



Procedure Number: S-821

Effective Date: 6/22/2015

Department of Origin: Post Licensure Operations Team,

Procedure Approved By: Online Operations Team

Purpose:

The student handbook provides a comprehensive definition of Chamberlain's standards for academic integrity. Courses include a tutorial on plagiarism. Faculty members are responsible for enforcing the academic integrity policy of Chamberlain College of Nursing. Plagiarism in a paper, learning activities, or threaded discussions is unacceptable and any form of suspected or actual plagiarism must be reported immediately to the faculty manager and dean. This SOP provides a systematic approach to determining the steps needed to address different instances of plagiarism.

Areas of Responsibility:

Online Faculty

Faculty Managers

Online Program Deans

Program Directors

Professional Review Committee



Procedure Details:

Category of Offense (See NOTE1 below)	Examples	Identification & Review Progression	Recommendation	Documentation
1	*Paraphrase of other's material without citation *Self-plagiarism *Direct quotation, properly cited without quotation marks	*Identified by faculty *Student advised via email or Gradebook comment * Faculty sends documentation (see NOTE2 below) to Faculty Manager (FM) for information and Academic Leader (AL) for action; *AL checks <i>Ethics Point</i> for prior cases * AL determines action(s) and notifies involved persons * AL sends documentation to Program Director (PD) who creates and concludes case in <i>Ethics Point</i>	<u>Minimum:</u> Student rewrites assignment with 30% late penalty <u>Maximum:</u> Zero on assignment <u>Optional:</u> Other stipulations as indicated or recommended	*Reprimand *Documentation posted to <i>Ethics Point</i>
2	*Use of thesaurus to change authors' words, with or without citation *Padding reference list – fabricated or not utilized *Sharing work with other students by any means *Completing group work on an individual assignment	*Identified by faculty *Student notified via email or Gradebook comment *Instructor & student discuss situation (email or phone) <u>Student Admits:</u> <ul style="list-style-type: none"> Instructor sends documentation to FM for information and AL for action AL checks <i>Ethics Point</i> for prior cases AL determines action(s) and notifies involved persons AL sends documentation to PD who creates and concludes case in <i>Ethics Point</i> <u>Student Refutes:</u> <ul style="list-style-type: none"> Instructor sends documentation to FM for information and AL for action AL checks <i>Ethics Point</i> for prior cases AL sends documentation to PD, who creates a case in <i>Ethics Point</i> AL sends <i>Ethics Point</i> task to Chair, PRC 	<u>Minimum:</u> zero on assignment <u>Maximum:</u> course failure <u>Optional:</u> other stipulations as indicated or recommended	*Letter of censure *Documentation posted to <i>Ethics Point</i>



Post Licensure Operations Department
Managing Academic Integrity Concerns in MSN & DNP Programs

Audit and Communications - No. 421

		<ul style="list-style-type: none"> • PRC sends to AL the judgment on AI violation and suggested actions • AL makes final decisions on violation and actions and notifies involved persons. • AL updates <i>Ethics Point</i> when case concludes. 		
3	<p>*Unauthorized access to any exam materials</p> <p>*Unidentified direct quotation of other's materials without citation</p> <p>*Significant portion of assignment ($\geq 24\%$ similarity after elimination of all percentages below 4%) unattributed / no citation (cut & paste)</p>	<p>*Identified by faculty</p> <p>*Student informed via email or Gradebook comment</p> <p>*Instructor & student discuss issue (email or phone)</p> <p><u>Student Admits:</u></p> <ul style="list-style-type: none"> • Instructor sends documentation to FM for information and AL for action • AL checks <i>Ethics Point</i> for prior cases • AL determines action(s) and notifies involved persons • AL sends documentation to PD who creates and concludes case in <i>Ethics Point</i> <p><u>Student Refutes:</u></p> <ul style="list-style-type: none"> • Instructor sends documentation to FM for information and AL for action. • AL checks <i>Ethics Point</i> for prior cases • AL sends documentation to PD, who creates a case in <i>Ethics Point</i> • AL sends <i>Ethics Point</i> task to Chair, PRC • PRC sends to AL the judgment on AI violation and suggested actions • AL makes final decisions on violation and actions and notifies involved persons. • AL updates <i>Ethics Point</i> when case concludes 	<p><u>Minimum:</u> zero on assignment</p> <p><u>Maximum:</u> course failure</p> <p><u>Optional:</u> other stipulations as indicated or recommended</p>	<p>*Letter of censure</p> <p>*Documentation posted in <i>Ethics Point</i></p>
4	<p>*Use of another student's work regardless of the source</p> <p>*Falsification of records / lying</p> <p>*Taking an exam for another student OR having another student take an exam for a student</p>	<p>*Identified by faculty</p> <p>*Student informed via email or Gradebook comment</p> <p>*Instructor & student discuss issue (email or phone)</p> <p><u>Student Admits:</u></p> <ul style="list-style-type: none"> • Instructor sends documentation to FM for 	<p><u>Minimum:</u> course failure</p> <p><u>Maximum:</u> suspension/ expulsion</p> <p><u>Optional:</u> other stipulations as indicated or recommended</p>	<p>*Letter of censure</p> <p>*Documentation posted to <i>Ethics Point</i></p>



	<p>*Solicitation of others to complete assignments</p> <p>*Fabrication of research, project, or other results</p> <p>*Destruction /theft of academic material</p> <p>*Acts that interfere with academic progression of other students</p> <p>*Identification of multiple instances of violation during the same course</p>	<p>information and AL for action</p> <ul style="list-style-type: none"> • AL checks <i>Ethics Point</i> for prior cases • AL determines action(s) and notifies involved persons • AL sends documentation to PD who creates and concludes case in <i>Ethics Point</i> <p><u>Student Refutes:</u></p> <ul style="list-style-type: none"> • Instructor sends documentation to FM for information and AL for action. • AL checks <i>Ethics Point</i> for prior cases • AL sends documentation to PD, who creates a case in <i>Ethics Point</i> • AL sends <i>Ethics Point</i> task to Chair, PRC • PRC sends to AL the judgment on AI violation and suggested actions • AL makes final decisions on violation and actions and notifies involved persons. • AL updates <i>Ethics Point</i> when case concludes 		
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NOTE 1: Second and all subsequent offenses:

Repeat offenses for the same or different violations of academic integrity automatically move the next category of offense. For example, a student with a first offense that is in category 1, even if another category 1 offense is committed, the action moves to category 2 and so forth.

Optional recommendations may include but are not limited to: reading of materials and writing a paper; completion of educationally supportive tutorials

NOTE 2:

In all categories, documentation means a completed Academic Integrity Violation form and supporting evidence, such as emails and Turnitin reports.



Revision History Table

Date	Description	Author
6-22-2015	Posted to Sharepoint Policies & Procedures	J. Matkovich

PROCEDURE