

Professional Conduct Policy for Graduate Programs of the School of Medicine

Approved by Graduate Council: 1-11-05

1. General statement of ethics and professional behavior

Graduate professional training includes more than coursework. An essential facet of this training is the acceptance of a code that outlines responsible behavior for the students. This code specifies the obligations students have to others, to their program and profession, to their institution and to the public. These guidelines have been developed to enhance the students' training, maximizing the benefits to their profession and society, and to minimize actions that do not benefit the greater good and only selfishly serve the individual. Learning and adhering to this code will create a positive academic atmosphere and expose the student to behaviors and attitudes required for success in the academic community.

2. Expectations of a graduate student

Behaviors and activities expected of all graduate students of the School of Medicine include the following:

- Academic achievement demonstrated by successful completion of coursework and substantial progress in research training
- Pursuit of knowledge that enhances the image of the University and the student's professional field
- Advancement of the University mission through research, education, healing and community service
- Respect for human and animal participants in research and treatment of these participants in a thoughtful and humane manner
- Responsible conduct in the acquisition and communication of scientific findings
- Favorable representation of the institution during all professional activities
- Stimulation of interactions with colleagues to enhance the extended professional community
- Achieving the highest standards of relevant professional fields and societies

3. Statement of meritorious behavior

Additional activities exist for graduate students to enhance their experience in higher education. These endeavors extend beyond the general performance expectations and can significantly enhance their overall professional training and serve the higher goals of their institution and profession. It is important that these activities are encouraged, acknowledged and cultivated

among the next generation of professionals. Activities considered meritorious for a graduate student of the School of Medicine include the following:

- Publishing highly regarded scientific papers, receiving awards, grant funding and travel scholarships
- Building intellectual, teaching and communication skills to share research discoveries within the professional community through seminars and meetings, with the public, and with the legislators that fund their research
- Participating in national scientific societies and taking a leadership role in professional activities at a local or national level (e.g., Graduate Student Organization, Graduate Research Forum, Public Advocacy Forum, Professional Societies)
- Providing service to the graduate program by actively participating in the recruitment of new students and fostering intellectual exchange at departmental meetings and retreats
- Strengthening the link between the research world and the public (e.g., talks given to public including K-12 classrooms, developing demonstrations of science for exhibits)
- Enhancing the translational aspect of their research through exposure to both basic and clinical facets of a question and improving communications between basic and clinical disciplines

4. Unacceptable conduct by graduate students

Unacceptable conduct for graduate students of the School of Medicine includes but is not limited to the following:

- A) Violating existing university policies and regulations, including but not limited to those set out in the OHSU Policy Manual, Chapter 2 regarding student affairs or the OHSU Code of Conduct;
- B) Providing or receiving unauthorized assistance in course work including:
 - Submitting work (including papers, examinations, homework, and computer code) prepared by someone else as one's own work,
 - Obtaining a copy of an examination prior to the assigned date and time for that examination,
 - Using notes or other materials (books, calculators, cell phones, computers) not approved by the instructor during an examination,
 - Copying from or giving information to another student during an examination,
 - Having someone else take a course, do homework, write papers, or take an examination in one's place,
 - Collaborating with others on assignments or take-home examinations when the instructor requires individual work,
 - Submitting a paper or project prepared for another class as new work without the consent of the instructor;

C) Engaging in plagiarism – representing the work of another as one's own. Specifically this includes copying material from another source (including books, journals, and web pages) without use of quotation marks and/or acknowledging that source by citation;

D) Misconduct in Research, including:

- Knowingly fabricating, altering, or destroying data in a research project,
- Representing another person's data as one's own,
- Knowingly falsifying research results or other data,
- Sabotaging the research efforts of another person;

E) 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 educational or professional matters;

F) Exhibiting behavior that is disruptive to the learning process or to the academic or community environment, such as disruption of formal lectures or other University events;

G) Engaging in discriminating or disrespectful behavior toward another student, employee, trainee or other individual affiliated with the university. This behavior includes statements, gestures or other activities directed toward another individual that make the work or educational environment unpleasant and/or may compromise the ability of that individual to work or learn effectively or comfortably;

H) Current habitual or excessive use of alcohol, unlawful drugs or misused prescription drugs which bears on the suitability of the student for the student's profession of study.

5. Procedure for Complaints of Unacceptable Conduct by Students.

Each educational and degree-granting program within the Graduate Studies Program of the School of Medicine shall identify an individual(s) (hereinafter referred to as the "Program") responsible for receiving and addressing complaints of unacceptable student conduct or other concerns related to violations of OHSU policies. Anyone who believes, in good faith, that a student has engaged in unacceptable conduct or has violated any of OHSU's policies may report this by submitting a written complaint to the Program or by following the reporting procedure presented on page M-1 of the Code of Conduct. Reports may also be made directly to an appropriate administrator for the School of Medicine, such as the Associate Dean for Graduate Studies. Reports will be treated confidentially within the limits of the law. Questions regarding these limits may be sent to the Director of the OHSU Integrity Office (contact information is listed on page M-2 of the Code of Conduct). If a student wishes to make an anonymous report, the "Hotline" procedure in the Code may be followed.

Complaints of unacceptable student conduct will be investigated and resolved using the procedures which follow. Prohibited conduct that is the responsibility of other OHSU committees or offices will be referred to the OHSU Integrity Office for coordination with and further handling by those committees or offices. Such prohibited conduct (and the involved office or committee) includes criminal activities (Public Safety), illegal activities (Legal Department), misconduct in research (e.g.

