

Policy Name: Honor Code
Policy Number: ADM 3.13
Title of Policy Owner: Dean of Student Services
Approved by: Policy Committee/Administrative Cabinet
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I. Policy

The Bon Secours Memorial College of Nursing believes that integrity is essential to the practice of nursing and the pursuit of education. The Honor System is a code of internal ethics designed to assure the preservation of integrity, and to provide an opportunity for self-government and self-discipline. Each student must assume responsibility for acting honorably in all situations and upholding the policies and expectations of BSMCON.

The Honor Pledge

Acceptance of admission to BSMCON also constitutes acceptance of the Honor System. In addition, the following short Honor Pledge statement will be written on all graded work and signed by the student:

*"I pledge that I uphold the Honor Code System and policies of Bon Secours Memorial College of Nursing" or the abbreviated statement of, "**I pledge**"*

II. Purpose

III. Scope

All Bon Secours Memorial College of Nursing Faculty, Staff and Students

IV. Definitions

a. Honor Council Members

- i. Members of the Honor Council include: Council Chair, Council representatives, the President of the Student Government Organization (SGO), and any "alternate" representatives or elected members of the SGO.
- ii. Each Honor Council member must be a student in good standing and each member is charged with fully understanding the Honor Code and displaying ethical behavior at all times.
- iii. In the event of the absence of any required Honor Council member, the Honor Council Chair will appoint an

- alternate/designee.
 - iv. Honor Council members have the obligation to relinquish their role if prior involvement with the accused or the situation would prevent an objective opinion.
 - v. The members of the Honor Council must exhibit integrity and impartiality, maintain confidentiality, and demonstrate knowledge of the Honor Code.
 - vi. Honor Council Representative is a year round commitment; fall, spring and summer semesters, as needed.
- b. Honor Advisor and Honor Sponsor
- i. Honor Advisors and the Honor Sponsor are employees of BSMCON in good standing who serve as liaisons, consultants, and educators to the student body, faculty, and administration on matters related to the Honor System:
 - ii. The Honor Advisors are the SGO Advisors and the Honor Sponsor is the Dean of Student Services. The contact information for the Honor Advisors can be found under the Student Government Organization section of the Student Organization page on the College website.
 - iii. The Advisors and the Sponsor have full access to all information regarding the specific honor violation, the hearing, decision and recommended corrective measure(s). The Dean of Student Services may appoint a designee to coordinate/facilitate the investigation or participate in an Honor Review as needed.

Students are expected to conduct themselves in accordance with the Honor Code while they are engaged in their studies, clinical work or representing BSMCON formally or informally.

At BSMCON the typical categories of honor violations include, but are not limited to:

- A. **Lying** –Transferring, transmitting or communicating any false statements. Examples of lying include, but are not limited to, such actions as:
1. Making a false statement to any employee of Bon Secours.
 2. Falsifying evidence or testifying falsely during any hearings.
 3. Altering records or other official College materials.
- B. **Cheating** –Giving, receiving, offering or soliciting information on tests or

assignments, not authorized by the instructor. Examples of cheating include, but are not limited to, such actions as:

1. Copying from another student's work (paper, care plan, discussion board post, etc.).
2. Use during a test of any materials not authorized by the individual administering the examination.
3. Working with another student on any test, quiz, care plan, or any assignment when the instructor has expected independent and unaided effort.
4. Buying, selling, possessing, soliciting, transmitting, or using a test or any material purported to be or proven to be unreleased or previously released contents of any instructor-created test, quiz, or examination. This includes the sharing of notes taken during a test review.
5. Bribery, solicitation, or bullying of any person to obtain examination information.

C. **Stealing** - Taking or attempting to take, without right or permission.

Examples of stealing include, but are not limited to, the following actions:

1. Taking library books or journals, exams, computer programs, or any other academic materials.
2. Destroying, hiding, or otherwise making unavailable for common use, library, computer, or other reference materials.

D. **Plagiarism** –To steal and pass off the ideas or words of another as one's own, without crediting the source.

Examples of plagiarism include, but are not limited to, the following actions:

1. Quoting word for word from a source without using quotation marks, footnotes, or bibliographic citation.
2. Summarizing and paraphrasing ideas without acknowledging the source.
3. Submitting work for credit which has not been written by the student.

E. **Failure to Report** - When behavior suspicious of an Honor Code violation is not brought to the attention of Honor officials for

investigation.

