Policy S-1.12
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

TITLE: STUDENT HONOR AND CONDUCT CODE GUIDELINES

POLICY: All students are required to abide by the University of Florida Student Honor Code and Student Code of Conduct. Nursing students must further abide by the Standards of Ethical Behavior and Conduct of the Nursing Profession.

RATIONALE: Academic honesty and integrity are fundamental values of the University community and the nursing profession. Standards for honor and conduct foster an environment of integrity, trust and respect. In cases of suspected violations, the University of Florida Office for Student Conduct and Conflict Resolution procedures will be followed to ensure fair treatment of all individuals. (http://www.dso.ufl.edu/sccr/)

PROCEDURE:

I. Honor Code
   A. The Student Honor Code is either required or implied on all work submitted for credit.
   B. The student is responsible for assuring that all examinations and written work abide by the University of Florida Student Honor Code (https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code)
      1. For examinations, the student may promote academic honesty by:
         a. placing personal items and electronic devices in the specified location
         b. Covering work during an exam
         c. Not looking around the room or at other students’ exams
         d. Refusing to discuss an exam with students in other sections
         e. Refusing to provide old exams to other students without faculty consent
      2. In all written assignments, the student is responsible for citing all sources of information that are not the product of his/her own thoughts, including published and unpublished material.
         a. Resources to assist students in writing and formatting are available on the CON website at http://con.ufl.edu/research/research_resources_writers_students.shtm
         b. Antiplagiarism software is available for use by faculty and students. Faculty may use this technology to evaluate originality of written submissions.
      3. The student must adhere to the laws and legal agreements governing software use and copyrighted material.
C. Honor Code violations such as plagiarism, unauthorized use of material or resources, and prohibited collaboration are defined in the Violations of the Student Honor Code, Regulations of the University of Florida 6C1-4.041 and available at https://www.dso.ufl.edu/scrr/process/student-conduct-honor-code/

D. Students who become aware of a violation of the student Honor Code are bound by honor to take corrective action and report the violation to the course professor or the Associate Dean for Student Affairs (ADSA) immediately.

E. Instructors who identify suspected violations of the Student Honor Code will notify the Associate Dean for Student Affairs (ADSA) and follow the Student Honor Code Procedure (Attachment #1).

F. The flowchart for Violations of Academic Honesty summarizes this process and may be found at the UF Dean of Students Office website https://www.dso.ufl.edu/documents/scrr/academicflow.pdf

G. The UF Faculty/Student Resolution Form will be used to document academic violations and is available at https://www.dso.ufl.edu/documents/scrr/facultystudentresolutionform.pdf

H. The Health Science Center Student Conduct Committee may be convened to resolve alleged violations of the Student Honor Code and violations of the Health Insurance Portability and Accountability Act (HIPAA) or any other applicable law concerning patient privacy within the Health Science Center colleges.

I. While awaiting resolution of a case, the student may continue to attend class. A student shall not be permitted to drop or withdraw from the course once informed of an alleged Student Honor Code violation.

II. Conduct Code and Standards of Ethical Behavior

A. The student is responsible for abiding by the UF Student Conduct Code at(https://www.dso.ufl.edu/scrr/process/student-conduct-honor-code/ and The Standards of Ethical Behavior and Conduct of the Nursing Profession (Attachment #2).

B. Students, faculty and staff in the CON who believe there has been a violation should contact the ADSA and Student Conduct and Conflict Resolution at the Dean of Students Office to discuss options available for reporting incidents to the appropriate authorities.
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C. Suspected violations of the Student Conduct Code will follow the Conduct Procedure as defined by Student Conduct and Conflict Resolution Conduct Procedures available at http://dso.ufl.edu/procedures/sccr/general.php

D. The flowchart for the Student Conduct Process may be found at the UF Dean of Students Office website https://www.dso.ufl.edu/documents/sccr/judicialflow.pdf

E. Student participation in any clinical experience requires that they meet the academic and professional standards of behavior as described in the UF Student Conduct Code and the College of Nursing Standards of Ethical Behavior and Conduct of the Nursing Profession. Clinical experiences may be altered to protect patients and to enhance student learning (see Policy S-1.09, Removal of Students from Clinical Settings/Experiences).

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*Bold indicates committee with A-01 review responsibility.
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Attachment #1  
Student Honor Code Procedures  

- Your instructor will call Student Conduct and Conflict Resolution to determine if you have a prior academic honesty violation. If you have a prior, your instructor will automatically forward the case and evidence to Student Conduct and Conflict Resolution. If you do not have any priors, your instructor will meet with you.  

- Your instructor will schedule a meeting with you and he/she has the option of having their supervisor with them.  

- During the meeting your instructor will explain the nature of their suspicions and listen to your account of the incident. If your instructor still believes that you are responsible for an honor code violation, then he/she can recommend a sanction. This sanction can include a grade penalty and an educational seminar.  

- If you accept the grade penalty and sanctions, then you are admitting responsibility and will complete the Faculty/Student Resolution Form as appropriate. You have 24 hours to decide whether or not to accept responsibility and the proposed outcome. If you accept responsibility, this does count as your first honor code violation.  

- The instructor will send the form with the recommended sanction to the Office for Student Conduct and Conflict Resolution and a conduct file will be created for you.  

- A copy of the completed form will be given to you.  

- If you choose not to accept responsibility or the sanction, you may choose to have the case heard by the Student Conduct Committee or the Student Health Sciences Conduct Committee.  

- If you disagree with the allegation(s) brought forth, you will have an informational meeting with Student Conduct and Conflict Resolution to learn more about a Student Conduct Committee Hearing.  

- Your instructor will be called as a witness to the Student Conduct Committee Hearing.  

- Follow up letters will be sent to you and the faculty member referencing the outcome.  

- You will be given an "I" until the matter is resolved. Once the matter is resolved, your instructor will be directed to submit the appropriate grade.
STANDARDS OF ETHICAL BEHAVIOR AND CONDUCT OF THE NURSING PROFESSION

“Students in the health professions are held to standards of conduct that exceed those usually expected of university students. Consequently, nursing students are required to demonstrate safe practice in the care of patients and to exercise appropriate judgment as beginning level professionals, including appropriate demeanor and appearance. Students must adhere to the standards of conduct outlined in the American Nurses Association Code of Ethics and the Florida Nurse Practice Act. Students can be removed from the nursing curriculum and/or any College sponsored programs and organizations based on violation of professional conduct.” (Excerpt from University of Florida Undergraduate Catalog.)