Student Code of Conduct & Responsibility

Domain/Division:	Academic/Progression	Index	20-04.22
Responsible Unit:	Student Conduct & Grievance Committee	Page:	1 of 7
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POLICY STATEMENT:

The provisions of these rules apply to all matriculated students, non-matriculated students taking courses, and University-sponsored or recognized student organizations and activities on University owned or controlled property or any other location. In addition to these rules, students must comply with the OHSU Code of Conduct and all other applicable University policies.

Because nursing students, after graduation, may be licensed to practice nursing and are required to assume responsibility for the life and welfare of other human beings, every nursing student is expected to demonstrate competence and patterns of behavior which are consistent with professional responsibilities and which are deserving of the public's trust. All students are required to sign an agreement to abide by the guidelines contained in the Code at the time of admission acceptance.

All students are expected to uphold the highest standards of professional honesty and integrity and to know and comply with the guidelines provided in this Student Code of Conduct and Responsibility (the "Code").. Students and faculty are expected to report to the School of Nursing Conduct Officer any unethical or proscribed conduct that violates this Code.. *A Statement of Violation of the Student Code of Conduct & Responsibility for reporting unethical or proscribed conduct* is available on the OHSU School of Nursing (SON) website or can be obtained from the Student Conduct Coordinator.

A student, group of students, or student organization whose conduct is determined to be inconsistent with the standards as described in this Code is subject to disciplinary action. The procedures for that action are intended to lead to self-evaluation and accountability. The Code will be applied without regard to age, ability, ethnicity, gender, race, disability, religion, political affiliation, sexual orientation, or any other basis protected by state, local, or federal law. The procedures of this Code consider each case individually, and informal resolution of student conduct complaints will be sought whenever possible.

Conduct prohibited by the SON and by OHSU includes:

1. Violating existing SON or University policies or regulations, including the OHSU Code of Conduct;
2. Violating professional standards as described in the SON Catalog and Student Handbook

3. Violating confidentiality, privacy, or security standards as discussed in the Health Insurance Portability and Accountability Act (HIPAA);
4. Engaging in academic dishonesty, cheating, or fraud, including but not limited to: a) plagiarism, from the work of others, including work by other students or from published materials without appropriate citation, b) the buying and selling of course assignment and research papers, c) performing academic assignments (including tests and examinations) for other persons, d) unauthorized disclosure and receipt of academic information, e) allowing students to copy answers from exams or assignments, f) using disallowed materials or methods for exams or assignments, and g) falsification of research data
5. Knowingly producing false evidence or false statements, making charges in bad faith against any other person, or making false statements about one's own behavior related to education or professional matters;
6. Falsifying or misusing University, SON, or clinical records, permits, or documents;
7. Exhibiting behavior disruptive to the learning process or to the academic or community environment;
8. Being convicted of a crime before becoming a student without disclosure during criminal background check process at admission under circumstances bearing on the suitability of a student to practice a health or related profession; or conviction of a crime while a student;
9. Being under the influence of any unlawful drug, any alcohol or misusing prescription drug while in classrooms, clinical settings, or SON property ;
10. Obstructing or disrupting teaching, research, administration, disciplinary procedures, or other institutional activities including the University's public service functions or other authorized activities on institutionally owned or controlled property;
11. Obstructing, disrupting, or interfering with freedom of movement, either pedestrian or vehicular, on institutionally owned or controlled property;
12. Possessing or using firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on institutionally owned or controlled property in contravention of law or University policies;
13. Detaining or physically abusing any person or intending to threaten imminent bodily harm or endangering the health of any person on any institutionally owned or controlled property;
14. Intentionally damaging, misusing or taking without permission institutional property or the property of any other person where such property is located on institutionally owned or controlled property, or, regardless of location, is in the care, custody, or control of the University;
15. Refusing to comply with an order of the President or appropriate authorized official to leave institutional property or premises because of conduct proscribed by this policy when such conduct constitutes a danger to personal safety, property, or educational or other appropriate institutional activities on such premises;
16. Entering institutional facilities, including buildings and grounds without authorization;
17. Illegally using, possessing, or distributing drugs on institutionally owned or controlled property;
18. Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. Inciting means that advocacy of proscribed conduct, which calls upon the person or persons addressed for imminent action, and is coupled with a reasonable apprehension of imminent danger to the functions and purposes of the University, including the safety of persons and the protection of its property;
19. Failing to report incidents involving patients;
20. Failing to report observed unethical or proscribed behavior;
21. Taking food, medications, patient belongings or materials from clinical settings without approval or authorization;

