

What should I do if I am suspected of academic misconduct in the School of Nursing?

If you are suspected of academic misconduct, you may be subject to an investigation, which will be conducted either by a faculty member or by an investigator appointed by the PROFITS Committee Chair. You will be contacted to schedule an interview regarding the incident.



If the faculty investigation **confirms academic misconduct**, or if you confess, the faculty member may impose sanctions based on content from his/her course syllabus.



If the faculty investigation **does not confirm misconduct**, then the faculty member closes the investigation.



If suspicion remains or if the faculty member is unsure of which sanction to apply, the faculty member makes a formal report to the PROFITS Committee Chair.



An investigator appointed by the PROFITS Committee Chair will contact you to schedule a face to face interview as soon as possible. Prepare to answer questions. The investigator will take notes during the interview. Prepare to submit a written document of your account of the reported misconduct.



If a hearing is to be held, you will be notified within **2 academic days of the hearing decision**, either in writing or verbally. You will be informed of the allegation(s), told the name of the person who reported the incident, and given a copy of the investigator's report.



You may select an advisor for the PROFITS hearing process. If you select an advisor, you must inform the PROFITS Committee Chair of your decision.



You must provide witness name(s) and contact information to the PROFITS Committee Chair within 3 days of the scheduling of the hearing. It is your duty to provide your witness(es) with the purpose of their testimony. All witnesses will appear in person to testify before the PROFITS Committee and are subject to cross-examination by PROFITS Committee members. Facts pertaining to the case will not be shared with the witnesses by the Committee.



If there is **NOT** sufficient evidence to pursue the allegation, you will be notified within **2 academic days** of the decision, either verbally or in writing, that the charges have been dismissed. All documented material related to the investigation will be destroyed and information about the investigation will remain confidential.



If you admit to the misconduct, the Committee will be given access to the investigator's report and will meet to recommend sanctions to the Dean of the School of Nursing. The Dean will make the final determination of the sanctions.

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You may choose to have an attorney present during the hearing. You must notify the PROFITS Committee Chair **within 2 academic days** of the decision to have the hearing.



Within 8 days of scheduling the hearing, you will receive a report from the Profits Committee Chairperson of the list of witnesses for the other party.



If you do not notify the PROFITS Committee Chair and fail to report to the hearing, the hearing panel's decision will be based on the testimony you gave during the investigation process, and your right to further speak about the alleged misconduct is waived.



Hearing occurs; hearing panel makes recommendations to the Dean.



Within **12 academic days** of the date of the hearing, the Dean will notify you by registered mail of findings from the hearing, along with a final determination of sanctions.



You must make any appeals within **10 academic days** from the date the hearing was held. You may appeal only the findings of the hearing or the sanctions. Appeals are made to the Appeals Committee.

NOTES:

- You are encouraged to continue attending class.
- You may not drop a course to avoid investigation of alleged misconduct or imposition of sanction if it is found that misconduct occurred.
- You **may** drop the course if it is found that misconduct did not occur, or if the charges are dismissed.
- In cases where patient safety is a factor, your name will be revealed strictly on a need-to-know basis.
- Confidentiality will be maintained in all cases.