

COLLEGE OF ALLIED HEALTH SCIENCES STUDENT CONDUCT CODE

The University policy (Student Handbook and Academic Year Planner – “Clue Book”) regarding student conduct states, “students enrolled at ECU are expected to uphold at all times standards of integrity and behavior that will reflect credit upon themselves, their families, and East Carolina University”. Additionally, the faculty of the College of Allied Health Sciences (CAHS) have an academic, legal and ethical responsibility to protect the public and health care community from inappropriate professional conduct or unsafe behaviors in the practice of Allied Health Professions.

Students will be provided with documents expressing expectations regarding academic and professional conduct within all academic and clinical aspects of the curriculum during general advisement sessions, course work, clinical affiliations, and other instructional forums. All CAHS students are expected to be familiar with their department policies and professional code of ethics and to conduct themselves in accordance with these standards.

A. DEFINITIONS

1. “CAHS Student Conduct Code” or “Student Conduct Code” – College of Allied Health Sciences Student Conduct Code.
2. “Hearing Committee” - College of Allied Health Science’s Hearing and Appeals Committee. This committee is authorized to review the charges against a student, to determine if sufficient evidence exists to warrant a hearing, determine whether a student has committed a violation, and recommend any sanction(s).
3. “Student Misconduct File” - student file that will be established upon the recommendation of the Hearing and Appeals Committee. The file will contain decisions and recommendations of the Committee relative to identified conduct violations by the individual student. The file is distinct from the student’s academic file.
4. “College” - College of Allied Health Sciences (CAHS).
5. “Department” – respective departments of the CAHS.
6. “Charged student” - any student who is charged with an alleged conduct violation.
7. “Student” - any student enrolled in a department of the CAHS.
8. “Faculty” - faculty members with an appointment in a CAHS department.
9. “Clinical supervisor” - the professional staff member at the clinical setting assigned to oversee the student’s clinical experience.
10. “Complainant” - any individual who files a complaint against a CAHS student for misconduct.

11. "Student Handbook" – the most current Student Handbook and Academic Year Planner the "Clue Book" of East Carolina University.
12. "Cheating" - either the attempt or actual giving or receiving of unauthorized aid or assistance. This includes, but is not limited to: 1) use of unauthorized assistance during exams and quizzes, or 2) utilization of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other academic material belonging to a member of the faculty, staff, or other students.
13. "Plagiarism" - includes, but is not limited to the use by paraphrase or direct quotation, of the published or unpublished work or thoughts of another person without full and clear acknowledgement and passing it as one's own work.
14. "Academic days" - any time the student is involved in a regular course sponsored activity of the respective CAHS department program.
15. "Filed violation" – an academic integrity or conduct code violation(s) and accompanying sanction(s) that have been submitted to either the Dean of Students, ECU, or the Dean of CAHS in accordance with the Policies and Regulations of the Student Handbook.

B. Proscribed Conduct

Any student while engaging in university related activities or on university property, committing misconduct as described or referred to in this section is subject to the disciplinary procedures and sanctions as outlined in this document.

1. Violation of published Department, College of Allied Health Sciences policies, rules, and regulations.
2. Violation of the East Carolina University Code of Student Conduct (Student Handbook).
3. Violation of the North Carolina statute for those disciplines for which such statutes exist specifically pertaining to the practice of the respective health professions.
4. Violation of the Code of Ethics or the Standards of Professional Conduct of the respective profession.
5. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information in an official matter to any member of the faculty, staff, or affiliated clinical instructor with the intent to deceive.
 - b. Forging, altering, or misusing a Department of College of Allied Health Sciences document, record or instrument of identification.
6. Disruption or obstruction of teaching, research, administration, service delivery, or other activities sponsored by the Department, College or affiliated clinical sites, or other Department and College sponsored activities.