22. Not questioning a medical order when in doubt;
23. Not respecting patient confidentiality.
24. Engaging in illegal activities; and
25. Disregarding the ethical standards appropriate to the practice of a health or related profession while a student or before becoming a student,

Students whose behavior violates this Code are subject to one or more of the following sanctions:

1. **Restitution**: In cases involving damaged, stolen, or misappropriated property, a student may be required to reimburse by dollar amount, by transfer of property, or by the provision of services to the University or a member of the University community in accordance with the nature of the violation and in an amount not to exceed the actual expenses, damages, or losses incurred.
2. **Community Service**: A student may be required to render a designated number of hours of specified service to the University or the community.
3. **Reprimand**: A student may receive written notice that the conduct in which the student(s) engaged is inconsistent with the Code. Such notice will indicate that future violations of the Code may result in the imposition of more serious sanctions.
4. **Disciplinary Probation**: A student many be placed on probation during which there is observation and review of behavior and the student must demonstrate compliance with the student conduct regulations. A student on probation is not in "good standing" with the SON. Terms of the probation will be determined at the time the probation is imposed and may include loss of privileges, restitution, and/or required educational activities.
5. **Loss of Privileges:** A student may be denied specific privileges normally associated with student status, such as participation in recognized activities or use of University facilities or services.
6. **Negative Notation on Transcript**: A student may be subject to entry of information onto the student's OHSU academic record regarding his or her violation of the Code and subsequent sanction. The entry may be permanent or temporary. If the notation is temporary, after the expiration of the period of time specified, the notation will be removed upon written request by the student.
7. **Suspension:** A student may lose the right to be a student at the University for a specific period of time. Suspended students are not eligible for the privileges and services provided to currently enrolled students, including residing in University-owned or recognized student housing, registering, attending class, or using other University services or facilities. The suspension may be specified for any length of time.

   If a student is suspended, fees will be refunded in accordance with the refund schedule adopted by the University. The conditions of suspension take effect immediately after the student has been informed of the decision. If an appeal is filed, the imposition of the suspension will be stayed until the conclusion of the appeal process. However, if a pending conduct hearing or appeal may result in suspension, awarding of the academic degree sought will be postponed pending the outcome of the hearing.

   Upon expiration of the period of suspension, the student may submit in writing to the Senior Associate Dean for Academic Affairs a request for permission to apply for readmission to the University. The request should include a description of the student's activities since the suspension went into effect. If the Senior Associate Dean for Academic Affairs certifies that the terms of suspension have been met, the student may apply for readmission through the regular process. Such readmission shall be contingent on the satisfaction of all general admission and registration requirements.
8. **Expulsion**: A student may be permanently suspended from the SON and is not eligible for

readmission. (See Section (6) of this part).

9. **Degree Revocation:** A former student may have his/her degree revoked if the student is found to have engaged in academic dishonesty in courses taken leading to a degree that, if known at the time the degree was awarded, would have made the student unqualified for the degree.

Students may appeal sanctions to the SON Senior Associate Dean for Academic Affairs or his/her designee. An appeal must occur within 14 calendar days. The SON Senior Associate Dean for Academic Affairs or his/her designee must reply to the student within 14 calendar days.

All matters pertaining to the incident are confidential. All records/materials regarding a case in which the Code of Conduct was violated will be kept in locked files in the School of Nursing for 20 years after the student's last date of attendance. Materials regarding a dismissed case will be destroyed at the end of the inquiry. Disciplinary actions will be noted in the student's academic file.

RATIONALE:

OHSU and the School of Nursing seek excellence in instruction, research, clinical services, and public service. OHSU and the School of Nursing recognize and value the diversity of its members and support the right of all people to live and learn in a safe and respectful environment that promotes the free and various expressions of ideas. These policies and procedures are designed to protect such freedoms and the fundamental rights of others. These procedures occur under the authority of and may be subject to review and amendment by the SON Dean or the Dean's designee.

