adequate reference requires that any quoted material is explicitly denoted as a quotation and explicitly referenced (by a citation to a specific source included in the bibliography/reference list). Adequate reference also requires explicit acknowledgment of sources of ideas, even when the use is not a direct quotation (e.g., when paraphrasing or otherwise using material from sources that is not common knowledge). Although you may avoid plagiarism by adequate reference, a paper or assignment that contains large amounts of quoted or paraphrased material will generally be graded poorly because it will not adequately demonstrate your own understanding and mastery of the material.

For the purposes of the CON policy, three levels of plagiarism are defined:

- Level One - Use of a few phrases or sentences (either word for word or paraphrased) without proper quoting or referencing but with the source of the material cited in reasonable proximity and included in the bibliography/reference list.
- Level Two - Use of larger amounts of unreferenced material (e.g., many sentences, entire paragraphs, or the outline of another paper) without proper quoting or referencing but with the source of the material listed in the bibliography/reference list. Level Two also includes the use of *any* referenced material from student submissions (one's own or another's) in a
- Previous semester without explicit permission from the instructor.
- Level Three - Use of any material greater than a few words where the material is not quoted and referenced and where the source of the material does not appear in the bibliography/reference list. This level also includes using entire papers.

The recommended sanctions for each level are as follows:

- Level One - Reduction of 25% to 75% of assignment grade.

United States Public Health Service. (2005). *Public Health Service policies on research misconduct: Final rule (42 CFR Parts 50 and 93)*. Federal Register (Vol. 70, No. 94, May 17, pp. 28369-28400). Retrieved from http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title42/42cfr93_main_02.tpl or http://ori.dhhs.gov/documents/42_cfr_parts_50_and_93_2005.pdf

- Level Two - A grade of zero for the assignment or a reduction of 20% or one letter grade in the final course grade, whichever is greater.



- Level Three - Involuntary administrative withdrawal from the course, course grade of W or F (depending on withdrawal date), and written documentation and referral to the concentration coordinator or program director, team chair, and Associate Dean of Academic Affairs.

Lesser sanctions may be imposed at the instructor's discretion. All assignments will be checked for instances of plagiarism/academic dishonesty. Appropriate sanctions will be retroactively imposed when academic dishonesty is discovered after a grade has been assigned.

Cheating on Assessments, Examinations, and Assignments

All work that is graded is to be completed individually by students without assistance from any other person, unless collaboration or assistance is explicitly permitted in the instructions for the assessment, examination, or assignment. Failure to complete graded work individually or within the permitted limits of less restrictive instructions is cheating. Students who enable others to cheat by providing unauthorized assistance or by failing to adequately protect their own work from copying and unauthorized access are also implicated in cheating and can be sanctioned for it. Instances of cheating will be documented and referred.

Violation of Acceptable Computer Use Policies

As part of CON courses, you may be provided with course-specific computing resources, including access to computer hardware and networks, physical or virtual workstations, and software. Violations of the [University Administrative Policy, Acceptable Computer Use](#) that involve course-related computing, network, and software resources are potentially considered violations of the academic integrity policy.

The CON Information Technology Department provides computer resource and usage information for CON students at <http://nursing.unm.edu/common/docs/about/2015nso.pdf>.

The Academic Integrity Violation Process

Things you should know about suspected violations of the Academic Integrity Policy:

1. If a faculty member suspects a violation of the Academic Integrity Policy, he or she will discuss with the student what the suspected violation consists of and elicit the student's view of the suspected violation.
2. The faculty member will explain what disciplinary action will occur and may ask the student to sign a document indicating that a discussion has taken place.
3. The faculty of record has grading authority throughout the academic integrity violation process.
4. All records of academic dishonesty are kept by the CON Associate Dean of Academic Affairs for five (5) years.
5. Consideration will be given to whether or not there are any previous violations of Academic Integrity in the student's CON or UNM records.

The Academic Integrity Violation Dispute Process

Refer to the Pathfinder UNM Student Handbook: Student Grievance Procedure Article 2, at <https://pathfinder.unm.edu/campus-policies/student-grievance-procedure.html>.

(At the College of Nursing, this progression sequence is from the Course Instructor to the Concentration Coordinator or Program Director, Team Chair, CON Dean of Academic Affairs, CON Dean, and Health Sciences Center Associate Chancellor of Academic Affairs.)



DEFINITIONS

(Define any terms that are specific to this policy.)

REFERENCES

University Administrative Policies and Procedures Manual- Policy 2500:
Acceptable Computer Use.

University of New Mexico Pathfinder Student Handbook.

University of New Mexico Faculty Handbook, Section DIOO.

University of New Mexico College of Nursing Handbook.

RESPONSIBILITIES

The CON Faculty Affairs Committee, Senior Faculty, Dean, program directors, and concentration coordinators will be responsible for ensuring adherence to this policy-procedure.

RESOURCES/TRAINING


The office and specific individual position title – with telephone number and email address, as appropriate – that should be contacted for interpretations, resolution of problems, and special situations.

Resource/Dept	Contact Information
Associate Dean for Academic Affairs	
Faculty Affairs Committee	
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SUMMARY OF CHANGES

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DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
Owner	CON Faculty		
Consultant(s)	CON Senior Faculty, CON Tenured Faculty		
Committee(s)	CON Faculty Affairs Committee		[Y or N/A]
Legal (if Applicable)			
Official Approver	Nancy Ridenour, Dean, College of Nursing	25 March 16	Y
Official Signature		Date: December 14, 2015	
2nd Approver (Optional)	President <i>pro tempore</i> of CON Faculty	Date:	
Signature		Date:	
CON Faculty Approval		December 14, 2015	
Effective Date		December 14, 2015	
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