

Academic Integrity

Overview

This document contains the policies and procedures for academic integrity.

Date

Approval Date	
Implementation Date	2005
Date Revised	August 15, 2014
Target Review Date	

Policy Statement

The purpose of the Academic Integrity Policy is to have ideas and learning from the core of the Chamberlain community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements or seek to establish an unfair advantage over their fellow students. Chamberlain College of Nursing academic standards are based on the pursuit of knowledge and assume a high level of integrity in every member of the Chamberlain community. When this trust is violated, the community suffers injury and must act to ensure that its standards remain meaningful.

Definition(s)

Term	Definition
Academic Integrity hold	A hold that is placed on a student's record in Banner after an academic integrity violation has been confirmed.

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Academic Integrity, Continued

Academic Integrity Violation Prevention & Confrontation

All Chamberlain College of Nursing students have a responsibility to adhere to this Academic Integrity policy, as do all members of the Chamberlain community. The following is a list of some ways in which students can prevent and confront academic integrity violations:

#	Action
1	<p>If you observe, or have first-hand knowledge of a violation of the student academic integrity Policy, report it to one of the following:</p> <ul style="list-style-type: none">• The faculty member teaching the course• The Campus President, Online Program Dean or Designee
2	<p>Make it difficult and unacceptable for other students to cheat by:</p> <ul style="list-style-type: none">• Completing take-home, non-proctored quizzes and exams alone and in a secluded environment• Covering your work during exams• Denying others access to your computer programs• Giving discouraging glances to students trying to cheat• Keeping your computer password a secret• Refusing to share your written work with other class members unless it is required as part of a team assignment• Refusing to discuss a quiz or exam with other students until all members of the class have taken it and grades have been posted• Refusing to give away or share written assignments, homework, and term papers• Refusing to provide current and old quizzes and exams to other students without the consent of the faculty member• Reporting suspicious test-taking behavior during the quiz or exam so that it can be documented
3	<p>As a student, you can avoid violations of the academic integrity policy by:</p> <ul style="list-style-type: none">• Avoiding the temptation to cheat via communication technology – leaving your cell phone or other electronic device at home during exams• Understanding that the technology of the Internet also works for your instructor. Google™ searches and plagiarism checkers can detect plagiarism on papers and exams in a manner of minutes. Becoming familiar with the American Psychological Association (APA) method of documenting your sources. These can be found in your English class handbooks or at apastyle.org. Your librarian can also help you to find resources on citation principles.• Clarifying assignments with your instructor. Your instructor may encourage you to collaborate with classmates on assignments but expect the work you submit has been completed on your own. If you are in doubt about your instructor's requirements for an assignment, it is important to seek clarification.

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Registrar Operations Policy and Procedure
Academic Integrity

Version:	V. 1.2	August 15, 2014
Supersedes:	V. 1.1	

Academic Integrity, Continued

Violations of Academic Integrity

Violations of Academic Integrity, for the purposes of this policy, are those that permit a student to gain an unfair advantage over other students. Any purposeful deception in the preparation and/or submission of papers and assignments and completion of exams, tests or quizzes is considered cheating, and is a violation of academic integrity. The following are violations of academic integrity. This list is not all-inclusive, and instructors may establish other standards based upon the nature of the course or the setting in which the course material may be delivered or applied.

Violation	Description
Copying	<p>The act of copying is not limited by the method of conveyance. Visual, oral, printed matter (including notes), or electronic means all constitute methods by which copying can occur. Examples of copying include:</p> <ul style="list-style-type: none">• Any act of taking information from another student by any means to obtain an advantage for one's self.• Any act of conveying information to another student for the purpose of providing unfair advantage to that student.• Any act of representing another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published work, etc.

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Violations of Academic Integrity (continued)