Scientific Integrity Committee, IACUC, IRB), and harassment or discrimination (Office of Affirmative Action/ Equal Opportunity).

The Program will investigate complaints to determine whether there are reasonable grounds to believe that the complaint is well founded. If reasonable grounds are not found, the complaint will be dismissed. If reasonable grounds are found or if the student(s) accepts responsibility for the conduct, the student will be informed of the matter charged. The student(s) will be given an opportunity to explain the behavior and will be informed of the evidence supporting the charge. In addition to information provided by the student(s), the Program may involve other individuals and information that are pertinent to the charge. Reasonable effort to maintain confidentiality in this investigation, within the limits of law, will be made.

The Program will determine whether unacceptable conduct occurred and, if so, the appropriate sanction or recommended sanction. If the recommended sanction is suspension or dismissal, the matter will proceed in accordance with the procedures for such actions set forth in Article IX of the Graduate Council By-Laws. For all lesser sanctions, including probation, reprimand, restitution, community service, and/or grade changes, the Program may impose the sanction(s) upon notification to the student in writing. Students may appeal sanctions of suspension or dismissal to the Provost through processes defined in OHSU Policy 02-30-050. Grounds for appeal, as established in that policy, include failure of the Program to follow established procedures, new material information, and conflict of the sanction with laws, rules or OHSU policy.

The Program shall maintain documentation of complaints of unacceptable student conduct in accordance with University rules addressing the maintenance and retention of student disciplinary records.

The following sanctions may be imposed or recommended for students found to have engaged in unacceptable conduct. More than one sanction may be imposed or recommended for any incident of unacceptable conduct, any sanctions may be imposed or recommended for a single incident of unacceptable conduct, and repeated incidents of unacceptable conduct may result in more severe sanctions. In addition, the person(s) responsible for administration of those sanctions and the documentation that must accompany any sanctions or recommended sanctions are stated.

A) Dismissal: A student who has been dismissed from any graduate studies program is ineligible to reenroll in classes in the Graduate Studies Program of the School of Medicine.

- Policies and procedures related to dismissal of a student may be found in the Graduate Council By-Laws.
- The Dean of the School of Medicine makes the decision on dismissal.
- The Program must submit a letter of recommendation for dismissal to the Associate Dean for Graduate Studies; copies of this letter must be sent to the student and kept in program records.

B) Suspension: A student who has been suspended from any graduate studies program may be eligible to reenroll in classes in the Graduate Studies Programs of the School of Medicine.

- Policies and procedures related to suspension of a student may be found in the Graduate Council By-Laws.
- The Dean of the School of Medicine makes the decision on suspension.

- The Program must submit a letter of recommendation for suspension to the Associate Dean for Graduate Studies; copies of this letter must be sent to the student and kept in program records.

C) Probation: A sanction of disciplinary probation may be imposed for a defined period of time. During this time, the student may remain enrolled in the graduate studies program. The probationary period allows the student time to correct prior unacceptable behavior(s) and may result in suspension or dismissal if condition(s) of the probation are not met. Conditions of probation may include but are not limited to loss of privileges, restitution, or educational activities.

- The Program makes the decision to impose the sanction of disciplinary probation.
- The student must be notified in writing of the conditions of the probation and when the probationary status expires.
- Copies of this letter will be retained in program records and sent to the Associate Dean for Graduate Studies
- Upon satisfactory completion of the disciplinary probation period and conditions of probation, the Program will notify the student that the probationary period has ended; copies of this letter will be placed in program records and sent to the Associate Dean for Graduate Studies.

D) Letter of Reprimand: A student may receive written notice that the conduct in which the student is engaged is inconsistent with this policy on professional conduct. Such notice will indicate that future violations of the policy may result in the imposition of more severe sanctions.

- The Program makes the decision to impose the sanction of letter of reprimand.
- The letter of reprimand must be sent to the student, with copies retained in program records and sent to the Associate Dean for Graduate Studies

E) 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 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.

- The Program makes the decision to impose the sanction of restitution.
- The student must be notified in writing of the terms of restitution, with copies of this letter retained in program records and sent to the Associate Dean for Graduate Studies.
- Upon satisfactory completion of the terms of restitution, the Program will notify the student in writing that the student has satisfied the restitution terms; copies of this letter will be placed in program records and sent to the Associate Dean for Graduate Studies.

F) Community Service: A student may be required to render a designated number of hours of specified service to the University or the community.

- The Program makes the decision to impose the sanction of community service.
- The student must be notified in writing of the required community service, with copies of this letter retained in program records and sent to the Associate Dean for Graduate Studies.
- Upon satisfactory completion of the community service, the Program will notify the student in writing that the student has completed the required community service; copies of this letter will be placed in program records and sent to the Associate Dean for Graduate Studies.

G) Grade change: A grade change for a course because of unacceptable conduct is an available sanction only where the unacceptable conduct relates to the course.

- Except as noted below, the Program makes the decision to impose the sanction of grade change for a course.
- The student must be notified in writing of the grade change for a course, with a copy of this letter retained in program records and sent to the Associate Dean for Graduate Studies.
- The course instructor makes the decision to change a grade for an individual assignment on which there was plagiarism or cheating. The instructor may then submit a letter concerning the grade change to program records.