

THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 307

SUBJECT: Academic Integrity

Responsibility of: TRSHS Program Directors
Revised: July, 2005 Reviewed: 2011

Purpose

Accountability for one's actions, personal responsibility, and integrity are key values in healthcare. In keeping with these values, The Reading Hospital School of Health Sciences students are expected to demonstrate integrity in the classroom and clinical settings. The Reading Hospital School of Health Sciences students include the following: future, enrolled, and graduates. Students will be held accountable for engaging in violations of academic integrity prior to and during their enrollment with the Reading Hospital School of Health Sciences. Breaches of academic integrity are unacceptable and may result in disciplinary action that is not limited to, but may include, denial of admission or dismissal from the program.

Violations of Academic Integrity

The following definitions of academic dishonesty represent some basic types of behaviors deemed unacceptable. The list is intended to define common breaches of academic integrity, but is not intended to include all infractions. Any act of academic dishonesty or misconduct is subject to disciplinary action.

1. **Plagiarism** - Failure to cite the source of submitted work; submitting material that is in any part not entirely one's own work without crediting those portions to the correct source(s).
2. **Cheating** - Includes, but is not limited to: Attempting to use or using unauthorized materials or study aids; copying another student's work; using notes or aids during a quiz or exam; giving or receiving information or assistance on work when it is expected that each student does his/her own work; obtaining, stealing or reproducing an unauthorized copy (not previously distributed to any class) of a quiz or examination to be administered prior to the time of the examination; stealing, destroying, defacing or concealing materials with the purpose of depriving others of their use; interfering with another student's academic work; allowing another person to do one's work and then submitting it under one's own name; submitting identical or similar papers in more than one course without prior permission from the course instructors; altering a grade in any manner; or any action which creates or obtains an unfair advantage over another student's academic work.
3. **Fabrication** – Falsifying or inventing any information, data or citation; knowingly providing any misinformation on records or official documents.
4. **Misrepresentation of Academic Records** – Altering any document affecting academic records; forging signatures; falsifying any information on any document, application, reference, transcript, report, letter, or any form submitted to the School of Health Sciences.

5. **Unauthorized access of school records** – Entering or gaining access (without permission) to any secured area (including faculty or any School of Health Sciences offices, data center, computers, filing cabinets etc.) where confidential documents, school records or examinations are stored.
6. **Facilitating the dishonesty of another student** – providing material, information or assistance to another student with the knowledge that such information could result in any of the violations described in this policy; or providing false information in connection with any inquiry regarding the academic integrity of a student.

Procedure for Handling Violations of Academic Integrity

Following an infraction of the policy, the faculty member charging the student with academic dishonesty will:

1. Check the student's file noting if a previous infraction of the policy has been documented.
2. Impose disciplinary action including, but not limited to:
 - a. Requiring the student to redo the work or do supplementary work
 - b. Assigning a grade of "F" or "Zero" to the work
 - c. Dismissing the student from class
3. Submit a written report to the Program Director detailing the alleged infraction; a copy of the report is provided to the student and the student's academic advisor.
4. Refer the student to the Program Director and notify the student that failure of the student to meet with the Program Director within five school days will result in additional disciplinary action that may include dismissal from the course or the program.
5. The Program Director will discuss the documented allegations of academic dishonesty. The Program Director may impose disciplinary action up to and including course dismissal or dismissal from the program.

Students may appeal the process at any point by following The Reading Hospital School of Health Sciences Grievance Procedure.

**The Reading Hospital School of Health Sciences
Academic Integrity Policy**

Documentation Form

Name of Student _____

Date of incident _____

Brief description of incident: (attach additional paper if needed)

Disciplinary Action:

Signature of Faculty/ Date _____

Signature of Program Director/Date _____

I have received notification that an infraction of The Reading Hospital School of Health Sciences' Academic Integrity Policy has been filed against me. I have reviewed the Academic Integrity Policy and understand that I must participate in an appointment with the Director of the program within five school days. I further understand that failure to do so will result in additional disciplinary action that may include dismissal from the course or the program. I understand that the Program Director will discuss the documented allegation of academic dishonesty with me and may impose disciplinary action up to and including course dismissal or dismissal from the program. If I disagree with the report or disciplinary action, I may utilize the School Grievance Procedure.

Signature of Student/Date _____