Violation	Description
Plagiarism	<p>Plagiarism is a serious offense. Students acknowledge that by taking a course, all required papers may be subject to submission for textual similarity review to Turnitin®, for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Use of Turnitin service is subject to the Terms and Conditions of Use posted on the Turnitin site. In speaking or writing, plagiarism is the intentional or unintentional act of representing someone else's work as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own. If there is any doubt, the student should consult the instructor or adopt a "when-in-doubt-document" philosophy and reference the information source. Also, any statement made without documentation is, de facto, claimed as one's own and may subject one to charges of plagiarism. Examples of plagiarism include:</p> <ul style="list-style-type: none">• A submitted paper or other written assignment that contains word-for-word passages of others' work without proper acknowledgment.• Paraphrasing the work of others, including specific information or ideas and which is not properly acknowledged.• Two or more submitted papers, lab assignments, etc., that contain a resemblance decidedly beyond the bounds of reasonable coincidence.• A submitted paper, examination, or assignment that contains data or conclusions which, upon questioning, the student cannot explain, support, or demonstrate direct knowledge of.• Computer piracy, which includes any act of copyright infringement (protected by federal, state, or local law); the use of software which has otherwise been expressly prohibited; copying; duplicating software code; and copying of notes, specifications or technical descriptions of any software code whether copyrighted or not. <p><i>Note:</i> Turnitin is a registered trademark of iParadigms, LLC. iParadigms, LLC does not endorse, sponsor or support Chamberlain College of Nursing in any way.</p>
Collaboration	<ul style="list-style-type: none">• Any act of two or more students actively cooperating on any assignment when the instructor has not expressly permitted such activity, including: homework, papers to be completed outside of the normal classroom hours, in-class assignments, laboratory exercises or reports, and take-home examinations.• Any individual representing another student or being represented by another person for the purpose of taking an examination, authoring a paper or assignment, including homework, or fulfilling the obligation of another student in any way.

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Violations of Academic Integrity (continued)

Violation	Description
Alteration of Records	<ul style="list-style-type: none">Any act by which the signature of an instructor or any authorized agent of the instructor (including student faculty assistants) is changed or forged for purposes of misrepresenting the signature of the instructor or authorized agent.Any act that changes or alters the time or date of a submitted assignment for purposes of misrepresenting an established due date or time.Any act of altering any previously completed examination, record of an examination, or any other assignment that has been returned to the student, in an attempt to claim instructor error. This includes any attempt to gain an improved grade or additional credit for work not originally demonstrated.
Aids	<ul style="list-style-type: none">Any use of aids which have not been expressly permitted, including: calculators, notes, books, electronic recording devices, photocopied materials and files stored on a hard drive, as well as cell phones, the Internet, other electronic devices, etc.
Proprietary Material	<ul style="list-style-type: none">Any unauthorized use or distribution of proprietary materials obtained by any means, including: examinations; problem solutions; copyright or patent infringement; computer piracy; or unauthorized use of any other material regulated by federal, state, or local law.
Offering of Money or Other Incentives	<ul style="list-style-type: none">Offering money, any item, or service to a faculty member or any other person to gain academic advantage for oneself or another.Offering, giving, receiving, or soliciting any unauthorized information in exchange for anything of value.
Lying	<ul style="list-style-type: none">Lying is deliberate misrepresentation by words, actions, or deeds, of any situation or fact, in part or in whole, for purposes of enhancing one's academic standing or for the purpose of avoiding or postponing the completion of any assignment, duty, test or examination in a course, internship, clinical, practicum or cooperative education assignment or program.

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Academic Integrity, Continued

Violations of Academic Integrity (continued)

Violation	Description
Other	<ul style="list-style-type: none">• Misrepresenting the facts regarding an absence or work that has not been completed for purposes of gaining an extension of an established due date or taking a make-up examination.• Using the material of others, however obtained, for the purpose of gaining advantage or credit• Entering online discussion threads under false pretenses• Using any work previously submitted for credit• Stealing, as theft of grade books, from faculty offices or elsewhere• Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test that has not yet been administered• Knowingly using the contents of a test that has been administered• Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.• Inappropriately accessing, or attempting to access, students' academic records.

Procedure

Any member of the Chamberlain community may report a violation of the Academic Integrity Policy. The violation should be reported at the time the violation is observed or immediately after the observation. If a violation is suspected, observed or reported, the chief academic officer (CAO) at the location will discuss the incident with the student in question. The student will be granted the opportunity to deny the allegation and provide details of the incident or admit to the incident. If the student is able to present satisfactory evidence to the CAO, the allegation may be dismissed at that time. If the student admits to the allegation, or cannot discredit the allegation, the CAO will convene the Professional Review Committee. The Professional Review Committee will investigate the allegation, evaluate the relevant facts and make a determination as to whether the academic integrity policy was violated. If the student is found in violation, the chief academic officer will impose appropriate sanctions.

Any prior violation of the Academic Integrity Policy will be taken into consideration when determining appropriate sanctions. Depending on the severity of the violation, the discretionary sanctions may be imposed if deemed appropriate by the chief academic officer.

