

# Ross and Carol Nese College of Nursing

## Academic Integrity Procedures

The Ross and Carol Nese College of Nursing (Nese CON) Academic Integrity Procedures outlined below are based on and adhere to the University 49-20 Academic Integrity Policy and section G-9 of the University's Academic Integrity Academic Administrative Policies and Procedures Manual (APPM). The procedures also align with the Academic Integrity System website at <https://ai.la.psu.edu>. This website allows the initial documentation process to be online while still accommodating potential hearings and meetings with the student.

Academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner and a basic guiding principle for all academic activity at The Pennsylvania State University. All members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Student Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment by all members of the University community not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. The Academic Integrity Policy should be adhered to for all credit-bearing courses including study abroad programs, and internships, and those offered by Continuing Education and Cooperative Education, as well as courses offered through World Campus.

To protect the rights and maintain the trust of honest students and support appropriate behavior, faculty and administrators should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of dishonesty in all assignments. At the beginning of each course, it is the responsibility of the faculty to provide students with a statement clarifying the application of university academic integrity policies to that course. Faculty are encouraged to discuss candidly with students the issue of academic integrity in the context of promoting learning to further clarify their expectations.

### **Nese CON Syllabi Statement on Academic Integrity**

The following is the official syllabi academic integrity statement on all nursing syllabi.

According to Penn State policy G-9: Academic Integrity, an academic integrity violation is "an intentional, unintentional, or attempted violation of course or assessment policies to gain an academic advantage or to advantage or disadvantage another student academically." Unless your instructor tells you otherwise, you must complete all coursework entirely on your own, using only sources your instructor has permitted. You may not assist other students with papers, quizzes, exams, or other assessments. If your instructor allows you to use ideas, images, or word phrases created by another person (e.g., from Course Hero or Chegg) or by generative technology, such as ChatGPT, you must identify their source and specific queries, words, question, or phrases utilized.

You may not submit false or fabricated information, use the same academic work for credit in multiple courses, or share instructional content. Students with questions about academic integrity should ask their instructor before submitting work.

Students facing allegations of academic misconduct may not drop/withdraw from the affected course unless they are cleared of wrongdoing (see [G-9: Academic Integrity](#)). Attempted drops will be prevented or reversed, and students will be expected to complete coursework and meet course deadlines. Students who are found responsible for academic integrity violations face academic outcomes, which

can be severe, and put themselves in jeopardy for other outcomes, which may include ineligibility for Dean's List, pass/fail elections, and grade forgiveness. Students may also face the consequences from the Ross and Carol Nese College of Nursing and/or The Schreyer Honors College.

### **Nese CON Academic Integrity Committee**

The Dean shall appoint the Nese CON Academic Integrity (AI) committee made up of faculty, students, and an Academic Administrator, with faculty being the majority. This committee shall

1. Promote expectations for academic integrity consistent with the definition in policy.
2. Ensure fairness and consistency in processes and outcomes. To ensure University-wide consistency, the Nese CON AI Committee will work with the Office of Student Accountability and Conflict Response (OSACR) to follow these procedures for handling and sanctioning dishonesty infractions.
3. Review and settle all contested cases in which academic sanctions are applied. If necessary, further disciplinary action will be taken by the OSACR
4. Report all cases of academic dishonesty to the OSACR

The Nese CON AI committee will be composed of members who meet the following minimum requirements:

- Three full-time faculty appointed by the Dean.
- One of the above three full-time faculty will serve as chair, as appointed by the Dean, for a minimum two-year term. It is recommended when possible that the chair be promoted above first rank.
- Two students, one undergraduate and one graduate, in degree status, appointed by the Dean.
- The Dean has designated Steven Koths, Financial Officer and Director of Administration, as the Academic Integrity (AI) Administrator who is a non-voting member and provides administrative support. If Mr. Koths is unavailable, Tana McGhee-Wegner, Assistant Financial Officer, will serve as the AI Administrator.