V. Policy Details

Reporting Violations of the Honor Code

- a. **Obligation to Report.** If a student and/or faculty member suspects an Honor violation has occurred, a report in writing of any suspected Honor Code violation should be submitted to the Honor Advisors within 5 business days of the date on which he or she has knowledge of the violation, unless there are unusual circumstances. Those reporting must submit a signed, written, factual account, along with any supporting documents, about the suspected honor violation and submit it to the Honor Advisor within this timeframe.
 - i. Faculty planning to submit an allegation of suspected honor code violation should first consult the suspected student's Program Chair. Should the Program Chair and the faculty member feel that the issue can be effectively addressed at the faculty level, they will both meet with the student to discuss the matter. The faculty member will then prepare a report detailing the circumstances of the event, the meeting with the student, and any related outcomes. The Program Chair will keep this report in alignment with the College's record retention policy. The matter will rest here and no honor violation will be found against the student.
- b. **Self-Report.** A student who violates the Honor Code may self-report and must do so within three (3) business days of occurrence of the violation(s). An initial admission may be given verbally or via email, but a written report signed by the student must be submitted to the Honor Advisor no later than one (1) business day after making the initial admission. Self-reported cases will be handled administratively by the VP/Provost and Honor sponsor.

Retaliation

- c. BSMCON has zero tolerance for retaliation against any individual who reports a suspected honor code violation in good faith.
- d. Incidents of retaliation violate the student conduct policy (ADM 3.05 *Student Conduct-Rights and Responsibilities*) and will be subject to disciplinary action under that policy.

Investigation

The Honor Advisors (and Student Services Coordinator, as needed) may choose to meet as soon as practicable thereafter with the individual(s) who reported the violation to obtain any required clarification. Upon receipt of the allegation, the Honor Advisors are permitted up to ten (10) business days to complete the investigation of the allegation. If it is determined that there is sufficient evidence of possible violation(s) of the Honor Code, the accused student will be notified in writing of the accusation(s) and the information will be provided to the VP/Provost and Dean of Student Services to begin an Honor Review. Should the Honor Advisors, after the investigation process, determine that no further action is required, the Honor Advisors will notify the Dean of Student Services and will send the accused student an official Written Warning.

Honor Review

When sufficient evidence of a possible violation exists, the process will be handled administratively through a case review by the Honor Council Chair (or designee), the course faculty member, the Honor Sponsor (or designee) and the VP/Provost (or designee). If the VP/Provost is unavailable, a designee may be appointed. The Honor Review panel will convene as timely as possible, but within a maximum time frame of seven business days from the time of receipt of the case.

Decision Standard - Decisions made in honor review cases are determined on a preponderance of the evidence. A preponderance of the evidence is evidence that as a whole shows that the fact sought to be proved is more probable than not.

Corrective Measures

The Vice President/Provost will review all materials presented in an Honor case and will consult with the Honor Sponsor and an Honor Council Chair (or designee) to make the final determination regarding corrective action. If it is determined that the accused student has not violated the Honor Code during the investigation, the matter will be dismissed.

- a. Any student found culpable of an Honor Code violation may be subject to one or more of the following corrective measures:

- i. Loss of credit for course work or the course;
 - ii. Honor Probation- a written warning that indicates that a subsequent determination of an Honor Code violation may result in a sanction of dismissal and/or expulsion;
 - iii. Restitution to pay for the repair or replacement of material items;
 - iv. Volunteer or community service for a specified number of hours;
 - v. Suspension for one or more semesters (including the current semester);
 - vi. Expulsion or permanent dismissal, in which case the student is not eligible to return to the College;
 - vii. Other corrective measures as deemed appropriate by the Honor Sponsor and VP/Provost.
- b. Corrective measures will be determined by the VP/Provost. The Vice President/Provost will render a final decision in writing, provided to the accused student no later than 5 business days from review of the case information. The corrective measure(s) imposed is entered into the student's official record and retained permanently.

Appeal Procedures: Please reference policy ADM 1.05 *Appeal Process for Non Academic Student Grievances*. An Honor Review outcome decision appeal or an appeal of an administrative decision resulting from a self-report constitutes a Level III grievance/appeal. Students should refer to the Level III grievance procedures in policy ADM 1.05 *Appeal Process for Non Academic Student Grievances* for specific information.

References

Langone, M. (2007) Educational innovation: Promoting integrity among nursing students. *Journal of Nursing Education*, 46 (1), 45-47.

Tippitt, M., Ard, N., Kline, J., Tilghman, J., Chamberlain, B., Meagher, P. (2009). Creating environments that foster academic integrity. *Nursing Education Perspectives*, 30 (4), 239

VI. Attachments

VII. Related Policies

ADM 1.05 Appeal Process for Non-Academic Student Grievances

VIII. Disclaimers

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	4/13/2020	Revisions and new template	Dean of Student Services