

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section II - Academic/Student

SUBJECT: HONOR CODE

REVIEWER(S): Dean, Student Affairs and Enrollment Management*
Chair, APG Committee
Provost

Related Policy(s) To Consult:

[Academic Integrity \(Sec. II\)](#)

[Dismissal \(Sec. II\)](#)

[HIPAA Privacy Student Sanctions - Corrective Actions \(Sec. II\)](#)

[Progression Policy for Nursing Program \(Sec. II\)](#)

[Student Disciplinary Hearings \(Sec. II\)](#)

I. POLICY

It is expected that all students promote the highest standards of ethical conduct. Students are expected to demonstrate honesty and integrity in both the classroom and clinical setting. Each student is responsible for maintaining, upholding, and promoting honesty, trust and respect for self and others. The honor code serves as the basis for student behavior and places responsibility for abiding by the code on the student. Violation of the honor code will subject a student to disciplinary action, up to and including administrative dismissal without eligibility to be readmitted. Any person who has reasonable cause to suspect a student of violation of the honor code should report the relevant facts to the dean of student affairs and enrollment management. Honor Code violations include:

A. Academic dishonesty, including but not limited to:

- Cheating - Offering, providing or accepting unauthorized support or assistance in completion of any task, project, academic assignment, or test. The use or attempted use of any unauthorized information, material, or assistance in completing any assigned task, project, assignment, or test.
- Plagiarism - Representing the ideas, language, or created work of another person or persons as one's own or as the college's own. This includes violation of copyright law.
- Self-Plagiarism/Multiple Submission - Copying portions of any original assignment for credit and submitting them as original work in more than one course without prior approval of the course instructor and/or duplicating submission of a prior original work without proper citation and reference of that prior work.
- Falsification/Fabrication - Falsifying information for any reason or fabricating information, grade, data, citation, or reference or in completion of any project or academic assignment. Falsification or fraudulent alteration of academic or college records, including application for admission.
- Complicity - Collaborating in or facilitating any of the above actions or assisting in the creation of a paper, project or other creative work that another person then presents as his or her own project, assignment or test.
- Interference - Intentional interference with or alteration or destruction of another person's project, assignment, or examination.

B. Clinical dishonesty, including but not limited to:

- Having another person perform one's assignments without instructor permission.
- Collaborating with others on assignments if contrary to stated rules.
- Falsifying patient records or communicating false information about clinical care or clinical

- experiences.
- Knowingly assisting others in any of the above actions.

II. PROCEDURE

- A. Any student suspected of violating the honor code will be reported directly to the dean of student affairs and enrollment management (referred to as the "Dean" hereafter in this policy). Supporting evidence should be collected and directed to the Dean by the reporting individual. The Dean will advise the reporting individual of his/her possible role as a witness and may suggest avenues for documentation of the charge.
- B. The Dean will notify the accused student verbally or in writing of the charge and will provide the student an opportunity to respond. Options and alternatives for the student will be explained by the dean.
- C. The investigation and decision regarding the charge will be completed by the Dean in consultation with the appropriate academic program director. If the Dean finds sufficient evidence to warrant referral to the APG committee, the Dean makes a referral in writing that includes possible courses of action available to the committee. The referral will be signed by the accused student and forwarded to the APG committee chair as soon as possible. The student's signature acknowledges awareness of the accusation but does not indicate agreement or admission of guilt. If the student is unable, unwilling or unavailable to sign, the referral may be forwarded to APG without a signature. The violation will be determined based on three levels:
 - Level I Violation – This is an accidental or inadvertent violation of academic integrity that may be caused by carelessness, lack of knowledge, lack of training or other human error. Examples of this type of incident include but are not limited to failure to provide appropriate citation, inappropriate or incorrect paraphrasing, or a misunderstanding of the rules of the academic assignment.
 - Level II Violation – This is an intentional violation intended to provide some advantage or benefit to the student or a repeated Level I violation. Examples of this type of incident include but are not limited to those actions and behaviors identified in the academic and clinical dishonesty sections of this policy.
 - Level III Violation – This is an extreme violation intended to deceive the faculty/staff and subvert the academic process or a repeated Level II violation. Examples of this type of incident include but are not limited to extreme cases of cheating, plagiarism or falsifying records.
- D. Once the Dean and/or the APG committee has reached a decision regarding initial disposition of an honor code case, the involved academic program manager and the student will be notified of that decision by the Dean. The program manager will share the decision with involved faculty.
- E. Confidentiality must be maintained and reinforced at each step. Breach of confidentiality on the part of any party involved may result in disciplinary action.
- F. CCHS policy for "Conducting APG Hearings" will provide guidance to the APG committee in preparing for and conducting the honor code hearing but the APG committee is afforded latitude in determining matters not addressed in the "guidelines" or in adapting the "guidelines" to best serve each situation. The proceeding is intended to be a serious but collegial fact finding investigation, not a legal proceeding. Rules of evidence will not necessarily apply. The chair will assure that all parties adhere to, and are treated with, high standards of civility, respect, and professionalism. Only information directly relevant to the charges will be introduced by either side.

- G. The APG committee decides whether an honor code violation occurred, and if so, the course of action warranted. If the action varies from one those suggested by the Dean, the APG chair will discuss the reasoning and implementation feasibility with the dean.
- H. The APG chair informs the Dean of the committee's decision. The Dean informs both the student and the academic program director of the decision. The program director will ensure that involved faculty members are informed of the decision. Efforts will be made to communicate the outcome verbally within 24 hours. Written communication of the outcome occurs within a reasonable time following the decision.
- I. Students who are administratively dismissed from the college resulting from an honor code violation will receive a "WF" (withdraw failing).
- J. The Honor Code policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____