If the student does not agree with the decision or the sanctions imposed, the student may appeal to the campus president (pre-licensure) or the senior director of online operations (post licensure). In the event that the campus president or the senior director of online operations was also the chief academic officer, the point of appeal would be that person's supervisor. This decision will be final.

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Sanctions

The sanctions listed below may be imposed upon any student found to have violated the Academic Integrity Policy. The listing of the sanctions should not be construed as to imply that students are entitled to progressive discipline. The sanctions may be used in any order and/or combination that the College deems appropriate for the conduct in question

- Student receives zero credit for the entire paper, exam, quiz, homework, lab, etc., in which the incident of academic dishonesty occurred. No partial credit shall be given.
- Where the incident involves a graded assignment that would be one the student could request to be “dropped” for grading purposes, the student may not exercise that option.
- Where the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual’s grade for the course will be based on inclusion of the zero for the voided assignment.
- Student receives a failing grade for the course, lab, etc., in which the second offense occurs. Withdrawal from the course will not alter the failing grade.
- Suspended for up to three semesters.
- Permanent expulsion from Chamberlain College of Nursing.
- Permanent expulsion – Student is permanently expelled from Chamberlain College of Nursing.

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Procedure & Areas of Responsibility - DocuSign

The table below defines the procedures and colleagues involved in completing the DocuSign Academic Integrity Violation form.

Colleague	Procedure
Chief Academic Officer	• Initiates the Academic Integrity Violation form via DocuSign
Student	• Provides student response on the form and signs
CAS Manager	• Receives form to initial
DeVry Online Services	• Receives Salesforce case generated by completed DocuSign form • Enters the Academic Integrity hold in Banner on the SOAHOLD form

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Academic Integrity, Continued

DocuSign Form: CAO

The Academic Integrity Violation DocuSign form will prompt the Chief Academic Officer to complete the following fields:

- Course #
- CRN
- Violation Date
- Incident Description
- Supporting Documents
- Signature

DocuSign Envelope ID: 64D1DE45-22EA-4144-9A82-F99B112EC06C

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
1301 2nd Ave, Suite 2000 • Seattle • Washington 98101 • (206) 219-0200
www.docuSign.com

 National Management Offices | 3005 Highland Parkway, Downers Grove, IL 60515 | 888.556.8226 | chamberlain.edu

ACADEMIC INTEGRITY VIOLATION

Chief Academic Officer: Complete sections A, B, and C.

Section A – Student Information

Student Name: Roshan Student ID (D#): D403

Course #: CRN:

Location: Chamberlain/ IL Tinley Park Violation Date:

Section B – Incident

In the space below, please describe the academic integrity violation incident.

Section C – Supporting Documents

Are there supporting documents? ☒ Yes ☐ No

In the space below, please list the supporting documents attached (if any):

Instructor Signature:  Date: 7/16/2014

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DocuSign Cases & Views

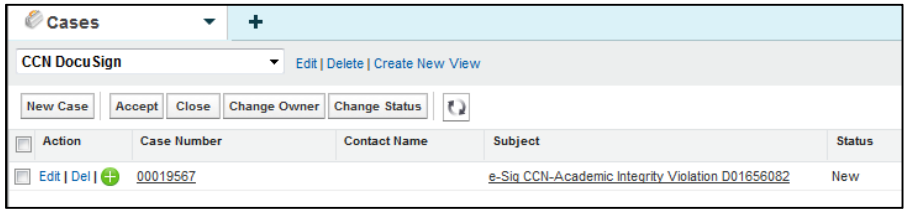
DeVry Online Services will receive Salesforce cases when an Academic Integrity Violation form is completed via DocuSign. The cases will route to the CCN Registrar department. Below are the steps for the DOS team to set up a CCN DocuSign view in Salesforce for this form.