IMPLEMENTING PROCEDURES:

Responsible Party:	Action:
Any person	May submit a written complaint to the SON Student Conduct Coordinator alleging that a student, groups of students, or student organization has engaged in conduct proscribed by this Code. Any charge should be submitted as soon as possible after the event takes place, preferably within 14 calendar days of the event.
SON Student Conduct Coordinator	1. The SON Student Conduct Coordinator will investigate the matter to determine whether there are reasonable grounds to believe that the complaint is well founded. 2. If reasonable grounds are not found, the SON Student Conduct Coordinator will dismiss the charges. 3. If reasonable grounds are found or if the student accepts responsibility for the conduct, the student is informed of the matter charged, with reference to the specific section of this Code allegedly violated. The student is given the option to have the case heard and a disciplinary decision made by the SON Student Conduct Coordinator or to have a hearing before the full committee. Once informed of this option, the student has 7 calendar days to submit a written request for a hearing. Failure to file a timely request for a hearing shall result in the loss of this option. If the student chooses to have the SON Student Conduct Coordinator hear the case, the student will be given an opportunity to explain the behavior and will be informed of the evidence supporting the charge. In addition, the SON Student Conduct Coordinator may involve additional relevant individuals and review other information that is pertinent to the allegation(s). The SON Student Conduct Coordinator will determine, based upon a preponderance of the evidence, whether a Code violation exists. Subsequent to that determination, the student will receive written notice confirming the matter charged and the sanction, if any, as well as the right to appeal the decision

Grievance and Student Conduct Committee

1. The Grievance and Student Conduct Committee is composed of five faculty members and two students. Faculty members are selected through the Faculty by-laws election process and include a Chair and Recorder who are elected for a three-year term.

   Other faculty are elected for one year to a pool of eight potential committee members representing all SON campuses. Similarly, students are elected to serve a one-year term by the Student Nurses Association and the Graduate Nursing Senate, respective. Student election to the pool will include the following:
   - One Southern Region undergraduate student representative
   - One Eastern Region undergraduate student representative
   - Four Portland campus undergraduate student representatives
   - Three master's or doctoral students
2. A hearing will occur within 20 working days of receipt of the grievance, whenever possible. All hearings of the Grievance and Student Conduct Committee are closed, and information presented in them and all supporting documents are confidential. The hearing is informal and does not follow administrative, contested case, or courtroom procedures. If the student has been properly notified and fails to appear, the Grievance and Student Conduct Committee may proceed with the hearing and disciplinary action may be taken.

3. During the hearing, the accused student may be accompanied by an advisor of the student's choice. The advisor may be a faculty or staff member, fellow student, parent, attorney, or any person of the student's choice so long as the availability of the advisor does not hamper the timeliness of the hearing. The student must notify the Chairperson or his/her designee 3 working days in advance of the hearing if the student will be accompanied by an attorney so a university attorney also can be present at the hearing. The advisor may assist the student during the hearing. However, unless otherwise allowed by the chair, the student will be expected to speak for him/herself at all times.

4. During the hearing, the SON Student Conduct Coordinator will present the evidence of misconduct on behalf of the School of Nursing. The accused student will be given the opportunity to offer information and testimony on his/her own behalf. The student will also have the opportunity to review and respond to all information, statements, or evidence presented.

5. The chairperson of the Grievance and Student Conduct Committee, or designee will decide any questions or objections to hearing procedures that are raised during the hearing.

6. Members of the Committee may ask questions of any person present during the hearing, and the chairperson will invite questions and comments from the accused student and the complainant, if present. The chairperson may also invite questions or comments from the student's advisors or others present. If the chairperson decides an essential person or piece of information is missing, the chairperson may decide to reconvene the hearing at the earliest practical time that the missing person or information will be available.

7. After the chairperson has determined that all necessary information has been presented and questions answered, the Committee will go into executive session and all other persons will be excused. The Committee will determine, based on a preponderance of the evidence, whether or not it believes the

accused student is responsible for a violation of the Code of Conduct and, if so, what sanctions are appropriate. The student will be notified of the decision of the committee, and sanctions to be imposed if any.

The student may appeal to the SON Senior Associate Dean for Academic and Student Affairs or his/her designee. An appeal must occur within 14 calendar days from the date of the traceable overnight mail of receipt of the Committee's notification. The Senior Associate Dean for Academic and Student Affairs or his/her designee must reply to the student within 14 calendar days.

8. Pending decision on the complaint, a student is entitled to all of the rights and privileges of a student in good standing. The Senior Associate Dean for Academic Affairs (in consultation with the University Office of Academic and Student Affairs and the Legal Department) may suspend the student pending decision on the complaint when upon clear and convincing evidence that the individual's presence at the University constitutes a substantial threat to health, personal safety, or property, or is otherwise in the best interest of the SON, the University or the student.

