

Student Conduct/Honor Code/Professional Behavior

A student of the Nell Hodgson Woodruff School of Nursing falls under the guidelines for nonacademic conduct as described by the Emory University Undergraduate Code of Conduct (A copy of this code can be found in the annual *Campus Life Handbook*.)

An Honor Code also governs academic conduct of a student in the Nell Hodgson Woodruff School of Nursing. Any student who submits an examination or other academic work thereby certifies that the work is his/her own and that he/she is unaware of any instance of violation of this code by himself or others.

I. Introduction

The Nell Hodgson Woodruff School of Nursing is one of nine academic schools of Emory University and, as such, its students are accountable under the jurisdiction of the Emory University Undergraduate Code of Conduct and the Student Honor Code of the Nell Hodgson Woodruff School of Nursing.

The nursing profession is one of the highest in distinction, honesty, and integrity. These characteristics are essential for members of this profession. The Nell Hodgson Woodruff School of Nursing requires all students associated with Emory University to comply with standards deemed appropriate for the nursing profession by the American Nurses' Association, the National Student Nurses Association, and those delineated in the Nell Hodgson Woodruff School of Nursing Code of Ethics and the Student Bill of Rights and Responsibilities.

II. Policies on Student Conduct

Conduct with respect to nursing students can be considered under two general headings: academic and professional. Misconduct involves a violation of academic or professional principles as viewed by students, faculty, and colleagues. Violations within these areas will be processed by the Honor Council without regard to the sex, race, color, national or ethnic origin, age, veteran status, or disability of any of the participants.

A. Academic Misconduct

Academic misconduct is an offense generally defined as any action or inaction that is offensive to the integrity and honesty of the members of the academic community. This offense includes, but is not limited to, the following:

(a) Seeking, acquiring, receiving, or giving information about the conduct of an exam knowing that the release of such information has not been authorized:

- (b) Plagiarizing;
- (c) Seeking, using, giving, or obtaining unauthorized assistance or information in any academic assignment or examination;
- (d) Intentionally giving false information to professors or instructors for the purpose of gaining academic advantage;
- (e) Breach of any duties prescribed by this Code;
- (f) Intentionally giving false evidence in any Honor Council hearing or refusing to give evidence when requested by the Honor Council.

B. Violation of Professional Ethics

Any action by students indicating dishonesty or lack of integrity in professional matters is considered a violation of professional ethics.* Actions of this nature should be reported to the Honor Council chair who will seek consultation with the dean if there is a question of whether the alleged infraction is in the purview of this Council. (*See Code of Ethics for Nursing Students, NSNA)

III. The Honor Council

A. Purpose

The Honor Council is a group within the School of Nursing to whom allegations of academic or professional misconduct are directed. Alleged violations of the student honor code or pledge are also reviewed by the Honor Council. The Council is responsible for determining the validity of any allegation of academic or professional misconduct. In addition to its judicial purpose the Honor Council serves to strengthen the ethical orientation of those in the Nursing School.

B. Duties

The duties of this Honor Council shall include the following:

1. Introduce the Student Honor Code to the student body at the start of each academic year;
2. Validate that all new students have signed an "Honor Code Pledge" form. This should be completed upon the student's initial registration and is valid the entire time while a student is at the Nell Hodgson Woodruff School of Nursing;
3. Recommend actions to the dean as deemed appropriate;

4. Recommend to faculty in the interests of promoting sound ethical behavior within the student body;
5. Revise the Student Honor Code in collaboration with the faculty and associate dean for academic affairs;
6. Keep strictly confidential any infraction, preliminary meeting, and/or hearing. The confidentiality surrounding this Honor Council is of utmost importance. No one outside of the members of the Council shall be informed of any activities surrounding a reported infraction.
7. Summer Semester ~ During the summer semester it is expected that the Honor Council will convene as necessary. The Council shall consist of the representatives from the rising senior class, and graduate class, and the faculty. If the existing Honor Council members do not enroll in the summer semester, additional students shall be appointed by the dean/associate dean to fill these vacancies on a temporary basis. It is the responsibility of the Honor Council to meet at the beginning of the summer semester to orient temporary summer members to Honor Council procedures and expectations.

