

Policy Number:	623
Policy Name:	Graduate Nursing Student Conduct Standards Policy
Reviewed by:	Nursing Faculty
Last Review Date:	03/11/2022

Introduction:

The College of Nursing and Professional Disciplines (CNPD) Department of Nursing seeks to promote and ensure professionalism among graduate 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/>.

[School of Graduate Studies Standards of Professional Conduct Policy](#)

Conduct Standards:

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. To create a positive learning environment and achieve high professional standards the following professional behavior in the classroom, laboratory, and clinical sites include:

- A.** Arrive or log-in to class/clinical on time. Attendance and promptness are required. Practicing professional behaviors includes the expectation that you inform the course faculty/preceptor that you cannot attend class/clinical, prior to the start of class/clinical. Attend class/clinical in its entirety, unless prior approval to leave early has been given by course faculty/preceptor.
- B.** Completion of preparation for class. 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.
- C.** Active engagement in learning. Remain alert and attentive throughout class. Do not participate in other activities during class, etc. Side conversations or other disruptive behavior is unprofessional.
- D.** Sharing perceptions during group discussions.
- E.** Treating peers, colleagues, agency personnel, faculty, staff, and clients with civility. Respectfully listening to and honoring the contributions of others using appropriate professional verbal and non-verbal communication skills to include honesty, integrity, and respect in their interaction, including face-to-face, virtual conferencing, email, and course discussion.

[Incivility, Bullying and Workplace Violence](#)
(American Nursing Association Position Statement
Conduct Standards-Tab E)
- F.** Adhering to all course policies as stated in individual course syllabi.

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

- i. All examinations and other non-group 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 academic misconduct. 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 or in an unauthorized manner to complete their own exam or assignment.

B. Intentional Dishonesty

- i. Obtaining an excused absence, an extension on a due date, a makeup examination, an incomplete, etc. under false pretenses is considered academic dishonesty.
- ii. It is academic dishonesty to steal, destroy, or alter another students' work.
- iii. Providing false information, withholding required information, or altering any information regarding coursework including but not limited to proctoring services is considered academic dishonesty.
- iv. Misrepresenting attendance in a course or practical experience is academic dishonesty.

C. Improper Collaboration and Collusion

- i. **Collaboration** is the act of working together on a shared project. **Collusion** is a secret agreement for fraudulent purposes.
- ii. Study groups and working together is encouraged. However, each student must complete their own work that demonstrates their own individual efforts at meeting assignment and course objectives.
- iii. Collusion is reasonably suspect when a student's work is identical or very similar to another student's work when individual variations would be expected.

D. Plagiarism

- i. Plagiarism is the most common form of academic misconduct. Plagiarism is the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work, regardless of intention. All types of work submitted by students are covered by this definition including written assignments, diagrams, and pictures.
- ii. The following rules apply:
 1. Submission of the same or substantially similar work of another person without proper acknowledgement of the source.
 2. Improper documentation of quotes, words, ideas, or paraphrased passages taken from published or unpublished sources without proper acknowledgement of the source.
 3. 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.
 4. Use of another student's work while representing it as your own.
 5. Unauthorized submission of a paper as original work in one course when credit has been received in another course.
 6. Attempts to receive credit for group work when a group member has not participated or contributed to the group project.

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.
 - i. ***This includes submitting altered, forged or counterfeit documents.***
- 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. Personal Responsibility:

Students of the Department of Nursing are expected to conduct themselves in ways that will credit upon themselves, the College of Nursing and Professional Disciplines, the University of North Dakota, and the nursing profession. As a health professions program, the Department of Nursing has the responsibility to state nursing licensing boards to attest that student's professional preparedness and character warrant their applying for licensure at the conclusion of the educational program. Nursing students must take responsibility for their own actions. Examples of lack of personal responsibility are as follows:

- i. Not showing up for a scheduled clinical interview, scheduled clinical hours, or scheduled meeting with faculty or staff.
- ii. Not meeting deadlines set forth by faculty or staff for submission of required regulatory paperwork, verification of immunizations, or background checks.
- iii. Not responding to emails or phone calls from faculty, staff or clinical agency in a timely manner (2 university business days).

F. 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
- xii. Cursing

G. 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: *Refer to the [Department of Nursing Student Handbook](#).*

Approved by Graduate Nursing Council : R **03/22/2022**