BAPTIST HEALTH COLLEGE LITTLE ROCK

ACADEMIC AFFAIRS

PLAGIARISM AND ACADEMIC DISHONESTY

Policy Number: 112	**Effective Date: April 2011**
Authorized By: Karen James, PhD, OTR/L	**Edited Date: June 2025**

PURPOSES:

1. To give faculty direction in academic dishonesty such as plagiarism, cheating, collusion, fabrication, falsification, sabotage and unauthorized collaboration in order to protect the honest student and original authors of works, and to prevent the award of course credit, reward or recognition for dishonest work.

POLICY: Academic dishonesty of any type is unacceptable and will result in corrective action.

Definition of Plagiarism:

The practice of taking or submitting the work of another as one's own without proper acknowledgment; therefore, a student who fails to give appropriate credit for ideas or material taken from another, whether fellow student, other or resource writers, is guilty of plagiarism.

Definition of Cheating:

Dishonesty of any kind on examinations and written assignments such as: unauthorized possession of course examinations, possessing notes or other cuing such as information from electronic devices during an examination, obtaining information during an examination from another student (includes but not limited to looking at/on answer sheet of another student, text messaging and so forth), or assisting others to cheat. Complete honesty is required in the presentation of all course work. This applies to examinations, written and computerized work, reports, papers and any other course activities.

PROCESS:

1. The Deans, Associate Deans, Program Directors (hereafter referred to as academic leaders) and faculty have the responsibility and authority of initiating corrective action arising from student academic dishonesty during the process of a course. When an instance of academic dishonesty is identified, faculty follow the chain of command in reporting the incident first to the academic lead to whom they report. The instance then moves up the chain of command until a decision is made or a resolution is reached.

2. In the instance of academic dishonesty during exams, coursework or other assignments, the faculty shall first notify their respective nursing course/semester leader or allied health academic leader who then notifies their appropriate academic leader.

3. Second, the faculty documents the circumstances and situation by describing the nature of the academic dishonesty, including the coursework/exam, date, course, and setting. The grade, if applicable, given must also be included.

    3.1 Faculty submits documentation of the incident to their respective leader. The respective leader will forward the documentation to their respective Dean/Associate Dean.

    3.2 Students must understand that academic dishonesty may subject them to

corrective action. up to and including academic suspension or academic dismissal from the program.

4. All documents related to the situation shall be filed in the student's academic file.