

**Professional Conduct Policy for Graduate Students in
the School of Medicine**

Approved by Graduate Council: 11/14/2024

- A. **General statement of ethics and professional behavior:** OHSU students are expected to demonstrate a level of conduct and competence and patterns of behavior which are consistent with the high ethical standards expected of professionals in health and science careers as they promote their research, share data, provide health care, and develop collaborative relationships with colleagues. Students who do not meet professional conduct standards may be subject to disciplinary action, including but not limited to dismissal.
- B. **Expectations of a graduate student:** ethical and professional behaviors and activities expected of all graduate students in the School of Medicine include but are not limited to the following:
1. Follow all OHSU, School of Medicine, and program level policies and regulations, including but not limited to those set out in
 - i. OHSU Code of Conduct.
 - ii. Conduct relating to students – proscribed conduct: OHSU Policy 02-30-010
 - iii. Research Misconduct: OHSU Policy. 04-15-005
 - iv. Authorship Attribution: OHSU Policy 12-70-010
 2. Complete coursework on-time and make substantial progress in research or clinical training and completion of professional degree requirements.
 3. Collect and analyze scientific data in a rigorous manner, consistent with the student’s field, and following responsible conduct of research practices.
 4. Demonstrate responsible conduct in completion and communication of research, academic work, scholarly projects and reports and ensure all sources are properly cited and credited for their contributions to your work.
 5. Treat human participants and animal subjects in research in an ethical, respectful, and humane manner, consistent with IRB and IACUC policies respectively.
 6. Engage in professional conduct while representing OHSU during university supported activities and events.
 7. Act and communicate to build inclusive communities that support collegial interactions with peers and colleagues.
 8. Support university missions of research, education, health care and community service.
 9. Communicate in a timely and professional manner with faculty and other OHSU members, including research and academic advisors and mentors and with program staff and leadership.
- C. **Examples of unacceptable conduct by graduate students** include but are not limited to the following:
1. Receiving unauthorized assistance in course work including:
 - i. Submitting work (including papers, examinations, homework, and

- computer code) prepared by someone else as one's own work,
 - ii. Having someone else take a course, do homework, write papers, or take an examination in one's place,
 - iii. Obtaining a copy of an examination prior to the assigned date and time for that examination,
 - iv. Using notes or other materials (books, calculators, cell phones, computers) not approved by the instructor during an examination,
 - v. Copying from, or giving information to, another student during an examination,
 - vi. Collaborating with others on assignments or take-home examinations when the instructor requires individual work,
 - vii. Submitting a paper or project prepared for another class as new work without the consent of the instructor,
 - viii. Using any online programs, or artificial intelligence programs to support work when these have been limited by course or program faculty.
2. Students offering unauthorized assistance to other student's course work.
 3. 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 proper quotation and/or citation.
 4. Misconduct in Research, including:
 - i. Knowingly fabricate, alter, or destroy data in a research project,
 - ii. Representing another person's data as one's own,
 - iii. Knowingly falsify research results or other data,
 - iv. Sabotaging the research efforts of another person.
 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 educational or professional matters.

D. Procedure for Complaints of Unprofessional Conduct by Students: Anyone who believes, in good faith, that a student has engaged in unprofessional conduct or has violated any of OHSU's policies, should submit a written report to the Associate Dean Graduate Studies in the SOM. Reports will be treated confidentially within the limits of the law.

1. The Associate Dean Graduate Studies will read all documentation provided by the program \ determine whether there are sufficient allegations to proceed with an investigation.
2. Complaints about prohibited conduct, that are the primary investigative responsibility of other OHSU committees or offices, will be appropriately directed to those offices for further handling by the Associate Dean Graduate Studies.
3. Regarding complaints that fall under this policy, the Associate Dean will inform the student in writing of the allegations, provide them with a copy of this policy and procedure, and provide the opportunity for a responding party to respond to the allegations in writing (student will be informed their response may be shared with any subsequent committees). In addition to information provided by the student,

the Associate Dean may involve other individuals and seek additional information pertinent to the charge. Reasonable effort to maintain confidentiality in this investigation, within the limits of law, will be made.