The minimum acceptable number of voting committee members to review or hear a case is three. In all cases, faculty must comprise the membership majority, although not to the exclusion of student representation. If the chair of the committee is the faculty alleging the violation, they must recuse themselves. The Dean will assign another faculty to the committee to serve for that case and appoint a faculty chair for that case. If the faculty alleging the violation is on the committee, they must recuse themselves. The Dean will assign another faculty to the committee to serve for that case. The Administrative Appointee will work with the students chosen for the committee to vet conflicts of interest.

This committee will review and settle all contested cases of alleged academic integrity violations in which academic sanctions are recommended and will be the final level of review for academic sanctions. The AI Administrator is responsible for ensuring that the Nese CON Academic Integrity Procedure is followed. If either the student or the faculty involved in the instance of alleged academic misconduct thinks that there has been a procedural problem, then they should bring that concern to the AI Administrator.

### **Process**

**When an academic integrity violation is suspected**, the faculty will notify the student either in person, via video conferencing (Zoom/Teams), or via email of the suspected violation and discuss, either in person or via video conferencing (Zoom/Teams), the suspected violation and the sanction(s) they are considering. It is highly recommended that the faculty discusses the alleged violation with the student and follow up the discussion with an email summarizing the discussion. The faculty will consider the

confidential nature of the information and the goal of maintaining an environment that supports teaching and learning. The faculty will reinforce the importance of the student continuing to attend and engage in the class as the resulting sanction(s) may be different than the proposed sanction(s).

Guidelines on choosing an appropriate sanction(s) can be found at [Sanctioning Guidelines for AI Violations and Explanations for Disciplinary Sanctions](#). Developmental sanctions should be considered so that students can learn from the process (including re-doing an assignment with decreased point potential, re-doing an assignment with same point potential, reflection statement on the allegation, academic integrity workshop/training, etc.). If the allegation is not the first allegation in the same course with the same faculty in one semester, the faculty may take this into account when considering a sanction(s).

Normally, it is preferable to pursue academic sanctions with the Nese CON, relying on the assignment of grades and course or program-related sanctions to support the learning process, rather than requesting additional University-level disciplinary sanctions. However, where integrity violations are considered extreme, the faculty may also opt to pursue a disciplinary action in conjunction with both the Nese CON AI Committee and the OSACR. In situations where a disciplinary sanction(s) is requested and referred to the OSACR, the application of academic sanctions will be carried out by the Nese CON, while the application of disciplinary sanctions will be carried out by the OSACR, in consultation with the Nese CON AI Committee.

At the request of either the faculty or the student, a discussion between the faculty and the student will occur with the Nese CON AI Administrator. Any discussion between the faculty and student (whether requested by the student or the faculty) should take place within five (5) business days of the initial outreach to the student by the faculty.

The student will have access to the evidence and the opportunity to explain their behavior during the discussion.

- **If after discussion with the student, the faculty is convinced there is no violation**, the process will end.
- **If after the discussion with the student, the faculty still believes that an academic integrity violation has occurred**, the faculty has five (5) business days from the meeting or the initial notification (whichever date is more recent) to enter the allegation online (see instructions below). **If the student chooses not to discuss the allegation**, the faculty has five (5) business days from the initial notification to submit the allegation online (see instructions below).

### Submitting an Allegation Online

**When the faculty has discussed the allegation with the student and still believes a violation has occurred, the faculty should go to <https://ai.la.psu.edu> and submit the allegation.**

1. Click on Report an "Academic Integrity Violation Electronically."
2. Click on "Open New Claim."
3. The site will remind you to have the initial conversation with the student. If you have, click on "Continue."
4. Use the drop-down menu to select if the allegation is course related or not.
5. If the allegation is course related, you will be prompted for the name of the course and number, semester, and campus.
6. After clicking "Continue," choose "College of Nursing" as the unit.
7. Confirm your contact information.
8. Click on the box to confirm you are the faculty.

