Procedure:
In situations where a faculty member, clinical agency staff, preceptor or another student witness and/or are advised of a suspected violation of the Code of Conduct policy, action will be taken promptly to address the issue with the student.

Reporting and Documentation Process for a Suspected Violation of the Code of Conduct
1. Reports of suspected and/or witnessed academic or professional misconduct should be made to the appropriate course faculty within 5 business days of the suspected occurrence. Failure to report will result in disciplinary action.
2. The course faculty immediately notifies appropriate department chair of suspected and/or witnessed occurrence.
3. After reporting to department chair, course faculty will set up meetings with all students involved in suspected and/or witnessed occurrence. These meetings will include course faculty and the course coordinator. The Suspected Violation of Code of Conduct form is completed and submitted to the department chair within 5 business day of the suspected violation.
4. Documentation of the meeting details will be recorded on the Suspected Violation of the Code of Conduct form and a copy will be placed in the student file in the Office of Student Services. All documentation related to a suspected or witnessed violation will be removed from the student file upon graduation from the nursing program.
5. Depending on the seriousness of the violation, clinical experiences may be suspended during the process of investigation.
6. The department chair will notify the Dean of the suspected and/or witnessed occurrence upon receipt of Suspected Violation of Code of Conduct form.

Disciplinary Sanctions for a Suspected Violation of the Code of Conduct
Upon completion of investigation:
1. Course faculty, in collaboration with the Department Chair and clinical preceptor (if appropriate), will determine if sanctions will occur within the course or will be referred to the Dean.
2. Course sanctions may include but are not limited to, grade reduction, failure of the assignment, failure of the course.
3. Course sanctions will be communicated in writing to the student/students by the course faculty within three class days following the determination of course sanctions.
4. If a second removal from a clinical experience occurs as a result of a violation of the Code of Conduct policy, the student shall be permanently removed from patient contact in that course. Such removal shall result in immediate failure of the clinical course.
5. Within three class days after the second removal from a clinical experience, a meeting with the supervising faculty member, clinical preceptor (if appropriate), student, department chair and/or designee, and a person of the student's choosing shall be held to review the removal decision.
6. Incidents of misconduct that are deemed to have broader impact as determined by course faculty will be referred to the Dean for disciplinary sanction.
7. Sanctions by the Dean will be communicated in writing to the student/students involved in the occurrence.

Student Appeals Process and Dismissal
Students have right to appeal sanctions as outlined in Department of Nursing policies 236 and 237.

Approved by Undergraduate Council R 04/08/16
Approved by Nursing Faculty R 04/29/16; R 01/18/19