

## 16. Policy on Academic Misconduct

Students are expected to follow University of California rules and regulations on academic misconduct. As enrolled students, each student is responsible for understanding and subscribing to the principles of academic integrity and will bear individual responsibility for his/her work. Any academic work (written or otherwise) submitted to fulfill an academic requirement must represent a student's original work.

Any act of academic misconduct or facilitating academic dishonesty, will subject a student to **disciplinary action** (see below).

**Academic misconduct includes, but is not limited to:**

1. **Cheating.** Fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials that are not authorized; colluding with others (witnessing or knowledge of cheating/academic misconduct without reporting to faculty).
  - Copying or attempting to copy from others during an exam or on an assignment.
  - Communicating answers with another person during an exam.
  - Preprogramming an electronic medium to contain answers or other unauthorized information for exams.
  - Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.
  - Allowing others to do an assignment or portion of an assignment for you (paid or unpaid).
  - Submission of the same assignment for more than one course without prior approval of all the instructors involved.
  - Collaborating on an exam or assignment with any other person without prior approval from the instructor.
  - Taking an exam for another person or having someone take an exam for you.
2. **Plagiarism.** Plagiarism is intellectual theft. An author's work is his/her property and must be respected by documentation. Plagiarism refers to the use of another's ideas or words without proper attribution or credit.
  - Wholesale copying of passages from works of others (for example, books, articles, films, graphics, including websites or other electronic sources) into your homework, essay, term paper, comp exam, qualifying papers, dissertation or class project without proper citing or acknowledgment.
  - Use of the views, opinions, or insights of another without acknowledgment.
  - Paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment or proper citation.
3. **False Information and Representation, Fabrication, or Alteration of Information**
  - Furnishing false information in the context of an academic assignment.
  - Failing to identify yourself honestly in the context of an academic obligation.
  - Fabricating or altering information or data and presenting it as legitimate.
  - Providing false or misleading information to an instructor or any other University official.
4. **Theft of Damage of Intellectual property**
  - Sabotaging or stealing another person's assignment, book, paper, notes, experiment, project, electronic hard- or soft-ware.
  - Improper access to, or electronically interfering with, the property of another person or the University via computer or other means.
  - Obtaining a copy of an exam or assignment prior to its approved release by the instructor.
5. **Alteration of University Documents**
  - Forgery of an instructor's signature on a letter of recommendation or any other documents.
  - Submitting an altered transcript of grades to or from another institution or employer.
  - Putting your name on another person's exam or assignment.
  - Altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process.

**6. Distribution or Sharing of Lecture Notes or exam items/info to provide undue advantage to others or for Commercial Purposes.**

- Selling, distributing, website posting, texting, emailing, or publishing course lecture notes, handouts, readers, recordings, exam items, confidential or other information provided by faculty to provide advantage to others or for any commercial purpose, without the express written permission of the faculty.

**Policy on Academic Misconduct: “Disciplinary action” in this policy refers to the following options:**

**First Occurrence:** formal written warning, remediation, receiving a grade of “D” or “F” on the assignment; or in the course; or dismissal from the program of study, degree program, and/or the School of Nursing.

Determination of the level of discipline will be influenced by other policies of the School and University, guidelines provided to students via the course syllabus (where appropriate), or by a confidential Discipline Hearing Group comprised of 3-5 individuals identified and convened by the Associate Dean Academic Programs. The group may include Department Chairs (or their designee), Students, Program Council of Faculty Council representatives, other Associate Deans, a Student Affairs Officer, and may include a representative from the campus or another School (outside the School of Nursing).

**Second Occurrence:** same student(s) with same or similar circumstances: Dismissal from the specialty track, program of study, degree program, and/or the School of Nursing.

All recommendations which involve dismissal from the specialty track, program of study, degree program, or the School of Nursing will be presented to a Discipline Hearing Group for final review and determination.

**Acknowledgement of Responsibility**

I understand and acknowledge that:

- I have access to the Student Handbook, Policy Guidelines on the School of Nursing website at <http://nursing.ucsf.edu/documents-library>
- I am responsible for understanding and subscribing to the principles of academic integrity and will bear individual responsibility for my work.
- I will participate in the Nursing graduate program in an honorable, ethical, and professional manner.
- I will not:
  - Use another student’s work
  - Exchange information with another student or students about the writing exercise
  - Allow someone else to do my work for me
  - Complete work for another member of the class
  - Plagiarize
- I will:
  - Engage in dialogue with others in a respectful and collegial manner
  - Complete all tasks in a timely manner
  - Provide proper attribution for any pre-existing content
  - Ask questions if I am unsure of expectations

**I have read, understand, and acknowledge all of the above POLICY ON ACADEMIC MISCONDUCT and the Acknowledgement of Responsibility:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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Specialty program