

ACADEMIC INTEGRITY POLICY

All ASA College Nursing Students are expected to maintain the highest standards of academic honesty. Students have a responsibility to each other to make known the existence of academic dishonesty to their instructor, and if necessary to the Program Director.

Academic dishonesty includes, but is not limited to the following:

- Cheating – defined as giving or receiving unauthorized assistance in any assignment or examination. Using or attempting to use any unauthorized materials, information or study aids during an examination.
- Plagiarisms – defined as failure to credit and document properly the work of others in any classroom/clinical assignment. This includes another’s ideas, language, or work. In order to avoid suspicion of plagiarism, the source of information must be documented. A citation of your sources is expected for:
 - all direct quotations;
 - borrowed charts, diagrams, figures;
 - borrowed ideas, opinions, interpretations, conclusions (even if reworded);
 - statements of fact, statistics or scientific data not considered common knowledge.
- Falsification – Falsifying or inventing any information, data or citation in an assignment.
- Complicity – Facilitating any of the above actions or performing work that another student then presents as his/her own.
- Interference – Interfering with the ability of a student to perform his or her assignments.
- Multiple Submission – Submitting substantial portions of any assignment more than once for credit without the prior authorization or approval of the current instructor.

The following standards apply in all settings associated with nursing course work (clinical, class, laboratory, community):

- Your work will be the result of your own effort.
- You will identify the work of others when it is incorporated into your written work. This refers to quotes for direct copying, and paraphrasing the opinions and statements of any author.
- You will follow the directions of faculty with regard to permissible materials in a room during examinations.
- You will neither give nor receive assistance nor will you talk or make eye contact with any other student during an examination session.

- You will not possess, reproduce or disclose any examination materials, including revealing the nature of test questions before, during or after an examination.
- You are not permitted to resubmit work that was done for another course and has been graded.
- In all educational settings, you will not behave in any way that could jeopardize the academic integrity of the Nursing Program of ASA College.

During Examinations and Quizzes

Cheating on examinations, whether giving or receiving assistance from any source is prohibited and are violations of the integrity of the College and the Nursing Program. Any form of violation of the academic policy is a serious academic offense and may result in failure, suspension, or dismissal. Some examples that indicate that you or a classmate is cheating include, but are not limited to:

- Looking at another's answer sheet;
- Looking at another device;
- Searching the internet during the examination;
- Using notes during an examination;
- Having someone else take the examination for you;
- Communicating information to another during an examination, nonverbally or verbally;
- Photographing an examination, falsifying reports that clinical procedures were completed;
- Fabricating data such as vital signs, lab reports, etc.