4. The Associate Dean will evaluate and determine, in consultation with other departments as appropriate, whether any Interim Actions should be instituted while an investigation and adjudication occur. Any Interim Action should protect the integrity of the investigation, prevent the recurrence of the alleged behavior and/or disruption to OHSU, and/or prevent retaliatory behaviors. The specific interim action(s) implemented will vary depending on the circumstances of each report.
5. If the Associate Dean concludes, by a preponderance of the evidence (that it is more likely than not) that the student did not engage in unprofessional conduct in violation of this Policy, the report will be dismissed.
6. If the Associate Dean concludes, by a preponderance of the evidence (that it is more likely than not) that the student did engage in unprofessional conduct in violation of this Policy, if the Associate Dean receives the results of an investigation from a referring department that a student has violated OHSU Policy, or if the student(s) accepts responsibility for the conduct, the Associate Dean will invite the student to a COURSE OF ACTION committee meeting providing the student an opportunity to present and discuss the conduct with School of Medicine faculty.
7. **Course of Action Committee Membership** is a sub-committee of Graduate Council. Membership will be chosen from graduate program directors plus a chair, chair-elect and outgoing chair and will include a student representative (total of 6 members).
 - i. Two Program Directors (assigned in alphabetical order, in rotation, to serve 1 year each. One will represent master's programs and the other doctoral programs).
 - ii. The chair-elect (a Program Director, elected annually by Graduate Council from Program Directors, 1 year term).
 - iii. Chair (1 year term; does not need to currently be a program director).
 - iv. Outgoing Chair (1 year term; does not need to currently be a program director).
 - v. One student representative drawn from SOM graduate programs and appointed by the Graduate Program Steering Committee (1 year term).
 - vi. The Associate Dean Graduate Studies, Assistant Dean Academic Affairs and Assistant Dean Student Affairs are ex officio, and though present, may not vote in any decision.
 - vii. Ad hoc members may be appointed by the Associate Dean Graduate Studies to ensure representation from basic science or clinical programs when matters relating to students in basic science or clinical programs come before the committee.
 - viii. Graduate Program Steering Committee is empowered to resolve any real or perceived conflicts of interest between a student and the Course of Action Committee and for any specific student may replace any committee member to ensure a fair process for the student.

8. **Course of Action Committee Process:** The committee and the student will be provided with copies of the original report and any supporting material. They may also see the student's academic file. The student may invite any person to attend the meeting with them for support, but that person is not expected to actively participate in the meeting unless the chair agrees. If the support person is an attorney, the student must notify the Associate Dean at least 5 days in advance of the meeting. The student may send the committee a written document ahead of time and will be invited to make an opening statement. The committee may discuss the concerning behavior with the student.
9. **Course of Action Committee Possible Outcomes:** At the end of the meeting the student will be excused, and the committee will vote to recommend:
 - i. **No action.**
 - ii. **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.
 - iii. **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 an amount not to exceed the actual expenses, damages or losses incurred. 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.
 - iv. **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 letter of reprimand must be sent to the student, with copies retained in program records and sent to the Associate Dean for Graduate Studies.
 - v. **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 recommendation of 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.
 - vi. **Suspension:** If the committee recommends suspension, the Associate Dean Graduate Studies will convene a separate Suspension Hearing, and the matter will proceed in accordance with the policy and procedure set out in OHSU policy 02-30-050 'Student suspension, dismissal and appeal' and OHSU policy 02-30-050 procedure 'Student suspension, dismissal and appeal procedure'. 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 upon completion of the involuntary leave of absence from the academic program.

- vii. **Recommendation for Dismissal:** If the committee recommends dismissal, the Associate Dean Graduate Studies will convene a separate Dismissal Hearing, and the matter will proceed in accordance with the policy and procedure set out in OHSU policy 02-30-050 'Student suspension, dismissal and appeal' and OHSU policy 02-30-050 procedure 'Student suspension, dismissal and appeal procedure'.

10. **Committee will send their recommendations to the Associate Dean Graduate Studies**, who will inform the student of the committee decision in writing, within 15 days of the committee meeting. Students have 10 working days to appeal grade changes, restitution, reprimand, and probation in writing to the Dean of the School of Medicine. Students may not appeal a 'recommendation for suspension or dismissal' but may appeal any subsequent suspension or dismissal decision as described in the OHSU policy 02-30-050.