9. Enter the student user id (zzz123).
10. Confirm the student information is correct.
11. Type in allegation details.
12. To learn about various sanctions, click on any of the sanctions below and a pop-up box will appear explaining that sanction.
13. Type in the sanction(s) you are recommending.
14. Choose yes or no for if you are recommending a disciplinary sanction(s). If yes, enter the disciplinary sanction(s) you are recommending. For more information on disciplinary sanctions, see Section X at <https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/code-conduct>.
15. Upload all supporting documents as appropriate (any evidence of the violation or supporting documents to help reviewers understand the allegation). Uploading the course syllabus may be helpful. All uploaded documents will be shared with the student.
16. Review the page and click on "Sign and Submit."
17. Agree electronically that the information submitted is true, accurate and complete.

At any point, faculty can go to their "Educator Home Page" and see each open claim and its status .

Once the allegation has been submitted online, the student will be notified via e-mail and will have five (5) business days to accept or contest the allegation and accept or contest the sanction(s) and upload any documents they feel are pertinent.

When the student responds, the faculty, student, and AI Administrator will be notified of the student's response. The faculty then has five (5) business days to further respond and/or submit additional documentation if the student contests the allegation and/or sanction(s).

### **Holds**

Once an allegation has been entered online, the campus registrar will be notified to place a hold in LionPATH so that the student will not be able to drop the course during the review process. Any drop or withdrawal from the course during this time will be reversed. A student who has received an academic sanction(s) because of a violation of academic integrity may not drop or withdraw from the course at any time. These drop actions include regular drop, late drop, withdrawal, retroactive late drop and retroactive withdrawal.

The hold will remain if a sanction(s) is applied and removed if a sanction(s) is not applied. The faculty should assign a no grade (NG) to students charged with an integrity violation if grades are due before disputed cases are heard and resolved.

In the case of a student who has dropped or withdrawn from a course before notification of an alleged academic integrity violation, the review process can still go forward, if appropriate. In such a case, the faculty should proceed with the Academic Integrity Procedure and enter the allegation online.

### **Previous Sanctions**

Once an allegation has been entered online, an automated notification will be sent to the AI Administrator to notify them of any previous sanctions.

### **Withdraw of an Allegation**

Faculty may withdraw an allegation at any time. To withdraw an allegation the faculty should reach out to the AI Administrator who will withdraw the claim online and notify the student and faculty that it has been withdrawn. This action will trigger an automated email notifying the campus registrar to remove any holds.

## **No Contest or Acceptance of the Allegation/Sanction(s)**

**A student's failure to accept or contest the allegation and sanction(s) online by the specified deadline** will be construed as not contesting the allegation. The AI Administrator will frequently monitor open allegations to see if any students have missed their deadline. The AI Administrator may, through the online system, remind the student of the deadline and even extend the deadline, but they may also treat the lack of a response as no contestation.

**If the student accepts responsibility for the violation and the proposed academic sanction(s) or the student does not contest the allegation**, the AI Administrator reviews any records of academic integrity violations, as provided by the OSACR.

- **If a prior recorded violation is discovered**, a new academic sanction(s) may be considered by the Nese CON AI Committee or the AI Administrator in consultation with the faculty. Information concerning prior academic misconduct may not be used as a basis for judging a student's guilt, but the information may be used as a basis for imposing additional academic sanctions.
- **If the academic sanction(s) is changed**, a new allegation must be submitted online, so the student has the opportunity to accept or contest the new sanction(s).
  - If the student accepts the new academic sanction(s), the case will be closed by the AI Administrator. *See How To Close A Case* instructions below. The AI Administrator must communicate the outcome to the faculty and notify the student that the faculty has been advised to apply the sanction(s) they accepted, and that the case has been closed.
  - If the new sanction(s) is contested, the process begins again.
- **If the original sanction(s), despite prior academic integrity violations, is to remain**, the case will be closed by the AI Administrator. *See How To Close A Case* instructions below. The AI Administrator must communicate the outcome to the faculty and notify the student that the faculty has been advised to apply the sanction(s) they accepted, and that the case has been closed.

**If there are no previous sanctions**, the case will be closed by the AI Administrator. *See How To Close A Case* instructions below. The AI Administrator must communicate the outcome to the faculty and notify the student that the faculty has been advised to apply the sanction(s) they accepted, and that the case has been closed.

