I. Purpose
This policy defines the Faculty/Student Honor Code adopted by the School.

II. Accountability
Students and faculty are responsible for adhering to this policy. Program directors and the Dean monitor adherence. While students are subject to all other applicable University and School policies with equal force and effect, the Faculty/Student Honor Code is of such fundamental importance that students are required to review the Code and acknowledge their agreement to abide by it prior to enrollment.

III. Policy

FACULTY/STUDENT HONOR CODE

WHEREAS: The faculty of the School of Health Related Professions believe health care professionals must observe high standards of honesty and integrity; and

WHEREAS: As future health care professionals holding a public trust and as members of the SHRP academic community, students must also observe high standards of honesty and integrity in all aspects of education, practice and research; and

WHEREAS: Observance of this Code is essential due to the sensitivity and confidentiality required in professional education and practice and because it is required to uphold and promote the public trust, the integrity of the professions represented at SHRP and the principles of learning and acquisition of knowledge; and

WHEREAS: The faculty and students must make diligent efforts to ensure these high standards are upheld by their colleagues and peers as well as themselves; and

WHEREAS: It follows that faculty and students accept responsibility to help ensure that these standards are maintained in SHRP by reporting incidents of academic and professional dishonesty in others;

THEREFORE: The faculty and students agree to abide by this Honor Code of the School of Health Related Professions as follows:

GENERAL PRINCIPLES AND RESPONSIBILITIES

The principles of truthfulness, fairness, respect for others, trust, and responsibility and a personal commitment to maintaining these high standards and values constitute the fundamental ideal we all must strive to attain. Accordingly, SHRP faculty and students have the following responsibilities:

- To be truthful in all academic and professional matters, and to always honestly represent their work and that of others;

- To be aware of and to abide by all applicable federal, state and local civil and criminal laws and regulations;

- To be aware of and abide by all applicable codes and standards of ethical and professional conduct and responsibilities, including those established by the profession in which the student's course of study is intended to prepare him or her to practice;

- To be aware of and to abide by all applicable University and School policies, rules, procedures and
standards, both general and academic; and the responsibility for personal and professional integrity and honesty in all academic activities;

- To help ensure that high standards of professional and ethical conduct are upheld by faculty, students, colleagues and peers by reporting violations of this Honor Code observed in others to the appropriate School official.

Violations of this Honor Code include conduct that does not fully comport with the statements and principles above. Examples of violations include, but are not limited to, conduct listed below.

**EXAMPLES OF VIOLATIONS OF ACADEMIC INTEGRITY AND OF STANDARDS OF BEHAVIOR**

**CHEATING** occurs when an individual misrepresents his/her mastery of the subject matter or assists another to do the same. Instances of cheating include, but are not limited to:

- Copying another's work and submitting it as one's own on an examination, paper or other assignment;
- Allowing another to copy one's work;
- Using unauthorized materials during an examination or evaluation such as a textbook, notebook, or prepared materials or possession of unauthorized materials (notes, formulas, etc.) that are visually or audibly accessible;
- Collaborating with another individual by giving or receiving unauthorized information during an examination or evaluation.

**PLAGIARISM** is an act whereby an individual represents someone else's words, ideas, phrases, sentences or data, whether oral, in print or in electronic form, including internet sources, as his/her own work. Examples include, but are not limited to:

- Using the exact words (verbatim) of another source without quotations and appropriate referencing;
- Using the ideas, thoughts, opinions, data or theories of another without a reference, even if completely paraphrased;
- Using charts and diagrams from another source without revision, permission from the author and/or appropriate referencing;
- Using facts and data from another source without a reference unless the information is considered common knowledge.

**FABRICATION** is the deliberate use of false information or withholding of information with the intent to deceive. Examples include, but are not limited to:

- Using information from a source other than the one referenced;
- Listing of references in a bibliography that were not used in a paper;
- Falsifying or withholding data in experiments, research projects, notes, reports, or other academic exercises;
- Falsifying or withholding data in patient charts, notes or records;
- Submitting papers, reports or projects, prepared in whole or part by another;
- Taking an exam for another or allowing another to take an exam for oneself.

*Definitions originally adapted with permission from the administration of Ramapo College.*

**OTHER ACTS OF MISCONDUCT** include, but are not limited to:

- Changing, altering or falsifying a graded examination, completed evaluation, grade report form or transcript, or unauthorized entry, or assisting another in unauthorized entry, into a University building, office or confidential computer file for that purpose;
- Obtaining, distributing, accepting or reviewing examinations, lab reports or other confidential academic
materials without prior and explicit consent of the instructor;

- Submitting written or computer work (in whole or in part) to fulfill requirements of more than one course without the prior and explicit permission of both instructors;

- Impeding the progress of another by sabotaging their work (written or computer data, laboratory experiments, etc.), deliberately providing false or misleading information, or withholding or hiding information, books or journals;

- Stealing information from another;

- Forging an instructor's signature or initials on examinations, evaluations, lab reports or other academic materials, and forgery, alteration, or misuse of School documents, records or identification;

- Obstruction or disruption of teaching, research, administration, procedures, or other School activities;

- Theft, damage, or the threat of damage to the property of the state or a member of the University community or to any person lawfully on the University campuses;

- Any act that results in bodily harm or any act of harassment, intimidation, or bullying as defined in Student Rights, Responsibilities, and Disciplinary Procedures;

- Possession or use of firearms, explosives, dangerous weapons on university property in violation of federal, state or local law or university regulations;

- Use, possession or distribution of narcotics, dangerous substances, or prescription drugs to persons other than prescribed, as prohibited by laws of the state;

- Unauthorized entry or assisting another in unauthorized entry into a University building, office, facility, or confidential computer file for any purpose;

- Violations of established University policies or regulations, including regulations concerning consumption of alcoholic beverages or other substances, and any other procedure or regulation officially promulgated by the University;

- Violations of any applicable professional Codes of Ethics.