Introduction:
The College of Nursing and Professional Disciplines (CNPD) Department of Nursing seeks to promote and ensure academic honesty and integrity among students. The goal of this policy is to promote an environment which maintains the ethical and professional standards as established by the American Nurses Association Code of Ethics at https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/ and the UND Code of Student Life at http://und.edu/student-affairs/code-of-student-life/.

Conduct Standards:
In order to facilitate a strong learning environment for all students and promote professionalism, high standards of academic and professional performance are required of all students. Students are expected to represent the University of North Dakota, College of Nursing and Professional Disciplines, and the nursing profession in a positive manner in the classroom, clinical settings and community. Students participating in clinical experiences are required to abide by the policies of the partnering institutions. The following professional attributes are expected of all students: respect, honesty, integrity, accountability, responsibility, confidentiality and professional conduct.

I. Learning Environment Behavior Expectations: In all nursing courses at the University of North Dakota, students are representatives of the College of Nursing and Professional Disciplines. Students and faculty have the right to be respected and treated with dignity. The "classroom" includes all learning environments, such as classrooms, clinical and community settings, and online environments.
   A. To create a positive learning environment, the following must occur:
      i. Active engagement in learning
      ii. Completion of preparation for class
      iii. Sharing perceptions during group discussions
      iv. Respectfully listening to and honoring the contributions of others
      v. Using appropriate professional verbal and non-verbal communication skills to include honesty, integrity, and respect in their interactions with peers, colleagues, agency personnel, faculty and clients
      vi. Maintaining confidentiality during simulation is expected.
   B. Expectations for professional behavior in the classroom, laboratory, and clinical sites include the following:
      i. Arrive for class on time. Class attendance and promptness are required. Practicing professional behaviors includes the expectation that you inform the course faculty that you cannot attend class, prior to the start of class, just as you would notify your supervisor if you were going to miss work. Stay for the entire class period, unless prior approval to leave early has been approved by course faculty.
      ii. Arrive for class prepared. Students are expected to participate in their own and others’ learning by completing the assigned readings prior to class and by contributing ideas, experiences, questions, and opinions during class.
      iii. Remain alert and attentive throughout class. Please do not bring anything to the classroom that is not related to the class, including textbooks, assignments, newspapers, magazines, etc. Side conversations or other disruptive behavior is unprofessional.
      iv. Laptop/tablet use is only allowed during class when approved by the course faculty as long as it pertains to class material and is not disruptive.
      v. Cell phone usage during class is not allowed unless prior approval from the course faculty has been obtained. This includes NO phone calls, text messaging, emails, internet use, gaming, or other activities that do not pertain to the course.
      vi. Professional dress is required during clinical, simulation, lab experiences, professional meetings and/or student presentations in accordance with individual agency policies. Professional dress expectations will be addressed in individual course syllabi.
vii. Bringing family members, guests and pets to the classroom and any college related professional activity is not allowed unless prior approval from the course faculty has been obtained.

viii. Adhering to all course policies as stated in individual course syllabi.

C. Additional expectations for clinical experiences
   i. The primary responsibility of nursing students in clinical settings is the welfare of clients.
   ii. Clinical Removal:
       a. A student exhibiting behaviors in the clinical setting which are deemed by the responsible faculty member to be unprofessional and/or unsafe to the mental, emotional or physical welfare of clients, staff, self or others shall be subject to immediate removal from the clinical experience until the issue has been resolved.
       b. An agency shall have the right to request of the faculty that a student be removed from the clinical agency because of performance which is deemed unprofessional and/or unsafe to the mental, emotional or physical welfare of clients, staff, self or others. The agency may remove the student from client contact and notify the clinical faculty or department chair immediately. Removal from the clinical experience will continue until the issue has been resolved.

II. **Academic Misconduct:** Academic misconduct encompasses all kinds of academic dishonesty, deliberate or unintentional. Any suspected instance of misconduct will be investigated. The following list of examples is not exhaustive and occurrences of other types of suspected misconduct will be investigated.

A. **Cheating and unauthorized material on examinations and other assignments**
   i. All examinations and other assignments are to be completed by the student alone, without inappropriate assistance of any kind unless authorized by course faculty.
   ii. Assisting another student to cheat is an Academic Integrity Code violation. This includes providing another student with a paper or assignment, or any other form of assistance, where you know, or reasonably should know that the other student will use it to cheat.
   iii. Exams:
      a. No assistance is to be given to or received from other persons;
      b. No books, notes or other materials are to be consulted;
      c. Electronic devices, to include: laptops, tablets, cellphones, calculators, or other electronic devices are not permitted;
      d. If a calculator or other electronic device is permitted, it is to only be used for the intended purpose, as described by the course faculty.

B. **Academic misconduct in online assignments**
   i. Online assignments are subject to the same standards of integrity that apply to traditional classroom assignments.

C. **Submitting the same assignment for different classes**
   i. Submitting the same assignment for a second class violates the assumption that every assignment advances a student's learning and growth. Unless the second course faculty expressly allows it, submitting an assignment already submitted for another class is a form of cheating. This is also known as self-plagiarism.

