Effective Date: January 2015

Department of Origin: Prelicensure Online Educational Team

Purpose: The purpose of this document is to provide direction for instructors on appropriate steps to take with a potential academic integrity violation of an online student in the Prelicensure Department.

Procedure Details:

When Faculty Suspects a Possible Academic Integrity Violation:

1. Contact their faculty manager to discuss the possible violation, communicate to student concern for violation and place a '0' zero in the grade book pending outcome of investigation of the incident.

Student Communication Possible Violation:

Dear ____,

In reading your [Assignment, Discussion Thread, Content Question or Evolving Case Study] for Week ___ , I became concerned the work submitted was not your original work. Upon submission of the information to Turnitin, there was a similarity index of _____% reported. This means that a high percentage of your post used the exact wording from an outside source. As stated in the plagiarism announcement in the course and in the course policies, using another's work as your own such as copying and pasting information from an outside source is not allowed even if the source of the information is cited. Use of another's work is considered plagiarism. This possible violation constitutes a zero grade to be placed in the gradebook as a placeholder for this assignment and further investigation on this occurrence will be reviewed. Future violations can result in course failure or dismissal from the nursing program. I am obligated by my contract to report this to my Faculty Manager.

Please be sure to paraphrase and **_use your own words_** when you bring information into the discussions from outside sources. It is recommended you summarize and analyze what you are learning from articles and websites in your own words rather than simply copying and pasting or retyping the information.

Please reply to this email as a confirmation that you have read and received this important warning and let me know two different days and times where we may connect and discuss this incident further.

Sincerely,

[*Faculty Name*]

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2. Faculty will discuss on the phone with student concerns about potential violation. If faculty has concern for one-on-one dialogue with the student to reach out to Faculty Manager to participate in a conference call as needed.

3. When speaking with the student, the point of the conversation is to gather information as to whether or not a possible violation of academic integrity has occurred.

4. Ask the student the following open-ended question, "How did you go about researching and preparing to complete your [assignment, threaded discussion post, paper]?"

5. Faculty will take notes as of the student's explanation. Summarize conversation in an email to student and provide decision/recommendation to Faculty Manager for review. Include any documents to support the potential violation such as original assignment, copied assignment from other student, TII originality report, etc. Student will be notified in the email if they want to appeal the faculty decision they need to appeal directly to the Faculty Manager.

Student Decision Notification:

> Dear ____,
> The below is a summary of information based on review of the documentation submitted and follow up call with myself.
>
> Outline of Conversation (Faculty will provide an outline of the conversation on the phone with student.)
>
> The decision/recommendation is in support of the academic integrity violation. The violation constitutes a zero grade to be placed in the gradebook for this assignment. Future violations can result in course failure or dismissal from the nursing program. I am obligated by my contract to report this to my Faculty Manager.
>
> It is your right as a student to appeal this decision through the proper chain of communication. The Faculty Manager is the next you would directly reach out to if you choose to appeal further. Please contact the Faculty Manager directly at (insert FM Name and email address).
>
> Please reply to this email as a confirmation that you have read and received this information.
>
> Sincerely,
> [*Faculty Name*]

6. Faculty Manager will assess the student's explanation based on the summary provided by the faculty: if he/she appears to have not understood proper citing of sources or the reporting of bibliographical references, use this as a "teaching opportunity." Explain what constitutes proper citing and referencing techniques to the student. Provide resources (APA tutorial/tutoring) to the student.

7. If this is proven to be a teaching opportunity, the faculty will e-mail a synopsis of the event to the student, Faculty Manager and complete a Salesforce Case for documentation purposes only and to identify trends a student could demonstrate over several courses.

8. Faculty will send an explanation of the possible violation, what caused suspicion, the steps already taken with the student, and a copy of the class work in question, including TII Similarity Index report. The faculty manager will coordinate this step of the process after consultation and/or direction with campus leadership.

9. Self-Plagiarism: Per the current APA manual, Self-plagiarism is not acceptable. In the event a student has taken a course previously and been unsuccessful, they are not able to resubmit the same paper. If there were excellent parts of the paper they wish to reuse, encourage them to quote those areas and use their own name in the reference page.
   a. Cases of self-plagiarism will result in a 20% automatic deduction in the original assignment grade earned and a strong reminder that work previously submitted cannot be reused.
   b. Example of Calculation: 100 points for assignment – 20% deduction = 80 possible points to be earned. 20% should be taken off at the front end of grading.

10. The Faculty Manager will communicate the event to the Dean of Academic Affairs, and/or designee as appropriate at the campus. Prelicensure Dean will be copied on the e-mail. All sanctions will be handed down at the campus level and communicated back to the online Faculty Manager who will complete a Salesforce Case for documentation purposes only.

References:

CCN Faculty Handbook Policies
CCN General Student Handbook
Self-Plagiarism White Paper, (2013) Retrieved from website: http://www.ithenticate.com/Portals/92785/media/ith-selfplagiarism- whitepaper.pdf
American Psychological Association, *APA manual, 6th ed.*