C. Membership

1. Student Membership

There shall be six student members of the Honor Council and three (3) alternate student members. Representatives to the Council shall consist of two (2) representatives and one (1) alternate each, from the junior, senior, and the first and second year graduate classes. Student members of the junior class shall be elected to serve for a two-year period. Graduate students shall serve for the length of time they are in the educational program.

All Council members shall be nominated by their class members. The chair shall be one of the senior class representatives chosen by the members of the Council. The nominees will be interviewed by the BSN program director, faculty members of the council, and carry-over student members who will make a recommendation to the associate dean for academic affairs.

2. Qualifications

To be considered for membership on the Honor Council, a student must be in good academic standing, that is, not on academic probation, and display qualities of honesty, integrity, and maturity. It is recommended that

candidates have an interest in dealing with ethical issues, possess an ability to work under pressure, and be willing to commit time as required by the Council. The qualifications shall be read before any election of Council Representatives.

3. Faculty Membership

The Nursing School Honor Council shall also seat four faculty members and two alternates. These members shall be chosen with these stipulations:

- a. He/she must be a Registered Nurse currently full-time on the faculty of the Nell Hodgson Woodruff School of Nursing;
- b. The dean of the School of Nursing shall appoint four faculty advisors and two alternates to the council.
- c. Each faculty member shall be appointed to serve a two-calendar year term to begin in September. Two faculty representatives and two alternates shall begin their term the September of one (1) year while two representatives shall begin their terms the September of the following year. In the event of a vacancy occurring in one of those positions, another shall be appointed by the dean/associate dean of the School of Nursing to fill that vacancy until the end of the original term.

4. Alternate Member Duties

The designated alternate representatives of the three class divisions and the two alternate faculty shall have the following obligations:

- a. to attend any initial Honor Council orientation sessions at the beginning of the year;
- b. to replace his/her representatives for a hearing procedure in the event that the representatives cannot be present.
- c. A quorum shall consist of 4 of 6 students and 3 of 4 faculty; at least 2 of the students and 1 of the faculty must be from the same level as that of the student accused.

D. The Judicial Process

It is the responsibility of every member of the faculty and student body to cooperate in supporting the honor system. In pursuance of this duty, any individual, when he or she suspects that an offense of academic misconduct has occurred, shall report this suspected breach to a member of the Honor

Council, a faculty advisor to the Honor Council, or the Associate Dean of the Nursing School.

1. On receipt of a report of a suspected violation, the recipient shall notify the chairperson of the Honor Council who shall designate one (1) member of the Council and one (1) faculty advisor to investigate the charge. The investigators shall inform the accused in writing of what course and work is involved in the charge and shall supply the accused with a copy of this Code. The investigators shall meet with the accuser, separately with the accused, shall interview other potential witnesses and review any documentary and physical evidence. The accused may suggest the names of witnesses to testify and may submit additional documentary or physical evidence not previously brought to the attention of the investigators. The investigators shall determine whether to refer the accusation for a hearing and notify both the chairperson and the accused of their decision.
2. If a decision is made to refer the case for hearing, the chairperson shall schedule the hearing as promptly as possible and shall notify the accused of the date and time.
3. During the preliminary meeting and proceedings of the Honor Council, members shall act in accordance with the strictest neutrality and all deliberations shall be confidential. In the event a member of the Council is biased either for or against the accused, or if he/she is called upon to be a witness, it is his/her obligation to dismiss himself/herself from the proceedings. It is required that at least one student and faculty member be of the class/program of the individual accused.
4. Hearings shall be fair and impartial. All evidence, regardless of whether it meets the test of admissibility of rules of evidence, shall be elicited by the Honor Council. Witnesses will testify without oath, and signed statements may be submitted from unavailable witnesses. Only the members of the Honor Council, the accused, his/her advisor, and the faculty advisors to the Honor Council may be present during the hearing other than a witness while testifying. The accused shall have the right to testify and to make a closing statement. The accused may be accompanied by a student or faculty member of the School as an advisor for purposes of consultation, but neither the accused nor the advisor shall have the right to examine witnesses. The Honor Council shall be allowed all possible latitude in determining whether a violation has occurred and shall itself determine the weight and pertinence of the evidence.

