


<b>Title:</b> Academic Honesty and Integrity Policy	
<b>Written by:</b> Curriculum Committee	
<b>Date Initiated:</b> 4/2007	<b>Date Revised:</b> 4/2012; 4/2014; 11/2017; 4/2023
<b>Approved by:</b>  <hr/> Chancellor	<b>Governing Board Approval:</b>  <hr/> Date
<hr/> 1/12/2016 Date	<hr/> 1/12/2016 Date

**PURPOSE**

It is the goal of Trinity College of Nursing & Health Sciences to promote academic honesty and student integrity as outlined in this policy.

**POLICY AND PROCEDURE**

In order for an academic community to teach and support appropriate educational standards, an environment of collaboration, trust, and individual responsibility must be upheld. It is the student’s responsibility to achieve their educational obligations in a fair and honest manner. The Corrective Action Policy will be used to address violations of the Academic Honesty and Integrity policy.

Academic dishonesty includes but is not limited to:

**Plagiarism**

Plagiarism is the use of information borrowed from a source, without giving credit to that source. The current Publication Manual of the American Psychological Association (APA) is the standard for citation used at Trinity College of Nursing & Health Sciences. Any of the following, without full acknowledgement of the original source, is plagiarism:

- Utilizing any type of Artificial Intelligence (AI) program to write any portion of the work and claim it as one’s own.
- Misrepresenting someone else’s words or ideas or quoting them inaccurately.
- Citing the wrong source or failing to cite a source.
- Submitting one’s own work which has already been submitted for a grade in another course or another session of the same course.

## **Cheating**

Cheating is the use of unauthorized materials that provides an unfair advantage on any assignment or exam. The following are examples of cheating:

- Looking at prepared notes, references, or unauthorized electronic device brought into a testing environment
- Viewing the work completed by someone else
- Sharing answers to work that is assigned as individual work
- Sharing examination questions, answers or other exam material

## **Fabrication**

Fabrication is the falsification of information relating to assignments of any type, both inside and outside of the classroom. It also includes falsification of signatures, documents, or timelines.

## **Procedure**

If a violation of the Academic Honesty and Integrity policy is suspected by or reported to faculty, the faculty member will follow the process outlined in the Corrective Action Policy to document the concern and discuss the concern with the student. If a student observes or becomes aware that another student has violated the Academic Honesty and Integrity Policy, the student should report the concern to the course faculty.

If the concern is substantiated by evidence, corrective action is at the discretion of faculty and can include, but is not limited to, the following:

- Receiving a failing grade or a zero on the assignment or exam
- Requiring the student to re-submit the original assignment, with a mandatory reduction in grade
- Receiving a failing grade for the course
- Dismissal from Trinity College of Nursing & Health Sciences

Each student is responsible for the authenticity of their own work. Academic integrity will be upheld with the Corrective Action Policy.