

Policy Title: **Student Code of Conduct**

Policy Number: 20-04.22

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

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## 1.0 POLICY STATEMENT

Students are required to sign the School of Nursing (SON) Student ***Code of Conduct and Responsibility Agreement prior to matriculation*** and are expected to abide by the policies and guidelines contained in the Code throughout their participation in any SON program. In addition, students are expected to comply with the OHSU Code of Conduct and all other applicable University and SON policies. Conduct inconsistent with any of these standards may result in disciplinary action, up to and including dismissal and/or degree revocation.

In addition to conduct prohibited in the OHSU Code of Conduct<sup>i</sup> and other OHSU and policies, the following conduct is considered a violation of the SON Student Code of Conduct:

1. Violating local, state or federal laws or regulations, or SON policies;
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

- 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 RESPONSIBILITES

Faculty and students are responsible for reporting suspected Student Code of Conduct violations and/or working with others to report prohibited conduct.

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 will consult with appropriate OHSU and SON officials as necessary.

#### 4.0 PROCEDURES

**4.1 Reporting Proscribed Behavior:** Individuals who know or suspect proscribed student conduct that violates the Student Code of Conduct must complete a *Report of Known or Suspect Violation of the Student Code of Conduct & Responsibility*. This form is available on the SON website or can be obtained from the SON Office of Student Affairs & Diversity. The completed form is submitted to the Senior Associate Dean for Student Affairs & Diversity (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.

**4.2 Initiating Discipline Process:** Once a violation or suspected violation of proscribed behavior has been reported, the SON Student Conduct Officer will conduct an investigation, including, where appropriate, interviewing the student alleged to have violated the Student Code of Conduct as well as any witnesses, and reviewing relevant documents. Following the investigation, the SON Student Conduct Officer may work with faculty and/or students to determine whether an informal resolution to the matter can be reached. If an informal resolution is reached, the student and SON Student Conduct Officer will sign a written document describing the resolution. If an informal resolution cannot be reached, or is not appropriate, the SON Student Conduct Officer will notify the student in writing regarding the findings of the investigation and any sanctions. Sanctions may be appealed in writing to the Dean of the SON within ten days of the notification.

**4.3 Sanctions:** Students demonstrating proscribed behavior may be subject to sanctions, including but not limited to the following:

**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.

- 4.4 Suspension or Dismissal Hearing:** If the Conduct Officer recommends the student for suspension or dismissal as a result of the conduct violation, the student will be referred to the School of Nursing, Student Progress Review Committee (SPRC) for a hearing. The hearing will be conducted in accordance with OHSU Policy 02-30-050. Following the hearing, the SPRC will make a recommendation to the SON Dean about the violated policy and/or proscribed conduct per OHSU policy, 02-30-050, Student Suspension, Dismissal and Appeal.

For information on the appeal process for suspension or dismissal decisions, please refer to OHSU policy, 02-30-050, Student Suspension, Dismissal and Appeal.

**Access to Information:** Students have the right to request access to evidence collected by the SON regarding a possible Student 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 & Diversity.

**Student Status:** Except as provided below, pending a decision on a report of a Student Code of Conduct violation, a student is entitled to all of the rights and privileges of a student in good standing. However, the Senior Associate Dean for Student Affairs &

Diversity may suspend the student on an interim basis 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. In such a case, the student will be provided with the opportunity for a hearing as soon as practicable. Please see OHSU Policy, 02-30-050, Student Suspension, Dismissal and Appeal.

**5.0 RELATED POLICIES**

- 02-30-050, Student Suspension, Dismissal and Appeal
- [02-30-010, Conduct Relating to Student- Proscribed Conduct](#)
- 02-30-055, [Student Grievance and Appeal](#)
- [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
08/15/2017		Revised Peggy Wros. Revised Carey Critchlow, Legal counsel. Needs SoN approval
03/26/18		Faculty Coordinating Council approved. Also approved in Undergraduate Council and Graduate Council in Jan & Feb 2018

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**Responsible Officer:** *School of Nursing, Dean*

**Policy Contact:** *Senior Associate Dean for Student Affairs*