



National University of Health Sciences

General Policies

Title: **Academic Integrity & Dishonesty**

Page **1** of **5**

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President



Date

POLICY STATEMENT

Academic integrity is founded upon and encompasses the following five values: honesty, trust, fairness, respect, and responsibility. Supporting and affirming these values are essential to promoting and maintaining a high level of academic integrity. If a student is to acquire knowledge and have it properly evaluated, it must be pursued under conditions free from cynicism, dishonesty, and moral ambiguity. For this to be fully realized, faculty and students must understand their roles as shareholders with collective responsibility and authority to maintain the integrity of National's academic standards. Apathy or acquiescence in the presence of academic misconduct is not a neutral act. It jeopardizes the value and quality of hard-earned credentials. And where credit for the skills of clinical competence have been gained by deceit, the safety and well being of a vulnerable and trusting patient is unnecessarily put at risk.

Academic integrity violations are prohibited and subject to the disciplinary sanctions of the National University of Health Sciences (NUHS) Code of Student Conduct. The purpose of the NUHS Code of Student Conduct is to reaffirm the overarching importance of appropriate professional behavior on the part of all NUHS students and student organizations and to establish and maintain guidelines for dealing with inappropriate behavior including academic misconduct.

As a condition of enrollment in NUHS, students are expected to abide by the standards, rules and/or policies set forth in the NUHS Code of Student Conduct, the NUHS Bulletin, the NUHS Student Handbook and other official University publications. Student organizations are similarly obligated to follow these standards, rules and/or policies.

All members of the NUHS learning community are expected to foster the spirit of academic honesty and not to tolerate its abuse by others. Promoting and protecting academic integrity is the responsibility of every member of the NUHS academic community. By tradition, students and faculty members have certain rights and responsibilities within the academic community. The following statements describe the shared responsibilities that students and faculty have to maintain a strong culture of academic integrity at NUHS.

Student Rights & Responsibilities for Integrity

1. Students share with faculty members and administrators the responsibility for academic integrity.
2. Students have the right of free and honest inquiry and expression in their courses. In addition, students have the right to know the requirements of their courses and to know the manner in which they will be evaluated and graded.
3. Students have the obligation to complete the requirements of their courses in the time and manner prescribed and to submit their work for evaluation.
4. Students have the right to be evaluated fairly, equitably, and in a timely manner appropriate to the course and its objectives.
5. Students shall not submit as their own work any work that has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, typing assistance, or such special assistance as may be specified or approved by the appropriate faculty member, is allowed.
6. Students shall make all reasonable efforts to prevent the occurrence of academic dishonesty. They shall by their own example encourage academic integrity and shall themselves refrain from acts of cheating and plagiarism or other acts of academic misconduct.
7. When instances of academic misconduct are suspected, students shall have the right and responsibility to bring this to the attention of the faculty member or other appropriate authority.

Faculty Rights & Responsibilities for Academic Integrity

1. Faculty members shall share with students and administrators the responsibility for academic integrity.
2. Faculty members shall enjoy freedom in the classroom to discuss all subject matter reasonably related to the course. In turn, they have the responsibility to encourage free and honest inquiry and expression on the part of students.
3. Faculty members, consistent with the principles of academic freedom, have the responsibility to present courses that are consistent with their descriptions in the Bulletin of the institution. In addition, faculty members have the obligation to make students aware of the expectations in the course, the evaluation procedures, and the grading policy.
4. Faculty members are obligated to evaluate students fairly, equitably, and in a manner appropriate to the course and its objectives. Grades must be made available to students and be assigned without prejudice or bias.
5. Faculty members shall make all reasonable efforts to prevent the occurrence of academic dishonesty through appropriate design and administration of assignments and examinations, careful safeguarding of course materials and examinations, and regular reassessment of evaluation procedures.
6. When instances of academic dishonesty are suspected, faculty members shall have the responsibility to see that appropriate action is taken in accordance with institutional regulations.

Academic Misconduct

The NUHS Code of Student Conduct should be broadly construed as the primary document

that applies to the conduct of all University students except when portions of the College of Professional Studies "Professional Performance Standards" or the College of Allied Health Sciences "Standards of Conduct and Performance" expressly describe an additional or specifically designed standard or competency or a higher degree of responsibility, moral reasoning, personal accountability or ethical deportment expected within certain degree or certification programs offered within those Colleges.