**If disciplinary sanction(s) are added**, the AI Administrator will:

- 1) Notify the faculty to implement the academic sanction(s)
- 2) Notify the student that:
  - a) The faculty has been advised to apply the academic sanction(s);
  - b) The disciplinary sanction(s) has been recommended; and
  - c) Decisions about disciplinary sanctions are up to the OSACR, which will contact the student to discuss the situation.

The AI Administrator will send the recommended disciplinary sanction(s) to the OSACR along with the academic integrity case information and other relevant documentation. *See How To Close A Case* instructions below for sending those documents to the OSACR. The OSACR will meet with the student to review the recommended disciplinary sanction(s) and will discuss the precedent guidelines in determining the appropriate disciplinary sanction(s) to assign. As appropriate, the OSACR will seek additional information from the AI Administrator and, possibly, the chair of the Nese CON AI Committee.

Upon final disposition of the case, the OSACR will communicate the outcome to the Nese CON AI Committee Chair and/or the AI Administrator.

### **Contest of the Allegation/Sanction(s)**

**If the student contests the allegation and/or sanction(s), the system prompts the faculty** for a response to the contestation. The faculty then may, within five (5) business days, enter a response and/or further information. The student will then be automatically notified of the additional response/documents entered by the faculty. The student has five (5) business days to respond and offer any further information given the faculty's response and any further information provided.

- **If the student then accepts the allegation and sanction(s)**, the AI Administrator will close the case. *See How To Close A Case* instructions below.
- **If the student again contests the allegation and/or sanction(s)**, the Nese CON AI Committee will conduct a review of the submitted records. A hearing may be scheduled by the Nese CON AI Committee chair if needed.
  - Prior to the review, the student will be asked by the AI Administrator if they feel that any member of the committee may be biased to hinder impartiality. If yes, the committee member will be excused. Merely knowing the committee member, having been in class with them, or having earned a poor grade from them is not considered, in itself, reason for excluding any committee member.
  - The review will occur as soon as practical, but not later than fifteen (15) business days after submission of the academic integrity allegation. The AI Administrator should be aware of timeline implications of the process so that the student can still move forward with their scheduling for the next semester.

### **Paper Review Protocol**

The majority of allegations will be completed by paper review. Neither the student nor the faculty member will be present during the paper review meeting.

The Nese CON AI Committee chair directs the paper review through a committee meeting and ensures procedures are followed, questioning is objective, evidence is relevant, procedures are enforced, time limits are reasonable and perpetual confidentiality emphasized. The AI Administrator may make inquiries to the faculty or student when appropriate.

If the meeting is held remotely, it must be held via video conferencing (Zoom/Teams) in a secure meeting room with participants admitted by the Chair. No recording will be allowed for anyone attending any part of the review.

### **Hearing Review Protocol**

If the committee determines a hearing is warranted, the Nese CON AI Committee chair will provide a written notice of the hearing date and time to the faculty member, student, and committee members. The student and faculty member may attend all meetings of the hearing except the meeting when the committee renders its decision.

If the student and/or faculty do not appear for the hearing review, the review will proceed with the hearing and make a final decision based on the materials submitted.

Students may not request a group hearing even when the allegation involves more than one student.

The Nese CON AI Committee Chair directs the review and/or hearing, ensures procedures are followed, and ensures questioning is objective, evidence is relevant, procedures and policy are enforced, time limits are reasonable, and perpetual confidentiality emphasized.

If the hearing is held remotely, it must be held via video conferencing (Zoom/Teams) in a secure meeting room with all cameras on, always. A secure meeting room entails that all participants must be admitted by the Chair. No recording will be allowed for anyone attending any part of the hearing. Only the student may choose to not use their camera or to call into the video conferencing hearing.

If a hearing is held, the student has a right to the presence of a Student Conduct Advisor. An advisor is any person selected by the student to assist and accompany them at any point throughout the academic integrity violation allegation process. The advisor, upon the student's request, may (1) accompany the student in the hearing, (2) advise the student in their preparation on presentation of sharing information, and (3) advise the student in preparation of any further actions.

