

St. Joseph School of Nursing  
Nashua, New Hampshire

**Academic Dishonesty/Plagiarism Policy**

**Purpose:**

To maintain and ensure academic integrity and to promote fairness among students.

Academic dishonesty includes: seeking information by phone, internet, book, notes or other sources or attempting to obtain information from another student or giving information to another student during a test or during other graded individual assignments, or taking or sharing photos of tests; using the ideas or writings of another person, but making them appear to be one's own ideas. Violation of copyright laws may result in civil or criminal liability.

**Policy:**

Academic dishonesty on graded assignments, such as tests, papers, or other projects, will result in serious disciplinary consequences including a failing grade on the assignment, failure in the course, and/or dismissal from the school.

Students who cheat on tests will be dismissed from the classroom and receive a zero on the test and may be dismissed from the school.

Plagiarism is cheating. Some examples of this include:

- a) Copying all or part of a paper from a book, web site, magazine, other student papers, or other source without putting the quoted material in quotation marks and citing the source in the student's paper
- b) Paraphrasing: (restating in one's own words) someone else's original ideas without acknowledging the other person as the source
- c) Creating false clinical, laboratory, research, and/or observational data.

Students must cite sources used in their papers using the American Psychological Association (APA) format.

Students who have any questions about whether their work might constitute plagiarism should review it with the instructor before submitting it for a grade.

**Procedure:**

1. If an instructor suspects that a student has plagiarized an assignment or has been academically dishonest:
  - a) In cases where the student has not cited sources properly or has not used quotation marks, the instructor shall immediately inform the student and discuss the assignment and circumstances with the student. The instructor will also inform the Dean or Associate Deans of the incident and any actions taken.
  - b) In cases where the student has copied large sections or an entire paper from another source or from another student, the instructor shall notify the Dean and Associate Deans who will arrange a meeting with the student to discuss the circumstances and what the consequences shall be.
2. If an instructor suspects or has been made aware that a student(s) has cheated on a test or quiz or has falsified data:
  - a) The instructor will investigate and speak with the student(s)
  - b) The instructor will bring the results of the investigation to the Dean and Associate Deans.
3. The instructor and/or Dean and Associate Deans may:
  - a) Decide that no further action is necessary and consider the incident resolved OR
  - b) Require that the student resubmit the assignment OR
  - c) Give the student a failing grade for the assignment OR
  - d) Give the student a failing grade for the course.
  - e) The Dean and/or Associate Deans have the right to dismiss the student from the program upon review of the incident.
  - f) The student may request an administrative review and may request a faculty member to participate who is not familiar with the case to serve as an impartial reviewer. The student must submit the request for review within two business days of receiving notice of an action and may provide additional information to be considered during the review in the written request. The review will be held within three business days of receiving the request. The review panel will consist of the Dean and Associate Deans and a faculty member if the student requests. The decision at the end of the administrative review is final.
4. Except in the circumstance of 3.a. no further action is taken and the incident is considered resolved. If the student remains in the program, they will be placed on probation for the remainder of their tenure.
5. The incident will be documented and placed in the student's file and the student's advisor will be notified.