5. It is also required that one (1) member be designated to act as official reporter during any hearing. It shall be his/her responsibility to keep an accurate record of the proceedings.

6. At the conclusion of the evidence, the Honor Council and faculty advisors to the Honor Council shall retire to deliberate in secret. Only evidence presented at the hearing will be considered in reaching a decision. A unanimous vote of the Honor Council members shall be required for a finding of an Honor Council violation. If the accused is convicted, the Honor Council shall recommend the sanction(s) by majority vote.

7. The following sanctions may be imposed:

- a. Verbal reprimand without an entry on the student's personal performance record;
- b. Written reprimand with an entry on the student's personal performance record;
- c. "F" in the course on the student's personal performance record and "F" on his/her permanent transcript;
- d. Honor Council suspension (specifying the period of suspension);
- e. Honor Council dismissal (specifying when the student may apply for readmission);
- f. Such combination of sanctions or other sanction as may appear appropriate.

8. After the hearing, the Honor Council shall promptly prepare a concise, but thorough, written summary of pertinent evidence and facts shall be transmitted to the dean of the Nursing School with the accompanying recommendation together with all documentary and physical evidence before the Council. The dean may impose the sanction(s) recommended or sanction(s) of greater or lesser severity. After receipt of the summary, the student shall be promptly notified by the dean in writing of his or her decision and the sanction(s) imposed.

9. In no case of alleged or suspected dishonesty will the dean take action before receiving from the Honor Council its recommendation, provided such recommendation is received within a reasonable time after notification to the Council of the particular case.

E. Disposition of Hearing Materials

All statements and any written materials used during the course of a hearing shall remain confidential information unless needed for implementation of recommendation and with the knowledge and permission of the accused. At the conclusion of each hearing where there is adjudged guilt, all related materials must be sealed and filed in the locked file of the dean for a period of not less than five (5) years. Any notations pertaining to the misconduct or the related proceedings on the official student record shall be left to the discretion of the Honor Council and the dean. Also in the instance where there is no adjudged guilt all related materials must be sealed and filed in the locked file of the dean for a period of not less than five (5) years.

F. Appeal

1. A decision by the Honor Council and/or the sanction(s) imposed may be appealed to the dean of the School. Such appeal must be in the hands of the dean within seven (7) days after the student has been given written notification from the dean of the action taken. As part of the appeal, the student must present to the dean a written statement of the basis for his/her appeal. If the dean has not received such a written statement within the specified time, the decision of the Honor Council will stand affirmed.

2. Upon receipt of an appeal, the dean shall appoint a panel of four (4) persons to advise him/her concerning the case. The panel shall consist of two (2) School of Nursing faculty members, one of whom should be a faculty advisor to the Honor Council, where possible, and two (2) students eligible to serve on the appeals panels who have had no prior involvement in the case.

3. The panel shall review the records in the case, may consult with members of the Honor Council and confer with the dean. The dean may then deny the appeal, modify the sanction(s), or request that the appeal panel rehear the case. Should the decision be to rehear the case, one of the faculty members on the appeal panel shall become the presiding officer of the panel. The proceedings of the panel shall conform as nearly as possible to the proceedings outlined for the conduct of a hearing by the Honor Council.

4. When the proceedings of a panel are concluded and a written summary is prepared, the panel shall confer with the dean who shall render a final decision on the appeal and inform the student of his/her decision in writing.

G. Miscellaneous

1. A duty of confidentiality is implicit in the Honor system. It is academic misconduct under this Code for a member of the Honor Council, a student witness, or any student (other than the accused) who has obtained knowledge of a Council proceeding, past or present, to breach this duty of confidentiality. Nothing in this paragraph shall restrict communication to officials of the University where knowledge is necessary to the performance of the officials' duties nor shall it restrict disclosure required by law.

2. Wherever "dean" appears in this Code, each shall include any person designated by the dean of the School of Nursing to act in his/her stead.

3. Wherever "Chairperson" or "chairperson of the Honor Council" appears in this Code, each shall include any member of the Honor Council designated by the chairperson of the Honor Council to act in his/her stead.