7. Verbal and/or physical abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
8. Attempted or actual theft or receipt of stolen property and/or malicious damage to property belonging to or located on the properties of the University, affiliated clinical sites, or to other personal or public property.
9. Failure to comply with the security practices of the Department, College, University, or affiliated clinical sites.
10. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and University regulations.
11. Conduct or language, while at affiliated clinical sites or on the university campus, that is disorderly, lewd, indecent, or disruptive and is directed toward a member of the faculty, a fellow student, clinical fieldwork personnel or clients, or visitors.
12. Failure to comply with the implementation of Code of Student Conduct procedures.
13. Willingly and knowingly during the clinical field placement, delivering clinical services that a student is not authorized to perform.
14. Any behavior which jeopardizes the safety of the student or another individual especially if it pertains to the delivery of services and occurs during academic and/or clinical activities and field placement.
15. Violation of civil or federal laws involving the use of alcohol, firearms or the illegal use, possession, manufacture, sale or distribution of narcotics and other controlled substances.

C. PROCEDURES

The policies and procedures prescribed to in this document support and maintain the student's right of due process and fair hearing in accordance with the university's policy and The Code – Board of Governors, The University of North Carolina, August 1988.

1. Academic integrity violation

Violations of academic integrity as defined in the Student Handbook and in this document including cheating and plagiarism will be handled as outlined in the policies and procedures for academic integrity violations in the Student Handbook.

2. Non-academic conduct violations within clinical/field setting.

The determination that a student can not function appropriately and safely in a clinical environment is determined in concert by the supervisor and faculty coordinator considering due process, department policy and procedure, and inter-institutional contract.

3. Non-academic conduct violations within the academic settings.

Any individual may file a complaint against a CAHS student for misconduct. Complaints must be submitted in writing to a faculty member before formal action can be initiated. Breach of professional conduct should be discussed with the student by the respective faculty member and reported to the department chair. In the event that the faculty member is the department chair, the Associate Dean of CAHS may conduct the inquiry. Communications and information regarding conduct violations are to be kept confidential.

The department chair will conduct an inquiry to determine if the charges have merit and warrant further investigation. Upon completion of such investigation, the department chair may request that the Hearing Committee initiate a 'misconduct hearing process'. The written complaint and all available information gathered as a result of the inquiry will be provided to the Hearing Committee by the department chair.

4. Violations that may result in the immediate and temporary removal of a student from an 'in progress' department educational activity.

Any instructor of a CAHS program sponsored educational activity may temporarily remove a student from an activity that is 'in progress' for any of the prescribed conduct violations considering due process, department policy and procedure, and inter-institutional contract.

If the student is removed from a classroom academic setting, the department chair or designee is notified immediately of the incident. Depending upon the nature of the infraction, the department chair may request that the student be removed from the remaining classes of the day. Removal of a student from an 'in progress class' may result in a formal misconduct charge. Conduct which jeopardizes the safety of others in an actual or simulated clinical setting may result in removal from the activity and suspension of the remaining clinical experience (see sections B and C2).

D. The Hearing Process

1. The Hearing Committee will be the CAHS Hearing and Appeals Committee.
2. A written charge is filed by the Department Chair with the Hearing Committee. The Department Chair will forward an investigative report, supporting documents, and a recommendation of appropriate sanction to the Committee. The Hearing Committee will conduct a primary interview with the charged student for the purpose of presenting the charges to the student and allowing the student the opportunity to respond to the allegations. The primary interview will be conducted in accordance with policies utilized for academic integrity issues (see Clue Book, Policies and Regulations) and the student may choose to be accompanied by a non-participating observer.
3. Following the primary interview, the Hearing Committee will decide by majority vote whether there is sufficient evidence of a violation to warrant a formal hearing. The Hearing Committee must communicate its decision to the student within two (2) academic days following the primary interview. Possible recommendations of the Hearing Committee are as follows:

- a. Sufficient evidence to support a violation does not exist. Such a disposition will be final and there shall be no subsequent proceedings regarding the alleged violation.
 - b. Sufficient evidence of a violation does exist and the violation is severe enough to warrant a formal hearing. In this case, a hearing will be established within five (5) academic days following notification of the student.
 - c. All parties (student, Department Chair/Director, and Committee) concur that additional testimony is not required and that the recommended sanctions are appropriate. Prior to such a recommendation, the student must agree that a violation has occurred, concur with the sanction recommended by the Department, and waive (in writing) the right to present additional evidence and testimony at a formal hearing.
4. Hearings shall be conducted in accordance with the following guidelines:
- a. Confidentiality of the proceedings shall be maintained at all times.
 - b. A verbatim transcript of the proceedings shall be maintained at all times.
 - c. The hearing shall be conducted and controlled by the chair of the Hearing Committee.
 - d. Admission of any person to the hearing shall be at the discretion of the Hearing Committee.
 - e. The complainant(s) and charged student may have the opportunity to present witnesses, to examine and cross-examine witnesses, and to have a non-participating observer present. The Hearing Committee has the right to examine and cross-examine witnesses brought to testify relative to the alleged violation. The non-participating observer will not be allowed to officially participate in the proceedings.
 - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Committee.
 - g. All procedural questions are subject to the final decision of the Hearing Committee Chair.
5. After the hearing, the Hearing Committee shall decide by majority vote if the relevant evidence was adequate to support the conclusion that the student violated the Student Code of Conduct. The committee's determination shall reflect that the decision is based on the facts of the case and it is not arbitrary, capricious, or discriminatory.
6. The chair of the Hearing Committee will submit a written statement of its findings complete with sanction recommendations to the Dean of the CAHS, within two academic days following closure of the hearing.

7. The Dean of the CAHS will determine final action and will give written notice within five academic days to the Hearing Committee, the student, and the department chair.
8. The Hearing Committee conduct code proceedings are conducted independently of other hearings and proceedings that may result from the alleged violations.
9. If the violations(s) were also violations of the university conduct code then the Hearing Committee may recommend forwarding all proceedings to the University Dean of Students for consideration.

E. SANCTIONS:

The Hearing Committee may recommend any one or combination of the below listed sanctions as deemed appropriate for the violation. Disciplinary sanctions excluding dismissal from the program will not become part of the student's academic record but kept in a separate "student misconduct file". The student misconduct file will be kept in the office of the Dean, CAHS. Upon graduation, the student misconduct file will automatically be expunged.

1. Warning – A written notice to the student and the creation of a Student Misconduct File containing the decisions and actions of the Hearing Committee and the department.
2. Probation – In addition to a written reprimand to the student and the creation of a misconduct file, the student is placed on conduct probationary status for a defined period recommended by the department. During the probationary period, the occurrence of another conduct violation will be sufficient grounds for dismissal from the program.
3. Specific conditions – Specific conditions may be recommended singularly or in conjunction with other sanctions. Specific conditions such as professional evaluations, counseling and other forms of assistance designed to improve and maintain the health, safety and well being of the student may be recommended.
4. Loss of Privileges – As recommended by the department.
5. Restitution – Compensation for loss, damage , and/or injury as a result of the violation. Restitution may be in the form of monetary or material replacement.
6. Dismissal from the program. The student may reapply for competitive readmission for the next academic cycle.

F. Appeals

1. Academic Integrity Violations

Appeals of academic integrity violations are directed to the Dean of Students and the Academic Integrity Board of the university and follow the appeal process and procedures described in the Student Handbook.

2. Student Conduct Code Violations

All appeals must be written, outlining the specific grounds for the appeal and submitted to the Vice Chancellor for the Division of Health Sciences within three (3) academic days following notification. Appeal decisions must be reported to the student in writing within five academic days following the appeal request. Except for the consideration of new evidence, an appeal will be limited to the review of the verbatim record of the Hearing Committee hearing and supporting documents.

The decision of the Vice Chancellor, Division of Health Sciences is final.

Approved by the majority of the CAHS voting faculty: 05/03/00
Reviewed by Gary Vanderpool: 06/28/00
Adopted: 06/29/00