The student, faculty, and committee members may request witnesses to provide testimony relevant to the allegation at the hearing. A witness is an individual, who has had direct involvement in an incident and/or who was provided with the information directly from an individual involved in the incident. This also includes individuals who in their professional capacity have contributed information which led to the allegation (e.g., faculty/staff member who provided professional knowledge/guidance). The Nese CON AI Committee Chair and AI Administrator will vet each request to determine if they will be included in the hearing based on relevancy to the allegation. Individuals who can only speak to character or who cannot speak directly to the allegation should not be included.

During the hearing, the committee will first ask the faculty to articulate their allegation. The committee will then ask the student to explain their behaviors and any submitted evidence. The committee will then ask witnesses to share their experience relative to the case. The committee may question the faculty, student, and witnesses. The student may question witnesses and the evidence. To maximize confidentiality all witnesses will be present at the hearing only during their questioning. At the close of the hearing, the Nese CON AI Committee Chair will notify the student and the faculty of the date by which a decision will be made.

### **Committee Decision Making**

Following the review, the committee will examine all evidence/testimony, and decide by majority vote, whether or not, based upon the totality of all relevant evidence and reasonable inferences from the evidence, the student violated academic integrity. If so, the committee agrees upon the suggested sanction(s) or adjusts it.

The decision should be made in a reasonable timeframe, but not later than ten (10) business days after the paper review or hearing. The chair of the committee will write the final report to include the allegation, a summary of evidence and reasonable inferences from the evidence leading to the decision, and the committee's decisions, sanctions, and rationales. The report should be emailed to the AI Administrator to be uploaded into the online system.

**If the student is found responsible for the alleged academic integrity violation** by the Nese CON AI Committee, the committee will then be informed by the Administrative Appointee if the student has prior academic integrity violations.

- With this information, the Nese CON AI Committee will determine if the sanction(s) needs to be adjusted. If the final sanction(s) is only an academic sanction, the AI Committee will assign the sanction(s) and the Administrative Appointee will close the case. The Administrative Appointee will notify the OSACR for record-keeping and notify the faculty and student.

- **If the Nese CON AI Committee determines that disciplinary sanctions should be considered,** the student is notified by the Administrative Appointee that they have been found responsible for the allegation, and that the academic sanction(s) will be put into place. They will also inform the student that in addition, the student's case will be referred to the OSACR for consideration of a disciplinary sanction(s). The OSACR will review the recommendation, as well as precedent guidelines in determining the appropriate disciplinary sanction(s) to assign. If the OSACR desires to reject the Nese CON AI Committee disciplinary recommendation, they must consult with the Administrative Appointee and, possibly, the chair of the AI Committee.

**If the student is found not responsible for the allegation** by the Nese CON AI Committee, the Administrative Appointee is responsible for notifying the campus registrar and student that all holds on drops or withdrawals from the course may be removed and any reversals of drops or withdrawals should be reinstated. The Administrative Appointee will also notify the faculty. The student may now drop or withdraw from the course at any time. All incident records for this incident are still shared with the OSACR. Records are maintained by the OSACR for evidence that the student received due process and was not found responsible. (*See How To Close A Case* instructions below).

### **Final Report**

The chair of the Nese CON AI Committee will write the final report, including the date of the meeting, committee responsibility decisions, academic sanctions supported by the committee, disciplinary sanctions(s) supported by the committee, rationale for disciplinary sanction(s) if any, and additional comments accompanied by the documentation utilized to reach this decision. The chair will send the report via secured email to the Administrative Appointee within three business days of the final decision. The AI Administrator will send the report via PSU email to the student, the faculty, and the OSACR within three (3) business days.

### **Conduct Sanctions**

When referring cases to the OSACR, faculty have the option to also recommend a full range of disciplinary sanctions available such as: Disciplinary Warning; Disciplinary Probation; Suspension, Indefinite Expulsion or Expulsion; or the "XF" transcript notation. For more information see Student Code of Conduct [Section X](#).

### **Student Requested Sanction Reviews**

Through the student conduct process, students are able to request a sanction(s) review for the disciplinary sanction(s) assigned, but not for the academic sanction(s) assigned. Once the student is found responsible in the process, the academic sanction(s) recommended by the faculty and/or the Nese CON AI Committee will be put into place. The only exception occurs when the academic sanction(s) assigned by the faculty member, or the AI Committee is a dismissal from the academic program. On those occasions, students may request a sanction(s) review from the AI Administrator.

