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Policy Title: Use of Third-Party Services for DNP Projects, Case Studies, and Other Scholarly Assignments

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The Doctor of Nursing (DNP) program offered at the Cizik School of Nursing (SON) is committed to ensuring academic integrity within the academic work related to the DNP program. Students are required to complete DNP Projects, case studies, and other required program-related work. Students are responsible for ensuring that they have designed and completed the project including completion of their own data analysis, and that the DNP Project, case studies, and other assignments are their own work. Doctoral work must comply with University policies for Academic Honesty.

Students are expected to be above reproach in all scholastic activities. Students who engage in academic dishonesty are subject to disciplinary penalties, including failure in the course and dismissal from the university. "Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (*The University of Texas System Regents Rules and Regulations, Series 50101, Number 2, Subsection 2.2*).

This document further expands the discussion related to academic integrity as it related to DNP work and provides examples of ways in which third-party services of all types may and may not be used within the doctoral process. Except as expressly set forth in this document, DNP students may not use third-party services for any purpose. This includes services from any individuals other than those designated for the support of the Cizik School of Nursing DNP program such as advisors, mentors, statisticians, librarians, and Writing Center staff. *Students who violate these guidelines will be subject to disciplinary action.* Exceptions to these guidelines may be granted by the Vice Dean for Academic Affairs in cases in which a student has a disability accommodation on file.

Note: The DNP program does not recommend or endorse third party services for DNP work. Use is at your own risk. The university does not ensure the quality of such services, and there is no guarantee that use of such services will result in the successful completion of doctoral work. Students should consult their advisor when considering use of such service.

THE FOLLOWING PROVIDES GUIDELINES AND EXAMPLES FOR REVIEW

I. **Use of Third-Parties for Writing and Editing Support for DNP work (i.e. editors, writing coaches, consultants)**

    A. **DNP Student Responsibilities (Prohibited Third-Party Activities)**

        1. Writing the assigned papers, case studies, or DNP Project as well as the prospectus or other materials leading to the final deliverable.
        2. Organizing thoughts and ideas (presenting theoretical framework perspective, methodology, etc.).
        3. Making revisions recommended by the advisor or other responsible person.
        4. Interpreting and refining the data, analysis, and findings.
        5. Fact-checking for the work.
        6. Removing or remedying plagiarism.
        7. Assuring the accuracy of citations and references.
        8. Obtaining copyrights or permissions as needed for DNP Project work.

    B. **Allowable Third-Party Activities**

        1. Making suggestions to improve organization, structure, and/or style.
        2. Recommending corrections in grammar and mechanics usage and in APA formatting.
        3. Making suggestions for correcting the format of the written material to align with DNP Program requirements.
        4. Making suggestions for correcting, labeling, and designing of tables and figures.
        5. Reviewing for continuity and clarity.

II. **Use of Third-Parties to Assist in Scholarly Investigations.**

    A. **DNP Student Responsibilities (Prohibited Third-Party Activities)**

        1. Collecting raw data, unless the data consist of archival or "secondary" records or is collected through a survey panel.
        2. Conducting the literature review.

    B. **Allowable Third-Party Activities**

        1. Activities documented in a school-approved project plan or proposal and approved by the student's advisor.
        2. Administrative activities undertaken by a site to accommodate the DNP Project (such as facility set-up, distribution of recruitment invitations, or de-identification of existing data) in accordance with a school-approved project plan.

III. **Use of Third-Parties for Statistical Analysis or Consultation**

    A. **DNP Student Responsibilities (Prohibited Third-Party Activities)**

        1. Making an initial examination of the raw data.
        2. Entering the data and preparing it for analysis.
        3. Choosing and applying statistical analysis and other analytic procedures to the data.

4. Producing tables, charts, graphs, and other findings.
5. Explaining the selected statistical analysis or analytic procedures and interpreting the results.
6. Writing the results for use in the DNP Project or other work.
7. Interpreting the findings.

B. Allowable Third-Party Activities

1. Consulting with the DNP student on the choice of data collection tools and processes, the choice of statistics and analytic procedures, the interpretation of findings, and the choice of report formats.
2. Reviewing and validating the DNP student's inputted data and completed statistical analysis for accuracy.

IV. Use of Third-Parties for Transcription

A. DNP Student Responsibilities (Prohibited Third-Party Activities)

1. Re-organizing or highlighting the transcripts.
2. Analyzing or interpreting the transcripts.

B. Allowable Third Party Activities

1. Providing a word-for-word (i.e. verbatim) transcript of the recorded study data.

Note: Any assistance from third-party work must be included as an acknowledgement in the DNP project or product on a separate page after the Table of Contents.