

Policy Title: **Code of Conduct**

Policy Number: *20-04.22*

Applies to: Students enrolled in courses with the
OHSU School of Nursing

1.0 POLICY STATEMENT

Students are expected to be in compliance with the OHSU Code of Conduct and all other applicable University policies. Conduct inconsistent with these standards may result in disciplinary action, up to and including dismissal and/or degree revocation.

Prior to matriculation, students are required to sign the ***Student Code of Conduct and Responsibility Agreement*** and abide by the guidelines contained in the Code.

In addition to conduct prohibited in the OHSU Code of Conduct, the following conduct is prohibited in the School of Nursing:

1. Violating state or federal laws or regulations, SON policies, or OHSU policies and Code of Conduct¹;
2. Violating professional standards as described in the SON Catalog /Student Handbook;
3. 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; g) working with others when the assignment indicates the work is to be independent; and h) falsification of research data;
4. 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;
5. Falsifying or misusing University, SON, or clinical records, permits, or documents;
6. Exhibiting behavior disruptive to the learning process or to the academic or community environment;
7. Failing to report observed unethical or proscribed behavior;
8. Taking food, medications, patient belongings or materials from clinical settings without approval or authorization;
9. Failing to question a medical order when in doubt; or
10. Violating patient/family confidentiality.

2.0 DEFINITIONS

¹ <http://www.ohsu.edu/xd/about/services/integrity/policies/coc.cfm>

2.1 Students: Degree and non-degree students taking courses in OHSU School of Nursing programs which includes all campuses, Ashland, Klamath Falls, La Grande, Monmouth and Portland and distance students.

3.0 RESPONSIBILITIES

Faculty and course instructors are responsible for reporting suspected Code of Conduct violations and/or working with others (e.g., students and preceptors) to report prohibited conduct described with the OHSU **SON Code of Conduct Policy** as defined above.

The Senior Associate Dean for Student Affairs & Diversity is responsible for serving as the SON Conduct Officer and responding to reports of conduct violations and may consult with appropriate OHSU and SON officials as deemed necessary.

4.0 PROCEDURES

Students have the right to request access to evidence collected by the SON regarding a possible Code of Conduct violation. Examples of evidence that may be released include the written statements by witnesses or complainants related to the alleged violation, applicable OHSU & SON policies, and formal or electronic correspondence between the SON and the student. Requests for access to the evidence are directed to the SON Conduct Officer or the Senior Associate Dean for Student Affairs.

Pending decision on a complaint, a student is entitled to all of the rights and privileges of a student in good standing. The Senior Associate Dean for Student Affairs may consult with appropriate OHSU and SON officials as deemed necessary. The Senior Associate Dean for Student Affairs may suspend the students pending a decision on a conduct violation when there is 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.

All records/materials regarding a student grievance will be kept in locked files in the SON in accordance with the OHSU records and retention policies.

Notification of Code

Prior to matriculation, students are required to sign the ***Student Code of Conduct & Responsibility Agreement*** and abide by the guidelines contained in the Code.

Reporting Proscribed Behavior

Individuals who know or suspect unethical or proscribed student conduct that violates this Code must complete a *Report of Known or Suspect Violation of the Student Code of Conduct & Responsibility* (insert link to form). This form is available on the SON website or can be obtained from the SON Office of Student Affairs & Diversity or SON Office of Academic Affairs. The completed form is submitted to the Senior Associate Dean for Student Affairs & Diversity, who is the SON Student Conduct Officer. Any report of known or suspected proscribed behavior should be submitted as soon as possible after the event takes place, preferably within 10 business days of the event.

Initiating Discipline Process

Once proscribed behavior has been reported, the SON Student Conduct Officer works with faculty and/or students to determine whether an informal resolution to the issue can be

reached. If an informal resolution cannot be reached, the SON Student Conduct Officer provides the student the option to select a hearing in front of either the SON Student Conduct Officer or the SON Student Conduct Committee. Once informed of this option, the student has 5 business days to submit a request for a committee hearing. Students failing to submit this request in a timely manner will be deemed to have selected a hearing in front of the SON Student Conduct Officer. This decision is recorded by the completion of the *Hearing Option Waiver* form. Once a student selects a hearing option s/he may not change options. If a student selects a hearing in front of the SON Student Conduct Committee, the SON Student Conduct Officer will initiate the referral to the chairperson.