### **Honors and Schreyer Honors College Students and Courses**

For honors courses and honors options, the college delivering the course maintains responsibility for reviewing and issuing academic sanctions and/or referring conduct cases to the OSACR.

When the Nese CON finds a Schreyer Scholar has committed academic misconduct or has not contested an allegation of academic misconduct, the Schreyer Honors College (SHC) is notified by the AI Administrator and the SHC will conduct an internal review that may lead to dismissal from the SHC. The SHC maintains authority over alleged breaches of academic integrity for its students in all cases in which



the violation concerns SHC work, such as thesis research, but in which the student is not enrolled in a course.

### **Non-Credit Courses**

Non-credit courses are also subject to academic integrity policies and procedures. The same protocol should be followed.

### **Record Keeping**

When the Nese CON finds a student has committed an academic integrity violation or the student has not contested the allegation, it is the responsibility of the AI Administrator to report the results and documentation of the case to the OSACR. The specific information reported to the OSACR should include all supporting documents that were established or used while managing the case.

The OSACR alone is responsible for the central record keeping and disclosing of student disciplinary records at the University, including academic integrity violations. Regarding disclosure to external third parties, OSACR may disclose student disciplinary records of academic dishonesty when those records include University-level disciplinary sanctions assigned by the OSACR and will do so in accordance with federal law (FERPA) and the University policy on managing Student Discipline Records. Nothing in this procedure precludes the OSACR from sharing a student's disciplinary records with the Office of Research Protections if relevant to an investigation pursuant to University Policy RP02.

### **How to Close a Case**

Sharing Information from the Online Academic Integrity System with OSACR

1. Open the claim.
2. Click "Download As Zip." Go through the unzip process (varies with software) and, if needed, unzip/extract the files into a temporary folder on your desktop. Note that one of the files is a "Coversheet" document.
3. Open the Incident Reporting Form ([https://cm.maxient.com/reportingform.php?PennState&layout\\_id=0](https://cm.maxient.com/reportingform.php?PennState&layout_id=0)). Note that you must complete a separate form for each student.
4. Complete the Background Information portion of the form.
  1. Enter your name. Enter your email address (do not use a shared email address).
  2. If you want, enter your position/title, phone number, or campus/local address.
  3. For "Nature of this report," select "General Conduct Report."
  4. For "Date of incident," enter the (approximate) date provided by the educator on the academic integrity form.
  5. Unless you know the time of the incident, leave this field blank.
  6. For "Location of incident" (campus), scroll to your unit's section and select the "Academic Integrity" option.
  7. Leave the specific location of the incident field blank.
5. Complete the *Involved Parties* portion of the form.
  1. Enter the name of the student on the academic integrity form in the "Name or Organization" field.
  2. You do not need to enter information about the student's gender, date of birth (DOB), phone number, or hall/address.
  3. In the "Select Role" field, identify the student as "Accused/Respondent."

4. Enter the student's 9-digit PSU ID number in the "Student ID Number" field. Do not include spaces or dashes. You can find this information in LionPath. It is also included in the claim notification message from the online academic integrity system to the administrator.
  5. In the "Email address" field, enter the student's Penn State email address.
  6. Do NOT add another party. Submit a single Incident Report Form for each individual student.
6. Complete the *Incident Description* portion of the form. Include the following information:
  1. Student name, email address, and PSU ID
  2. Faculty name
  3. Course name, number, and semester
  4. Allegation/brief description of incident
  5. Best guess at date of incident
7. Complete the Supporting Documentation portion of the form.
  1. Click on "Choose files to upload" or "Choose files" (either is fine).
  2. Find and select the unzipped case files.
  3. Check that you have attached all relevant files.
  4. Click on the "Email me a copy of this report" box to receive an email copy (recommended).
  5. Office of Information Security and The Office of SC would like you to delete files from your personal/office computer when you are done uploading files.
8. Click the "Submit report" button to submit the report.

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