Step	Action																											
1	<p>Click Create New View.</p> <div><div>Cases</div><div>+</div><div>DocuSign</div><div>Edit Delete Create New View</div></div>																											
2	<p>Enter the View Name as CCN DocuSign.</p> <div><div>Step 1. Enter View Name</div><div>View Name: CCN DocuSign</div></div>																											
3	<p>Choose to filter by Queue and choose the CCN Registrar queue.</p> <div><div>Step 2. Specify Filter Criteria</div><div>Filter By Owner:</div><div><div><input type="radio"/> All Cases</div><div><input type="radio"/> My Cases</div><div><input checked="" type="radio"/> Queue CCN Registrar</div><div><input type="radio"/> My Case Teams</div></div></div>																											
4	<p>Enter the following additional fields to filter by:</p> <table><thead><tr><th>Field</th><th>Operator</th><th>Value</th></tr></thead><tbody><tr><td>Closed</td><td>equals</td><td>False</td></tr><tr><td>Subject</td><td>contains</td><td>eSig CCN-Academic Integrity</td></tr></tbody></table> <div><div>Filter By Additional Fields (Optional):</div><table><thead><tr><th>Field</th><th>Operator</th><th>Value</th></tr></thead><tbody><tr><td>Closed</td><td>equals</td><td>False</td></tr><tr><td>Request Detail</td><td>equals</td><td>eSig CCN-Academic Int</td></tr><tr><td>--None--</td><td>--None--</td><td></td></tr><tr><td>--None--</td><td>--None--</td><td></td></tr><tr><td>--None--</td><td>--None--</td><td></td></tr></tbody></table></div>	Field	Operator	Value	Closed	equals	False	Subject	contains	eSig CCN-Academic Integrity	Field	Operator	Value	Closed	equals	False	Request Detail	equals	eSig CCN-Academic Int	--None--	--None--		--None--	--None--		--None--	--None--	
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Closed	equals	False																										
Subject	contains	eSig CCN-Academic Integrity																										
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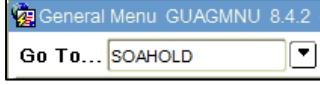
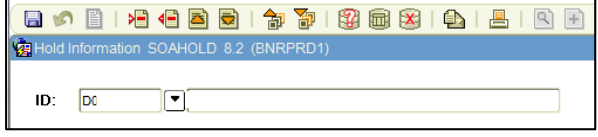
Academic Integrity, Continued

DocuSign Cases & Views (continued)

Step	Action
5	<p>Click Save. The created view will now show all open DocuSign cases that contain CCN-Academic Integrity Violation in the Subject line.</p> 

Entering an Academic Integrity Hold in Banner

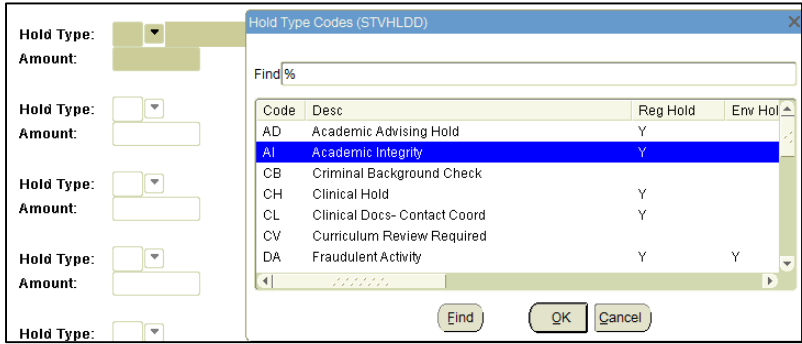
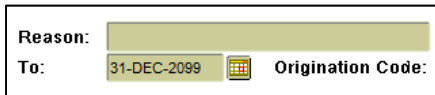
The table below defines the steps to enter an academic integrity hold in Banner.

Step	Action
1	Log into Banner.
2	<p>Access the Hold Information form by typing the form name, SOAHOLD, in the entry field of the Banner General Menu and press enter.</p> 
3	<p>Enter the student's DSI# and click Next Block.</p> 

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Academic Integrity, Continued

Entering an Academic Integrity Hold in Banner (continued)

Step	Action
4	<p>Choose the dropdown arrow next to a blank Hold Type line, select the Academic Integrity hold type, and click OK.</p> 
5	<p>Do <i>not</i> enter any text in the Reason field. Text entered here is visible to the student on Self Service Banner.</p> 
6	Click Save.

Related Policies None

Support Contact

For questions or support on this policy, please e-mail academic support at chamberlainregistrar@devrygroup.com.

Support Resources

Resource	Description
Form	Academic Integrity Violation

Approval(s)

Councils or committees reviewing or approving procedure:

Council or Committee	Review Date
<input type="checkbox"/> UGCC	
<input type="checkbox"/> College Assessment Committee	
<input type="checkbox"/> Academic Standards Committee	
<input type="checkbox"/> Academic Steering Council	
<input type="checkbox"/> GCC	