Students demonstrating proscribed behavior may be 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 and/or complete specified activities that benefit the OHSU, SON, 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 may 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 if it results in a dismissal from the SON.
7. **Mandatory Leave of Absence (LOA):** Students may be mandated to take a LOA and be subject to the SON LOA policies upon return.
8. **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.
9. **Dismissal:** A student may be dismissed from the SON and may or may not be eligible for readmission.

10. **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.

SON Student Conduct Officer Hearing

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 Officer may involve additional relevant individuals and review other information that is pertinent to the allegation(s). The SON Conduct Officer 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.

Committee Hearing

Procedural Due Process: When a formal hearing is deemed to be appropriate, the School of Nursing will follow the following minimum standards to ensure the accused student a fair hearing:

- Written notice of the allegations (charge or charges) against him or her before the hearing within two business days following the notice or at the earliest practical time.
 - A hearing before an impartial arbiter, the Student Conduct Committee
 - Right to retain Counsel, as specified below.
 - Record of the hearing and findings of fact will be maintained and made available to the student, if requested
 - An appeals process
1. Whenever possible, a formal hearing will occur within 20 business days of receipt of the *Report of Known or Suspect Violation of the Student Code of Conduct & Responsibility*, and attempts to informally resolve the conduct issue have been exhausted. All hearings of the Student Conduct Committee are closed, and information presented in them and all supporting documents are confidential to the extent possible. 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 Student Conduct Committee may proceed with the hearing and disciplinary action may be taken in Code of Conduct cases. All hearings are recorded and those recordings are stored with the official conduct file and maintained according to the OHSU Records Retention Schedule.
 2. During the hearing, students may be accompanied by an advisor of their 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 an OHSU attorney can also 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.
 3. During the hearing, the student will be given the opportunity to offer information and testimony on his/her own behalf regarding the incidents that have brought forth the hearing. The student will also have the opportunity to review and respond to all information, statements, or evidence presented.

4. The chairperson of the Student Conduct Committee or designee will decide any questions or objections to hearing procedures that are raised during the hearing.
5. 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.
6. At any stage of the hearing, the Committee may attempt to resolve the conduct issue. If an acceptable resolution is reached, the Committee will prepare a Statement of Understanding for all parties to sign.

Appeal

Students may appeal decisions of the SON Student Conduct Officer or the Student Conduct Committee to the SON Dean or his/her designee. An appeal must occur within 10 business days from the date of receipt of the traceable overnight mail indicating the resolution of the conduct issue.

The SON Dean or his/her designee must reply to the student within 10 business days. Students may appeal the final decision of the SON Dean to the University Provost as described in OHSU policy 02-30-050. Students may only appeal to the Provost if unfair process is alleged; extenuating circumstances surrounding the basis of SON Code of Conduct decisions will not be considered.

5.0 RELATED POLICIES

[02-30-010, Conduct Relating to Student- Proscribed Conduct](#)

[02-30-050, Student Dismissal, Grievance And Appeal Procedure](#)

[Code of Conduct](#)

[02-20-015, Student Records - Locations and Custody of Student Records](#)

[02-20-025, Student Records - Confidential Records - Restrictions on Release](#)

6.0 KEY SEARCH WORDS

Grievance, student records, Conduct, student dismissal

7.0 REVISION HISTORY

11/11/2013	1.0	Revised Policy Statement
01/27/2014		Academic Council Approved with edits
2/14/2014		Submitted for CAP review, but not required

Responsible Officer: *School of Nursing, Dean*

Policy Contact: *Senior Associate Dean for Student Affairs*

Supersedes: **SON Student and Grievance Policy 20-04.22**