D. **Intentional dishonesty**
   i. Deceiving a course faculty in order to obtain an excused absence, an extension on a due date, a makeup examination, an incomplete, etc. is considered academic dishonesty.
   ii. It is an Academic Integrity Code violation to steal, destroy, or alter another students’ work, gain unauthorized access to faculty offices, email accounts, or course management services.
E. Improper collaboration and collusion
   i. **Collaboration** means working together. **Collusion** means unauthorized collaboration.
   ii. Permission from the course faculty to "work together" on an assignment, project, or paper is not permission to violate the rules of integrity. Unless the course faculty specifies otherwise, it is assumed that all work submitted for a grade will be the product of the student's own understanding, and thus expressed in the student's own words, calculations, etc. When a student's work is identical or very similar to another student's work when individual variations would be expected, it is reasonable for the course faculty to conclude that collusion has occurred.

F. Plagiarism
   i. Plagiarism is the most common form of academic misconduct. Plagiarism occurs when a student misrepresents, as his/her own work, the work, written or otherwise, of any other person (including another student) or of any institution. All types of work submitted by students are covered by this definition including written assignments, diagrams and pictures.
   ii. The following rules apply:
      a. Submission of the same or substantially similar work of another person without proper acknowledgement of the source.
      b. Improper documentation of quotes, words, ideas, or paraphrased passages taken from published or unpublished sources without proper acknowledgement of the source.
      c. The close paraphrasing of another’s work by simply changing a few words or altering the order of presentation without proper acknowledgement of the source.
      d. Use of another student’s work while representing it as your own.
      e. Unauthorized submission of a paper as original work in one course when credit has been received in another course.
      f. Attempts to receive credit for group work when a group member has not participated or contributed to the group project.

III. Professional Misconduct:
Professional misconduct encompasses any actions on the part of a student which might render them unsuitable to undertake/continue a professional-oriented component of their program of study. Examples of professional misconduct include:

A. Violation of professional code of ethics.
B. Falsifying information of any kind or misrepresenting information to the college or university.
C. Theft, damaging, defacing or unauthorized use of university, college or clinical agency property.
D. Confidentiality: As part of your education, you may need to share specific patient data with the health care facility staff, course faculty, or other students. The sharing of patient data in verbal, written, and electronic formats is only appropriate when you do so as a part of your clinical training.
   i. Unauthorized accessing or sharing confidential information regarding faculty, staff, or students.
   ii. Unauthorized accessing or sharing confidential information regarding patients in clinical settings. Refer to HIPAA training.
E. Civility: Uncivil behaviors are disrespectful and devalue the person targeted. Behaviors and language that cause emotional harm and violates the dignity of an individual or group constitutes incivility. This includes, but is not limited to, peers, faculty, staff, clients and agency personnel. Examples are as follows:
   i. Demeaning language
   ii. Yelling
   iii. Gossiping
   iv. Intimidation
   v. Threatening
   vi. Bribing someone
   vii. Instigating
   viii. Inflammatory written communication
   ix. Rudeness
   x. Ostracizing
   xi. Violence or any other disrespectful behavior
F. Technology:
   i. Inappropriate use of electronic devices in the classroom and clinical setting. Audio/video recording or taking photos in a classroom, lab, simulation or clinical setting is prohibited without prior approval from course faculty.
   ii. Students may be audio/video recorded, or photographed in a classroom, lab, simulation or clinical settings for assessment and/or evaluation purposes only as part of the classroom learning.
   iii. Social Media Guidelines:
      3) Inappropriate use of social media that violates standards of academic and professional conduct of the college and university. Social media is characterized as a platform of electronic communication (web sites for social networking and blogging) through which users create online communities to share information, ideas, personal messages, and other content (videos, pictures), etc. Social media outlets include, for instance:
         • Social Networking Sites (Facebook, LinkedIn, Pinterest, Foursquare, Instagram, Flickr)
         • Content Communities (YouTube)
         • Micro-blogging sites (Twitter)
         • Blogs (company and personal blogs, Wordpress, Blogger), Forums and Discussion Boards (Google Groups, Yahoo! Groups)
      4) Social Media myths and misunderstandings according to the National Council of State Boards of Nursing (NCSBN, 2011) include:
         • A mistaken belief that the communication or post is private and accessible only to the intended recipient. The nurse may fail to recognize that content once posted or sent can be disseminated to others.
         • A mistaken belief that content deleted from a site is no longer accessible. The moment something is posted, it lives on a server that can always be discoverable in a court of law.
         • A mistaken belief that it is harmless if private information about patients is disclosed if the communication is accessed only by the intended recipient. This is still a breach of confidentiality.
         • A mistaken belief that it is acceptable to discuss or refer to patients if they are not identified by name, but referred to by a nickname, room number, diagnosis or condition. This too is a breach of confidentiality and demonstrates disrespect for patient privacy.
         • Confusion between a patient’s right to disclose personal information about himself or herself (or a health care organization’s right to disclose otherwise protected information with a patient’s consent) and the need for health care providers to refrain from disclosing patient information without a care-related need for the disclosure.