The NUHS Code of Student Conduct specifically prohibits, but is not limited to, the following types of academic misconduct:

1. Cheating by the use of any unauthorized aid, sources, and/or assistance or assisting others in taking a course, quiz, test, or examination, writing papers, preparing reports, solving problems, or carrying out assignments.
2. Cheating also includes, but is not limited to: unauthorized copying from the work of another student, using notes or other materials not expressly authorized, giving or receiving work when it is expected that the student will do his/her own work, or engaging in any similar act that violates the spirit of simply "earning credit by doing your own work." Cheating may occur on an examination, text, quiz, laboratory work report, theme, out of class assignment or any other work submitted by a student to fulfill course requirements and presented as solely the work of the student.
3. Use, or attempted use, of one's own login credentials (username and/or password) or assisting another person to misuse their login credentials (username and/or password), to execute an unauthorized login to an NUHS learning or testing platform to cheat.
4. The intentional use, misuse, or alteration of University materials or resources so as to make them inaccessible to others. Such misuse includes the unauthorized use of computer accounts, alteration of passwords, violation of library procedures or other intentional misuse or destruction of educational materials (e.g., moving marked structures to be identified during any anatomy exam.)
5. Gaining unauthorized access to an examination by entering an office, classroom, laboratory or building to cheat or otherwise obtain an unfair advantage by dishonest actions.
6. The acquisition, without permission, of tests or other academic material belonging to a member of the University community.
7. Alteration of grade records.
8. Bribing or blackmailing, or attempting to bribe or blackmail a member of the University community or any other individual to alter a grade or commit any other act of academic misconduct.
9. Plagiarism, which means the representation of another's work as one's own and includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person or resource without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency, automated system, or artificial intelligence technologies engaged in the selling or distribution of term papers or other academic materials.
10. Use of any electronic device (i.e., cell phones, hand-held computer/calculator/digital storage unit, miniature audio or visual unit, etc) to cheat.
11. Intentional and unauthorized falsification or invention of any information or citation in

an academic exercise. This includes, but is not limited to: knowingly reporting data, research or reports so that either the process or the product is shown to be different from what actually occurred; falsely reporting having met responsibilities of attendance or participation in class, practicum, internship or other types of field work experience; or submission of falsified excuses for attendance or participation in such experiences. Falsification also includes submitting work to meet the requirements of one course when it was done in whole or in part, to meet graduation requirements or the requirements of another course. Exceptions to this provision must be given prior approval by the instructor to whom the work is to be submitted.

12. Being involved in the unauthorized collection, distribution advertisement, solicitation, or sale of term papers, research papers, or other academic materials completed by a third party.
13. Non-compliance with electronic exam rules. Exam rules may vary by format, subject matter, etc., but every electronic exam that uses the browser-based, proctored testing method, supported by the university, shall be governed by (but not limited to) the following explicit rules:

General Electronic Exams (applies to all electronic exams both in and out of class)

- No cellphones, smart watches or other time pieces, “smart”/camera-equipped eyeglasses, calculators (unless approved through accommodations or the instructor), micro-earpieces, headsets, electronic earbuds, or any other electronic device during the exam.
- Noise-suppressing, non-electronic earplugs are allowed with permission from the instructor.
- No hats or hoodies.
- No talking or intermittent, repetitive sounds emanating to or from the test-taker.
- Students must remain seated and clearly visible on screen for the full exam period.
- Students must remain in the designated exam location clearly visible on screen for the entire exam, starting and ending there without logging out, logging back in, or relocating, except when a technical issue is reported to and acknowledged by the instructor/proctor.

Electronic In-Class Exams

- Students must be on time for the exam. The instructor has the right to deny an exam to a student who is late if students have already completed the exam.

Electronic Exams Not in the Classroom

- Only one monitor allowed, a full 360° scan of the exam room must be done before the exam begins,
- No bathroom breaks, off camera stretching or other off camera breaks

during exam.

- No extra time will be given to complete the exam as a result of a break taken in violation of this rule.

Procedures

The NUHS Code of Student

Conduct has been formulated to promote and fortify optimal learning conditions that advance the University's Mission Statement, protect individual student liberties, and safeguard the interests of all members of the NUHS academic community.

Individuals who observe or are aware of an incident of academic misconduct should report the matter to the faculty member or other appropriate institutional official. Proctors or faculty members who observe academic dishonesty during an exam, lab or class should:

1. Promptly inform the student – privately if possible.
2. Confiscate, if possible, any unauthorized materials such as “crib sheets.”
3. Note the names of students in adjoining seats.
4. Allow the suspected student(s) to complete the exam.
5. Report the incident to the faculty member or appropriate institutional officer.
6. Review the procedures within “Hearing Procedures – Filing a Complaint” in the NUHS Code of Student Conduct and initiate the required action.