Complaints of Academic Dishonesty

1. Faculty and academic departments have the responsibility and purview to respond to academic dishonesty with students enrolled in their courses. Faculty may address academic dishonesty as they deem appropriate and are limited to an academic sanction of lowering a student's grade, issuing a zero, or giving a failing grade for the assignment for which the dishonesty was found. The action against the student must be reported to the Student Conduct Coordinator.

2. In addition, any person may submit a written complaint to the Student Conduct Coordinator alleging that a student has engaged in academic dishonesty as proscribed by this Code. Any charge should be submitted as soon as possible after the activity takes place, preferably within 14 calendar days of such activity. The Student Conduct Coordinator will act on in the Code of Conduct violation as described above.

3. If the complaint is submitted by anyone other than a course instructor, the complaint is referred to the instructor of the course in which any alleged academic dishonesty occurred.

4. If the course instructor submits the complaint, the allegation will be investigated in accordance with the procedures of this Code.

Appeals

Students may appeal to the SON Senior Associate Dean for Academic Affairs or his/her designee. An appeal must occur within 14 calendar days. The SON Senior Associate Dean for Academic Affairs or his/her designee must reply to the student within 14 calendar days.

Students may appeal the decision of the School of Nursing to the Provost of the University as described in University policy (02-30-050)

RELATED REFERENCES (if applicable):

OHSU Student Dismissal, Grievance And Appeal Procedure (02-30-050)
http://ozone.ohsu.edu/policy/pac/chapt_2/2-30-050.htm

OHSU Code of Conduct
http://www.ohsu.edu/cc/codeofco.pdf

NOTES (if applicable):

This policy supersedes and replaces the *Honor Code (SON 50-02.01)*

COMMITTEE/COUNCIL CHAIR OR OFFICIAL ADMINISTRATIVE APPROVAL **Required for new policies** **Original Signed Copies Stored in Office of Academic Affairs**	
Signature	**Date**
Printed Name	

DEANS APPROVAL:	
Signature Saundra Theis, RN PhD Interim Dean	**Date**

PROVOST APPROVAL:	
Signature Lesley M. Hallick, PhD	**Date**

School of Nursing

Student Code of Conduct & Responsibility Agreement

The OHSU School of Nursing (SON) *Student Code of Conduct & Responsibility* is a set of guidelines relating to the ethical and appropriate behavior of SON students. Students and faculty are expected to report violations of the *Student Code of Conduct & Responsibility* to the SON Student Conduct Coordinator. To support faculty and students in maintaining an environment conducive to honesty and integrity three structures are set forth:

1. *Student Code of Conduct & Responsibility*;
2. Procedures for reporting and resolving unethical or proscribed conduct; and
3. Orientation and education regarding professional responsibility and the OHSU School of Nursing *Student Code of Conduct & Responsibility*.

I, _____ (print name) have read and understand the *Student Code of Conduct & Responsibility*. By signing this paper, I agree to abide by the aforementioned guidelines.

Signature: _____

Date: _____

Students: Return this signed agreement with your other admission acceptance materials to the SON Admissions Office.

School of Nursing

Statement of Violation of the Student Code of Conduct & Responsibility Agreement[1]

Information about the person reporting the violation:

Name: _____

Address: _____

Telephone Number: _____ Campus: _____

E-Mail: _____

Violation Reporter is: ☐ Faculty ☐ Student ☐ Staff

Have you discussed this incident with the possible violator?
☐ No ☐ Yes, on _____ (date)

Have you discussed this alleged incident with any faculty or staff?
☐ No ☐ Yes, with _____
_____
_____(names) on _____ (dates)

I agree to personally appear at a *Student Code of Conduct & Responsibility* hearing should this report proceed to that point

_____(Signature & Date)

Information about the person(s) being reported and the Violation:
Student Name(s) and campuses:

_____
_____
_____

Is violation related to conduct in:

☐ Clinical setting ☐ Other setting
☐ Classroom setting: What course: _____

Date of violation: _____

Description of violation: Use additional pages if necessary.

_____
_____
_____
_____
_____
_____
_____

[1] Return *Statement of Violation* to the SON Student Conduct Officer. Contact the SON Office of Academic Affairs, 503-494-2624 to determine the current Conduct Officer