



**CyberTex Institute of Technology**  
**Vocational Nursing (VN)**  
**VN Student Handbook**

**Addendum Implementation Date: August 10, 2020**

Beginning on Monday, August 10, 2020 and in the future, effective for all programs of study, the following will be enforced for all student in the Vocational Nursing Program at CyberTex Institute of Technology. The policies under the following headings shall include the following.

**Department and Attire**

- Clothing and personal appearance should be neat, becoming, and appropriate. The following is required of all students
- Neither males nor females shall wear baseball caps, stocking caps, skullcaps, sun-visors, do-rags and bandannas while in Virtual (Zoom video room) Classroom
- Appropriate attention must be given to personal cleanliness and good grooming including hair; to present a clean, neat, and orderly appearance
- Dress must be in good taste and appropriate for the occasion or setting.
- Pajamas, hair rollers, and other house/ bedroom wear shall not be worn in online classroom
- While in Virtual (Zoom video room) Classroom, students should sit upright (no lying in bed)
- Students should not be eating while in Virtual (Zoom video room) Classroom
- No other person should be on video with student while attending Virtual (Zoom video room) Classroom

**Academic Integrity**

- Respecting the principles of academic integrity and being aware of what constitutes academic misconduct (cheating, plagiarism).
- Writing tests and examinations at the time(s) scheduled, adhering to the established procedures when writing examinations
- Academic misconduct is an act which may result in a false evaluation of the student's academic standing, or which represents an attempt to unfairly gain an academic advantage, where the person knew or ought reasonably to have known that it was misconduct.
- Whether or not a student intended to commit academic misconduct is not relevant for a finding of academic misconduct. Students are responsible for verifying the academic integrity of their work before submitting it



## Communication

- Any student or other member who has a complaint should first attempt to resolve the complaint with the individual involved on an informal basis the incident.
- In cases where the student is uncomfortable addressing the issue directly with the individual, he/she may have another member of the faculty or student representative in the meeting with him/her.

## Types of Academic Misconduct

**Plagiarism:** the act of copying, reproducing or paraphrasing, in whole or in part, someone else's published or unpublished material (from any source, including the Internet) and representing these works or ideas as one's own. Plagiarism applies to all forms of work presented or submitted for academic evaluation including, but not limited to, any written work,

- In more serious cases, the student may attempt to resolve the issue informally through the individual's immediate Supervisor.
- Each student must address issue with staff/ faculty member that they have an issue with for themselves and not through another student

**Cheating (Unauthorized External Assistance):** receiving external assistance in relation to an examination, assignment, or any other academic exercise for credit, unless expressly permitted by the instructor. Cheating includes, but is not limited to:

Student using unauthorized source/ collaboration of obtaining information in closed book/ individual quizzing, examination, assignment, coursework etc., including leaving examination screen to open another browser

**Attempting to Influence:** attempting to influence or change any academic evaluation, assignment or academic record for reasons having no relevance to academic achievement.

**Impersonation:** acting or attempting to act as a substitute for another (whether in person or electronically), or using or attempting to use a substitute (whether in person or electronically), in an academic evaluation or assignment.

**Facilitating Academic Misconduct:** facilitating any of the above-listed forms of academic misconduct.



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**Disruption of Instructional Activities.** No student or member of the class shall exhibit behaviors/actions that interfere with others' fundamental right to learning, which includes diversion from class activities to address a personal issue that is not appropriate for the time at hand or that does not benefit the greater class population. Learning activities, include but not limited to examinations and tests.

Academic Penalties for Academic misconduct may include but are not limited to

- Resubmission of Assignment - Faculty Member
- Failing Grade in Course - Faculty Member or Director
- Academic Probation - Program Director
- Dismissal - Program Director

## Student Rights

Students have rights to:

**Student Representation:** Collectively choose two representatives per cohort to represent issues affecting the class.

**Academic Appeal:** The right to question and appeal, within other defined academic procedures, those matters affecting one's academic status, promotion and matters affecting graduation if student has evidence that decisions were made on the grounds of prejudice or discrimination of any kind.

**Faculty/ Staff Support/ Accommodations:** Mentoring and awareness of educational activities and services available to assist you in your academic achievement, general growth and development. This includes the provision of documentation e.g. Grades in a timely manner, syllabi for courses.

### Utilize the Grievance Process

Steps in the Grievance/Complaint Procedure Specific for Nursing Students Related to Grievances/Complaints after informal measures to resolve dispute fails:

Submit a written complaint along with submission of evidence in the following order:

1. Staff/Nursing Faculty Member/Instructor



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2. DVNP or Designee
3. Student Services Coordinator
4. School Director
5. School's Chief Administrative Officer
6. TWC and COE

**I have read, have been given the opportunity to ask questions, and understand the above instructions/requirements.**

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**PRINT STUDENT NAME**

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**STUDENT SIGNATURE**