4. This Honor Code shall be effective on the first day of the fall semester, 2004. On that date, the existing Honor Code of the School of Nursing shall stand repealed. Amendment of this Code shall be by two thirds (2/3) vote of the Honor Council, with the consent of the dean, subject to ratification by a majority of those nursing students voting in an election for that purpose, and by a majority vote of the School of Nursing faculty.

Plagiarism

In an effort to unify the Nell Hodgson Woodruff School of Nursing in a common understanding of "plagiarism," the following official definition has been approved and placed on each class board for easy access to students and faculty. It is each student's responsibility to know and understand this definition and to direct further questions on individual projects to the appropriate faculty members.

Plagiarism – A Definition

Plagiarism is essentially a false representation of authorship and consists of the reproduction, in whole or in part, of a manifestation of intellectual endeavor by someone who by statement or implication holds himself/herself out as its creator. The term "intellectual endeavor" as applied to authorship includes *words, ideas and*

unique methods of treatment. Even though the copied material is not identical to the original, if the *essence of the original* is used then the offense is committed. Plagiarism is *not* committed by the use of ideas common to educated people or by a new treatment of a subject that has been dealt with by someone else.

Adapted from Encyclopedia Americana. New York: American Corp., 1992.

Guiding Principles for Attribution, Authorship and Protection of Intellectual Property

Assumptions About Authorship

- Authorship is the primary mechanism for determining the allocation of credit for scientific advances, discovery, and thought.
- In addition to credit, authorship also conveys an important responsibility for the accuracy, integrity, and defense of the research or manuscript.
- The complexity of contemporary research projects frequently requires contributions from many individuals with different specialized skills which generates issues related to:
 - criteria for inclusion as an author,

sequence of authors,

ability of each author to evaluate and defend all aspects of a study,

separation of various results to reach multiple audiences.

- Conventions for allocating credit vary greatly by discipline and research groups. Guidelines for apportioning credit are subject to change based on the particular situation and/or journal.

Guiding Principles

- Each group of authors (whether comprised of faculty, students, research associates, or some combination) should freely discuss and resolve questions of authorship and access to data/information before and during the course of a study or project.
- Authorship should be based on a significant contribution to the conceptualization, design, execution and/or interpretation of the research study, as well as a willingness to take responsibility for the defense of the study should the need arise. In other words, authors are those individuals who have made an intellectual contribution to the study or project.

- Each author should be willing to support the conclusions of the study and be willing and able to defend their contribution to the study.
- Each author should review material that is to be presented in public forums or submitted for publication. Abstracts as well as original and revised manuscripts should be subjected to this process.
- In interdisciplinary work, consideration should be given to preparing brief statements about the exact contribution of each author to the work described in each communication.
- The submitting author should be considered the primary author with the responsibility of coordinating the completion and submission of the work, and coordinating responses of the group to inquiries (requests for reprints, permission to use instruments, etc.) or to challenges. The submitting author should be willing to certify that each author has reviewed and authorized the submission of the manuscript. (Some journals now require signatures from each author before publication while other journals require the submitting author to certify the responsibility of all listed authors.)
- Individuals who have contributed certain advice, reagents, analyzes, patient material, space support, etc. should be acknowledged but not be listed as authors unless they are fully able to meet criteria listed in principles 2 and 3 above.
- In an academic environment, free exchange of ideas and creative thought is desired. In a lifetime of reading, theorizing, and experimenting, a person's work will inevitably incorporate and overlap with that of others. However, systematic, unacknowledged use of techniques, data, words, or ideas or others, whether published or not, is considered plagiarism. Erring on the side of excess generosity in attribution is best. (National Academy of Science, 1989, p. 18)

Sources

- National Academy of Science Committee on the Conduct of Science, *On Being a Scientist*, Washington, DC: National Academy Press, 1989.
- NIH Guidelines for the Conduct of Research at the National Institutes of Health, Bethesda, MD, 1990.
- Institute of Medicine, Report of a Study: The Responsible Conduct of Research in the Health Sciences. 1989, Washington, DC: National Academy Press