

LEARNER CODE OF CONDUCT

PROCESS FOR DISPOSITIONAL ACTION

This section describes the process for dispositional action when a learner violates the principles, standards, or rules in this Catalog. Conduct that violates any part of the Code of Conduct may constitute a valid reason for College officials to apply corrective actions as outlined in this Catalog. Alleged violations of the Learner Code of Conduct, including dispositional and academic violations, are overseen by College Academic Leadership and monitored by the College Administrative Management.

Filing and Investigation of Learner Code of Conduct Violations

The process for dispositional action is outlined below and applies to all Code of Conduct violations. All alleged violations must be submitted in writing, using the form provided in the Learning Management System, by a learner, strategist, faculty, staff member, experiential learning faculty member, or clinical agency personnel, hereafter referred to as “complainant,” to the College Administrative Management, who will document the submission and forward the information to the appropriate designee for review, categorization, and level assignment.

Each violation will be categorized as either a dispositional or academic concern, assign a violation level. Faculty and/or staff will notify the affected learner, hereafter referred to as “respondent,” of next steps, if applicable.

Note: The Assistant Vice President of Learner Experience or an appointed designee has the professional discretion to either escalate or de-escalate an incident based on the nature of the incident and the severity and/or frequency of the occurrence.

Learner Code of Conduct Violation Levels

Each of the levels below will be documented by the faculty, staff, or committee designee, as appropriate by level, to ensure effective monitoring and appropriate escalation. Potential corrective actions may be found in the Corrective Actions section below.

Level 0

A first-time alleged violation of one (1) or more of the standards in the [Learner Code of Conduct](#) will be considered from a developmental point of view. A developmental approach means that the College recognizes that learners may lack all the necessary skills or knowledge to perform at the level needed for a formal academic and professional setting. To provide learners an opportunity to gain the skills they need, relevant faculty or staff members will provide correction, training, and resources to the respondent.

Note on Professional Disposition: A violation of the policy that does not infringe on the health and safety, or safe and equitable learning or healthcare environment of clients, faculty, or other learners, will be considered an opportunity for developmental support.

Note on Academic Integrity: Any form of academic integrity violation that involves a final exam, a senior's project, HESI exams, use of a ghostwriter, cheating websites or software, submission of another individual's work, etc. is not eligible for consideration as a Level 0 and will be escalated to a minimum of Level 2.

Level 1

A repeat alleged violation, depending on severity, will result in either corrective action(s) as determined at the discretion of the relevant faculty or staff member or recommendation for escalation to a Level 2 or Level 3 through appropriate documentation and consultation through the Assistant Vice President, Learner Experience or designee.

Note on Professional Disposition: Learners who have been appropriately made aware of a violation of the professional conduct policy during a Level 0 developmental discussion will be further coached for developmental support but also may receive appropriate corrective actions.

Note on Academic Integrity: Learners will be provided with additional resources to increase their skills. Any form of academic integrity violation that involves a final exam, a senior's project, HESI exams, use of a ghostwriter, cheating websites or software, submission of another individual's work, etc. are not eligible for consideration as a Level 1 and will be escalated to a minimum of Level 2.

Level 2

Multiple violations constituting a pattern of repeat violations, or an academic violation escalated as noted above, will result in escalation to a Conduct Committee. The assigned manager will form a Conduct Committee, comprised of staff members specifically trained in learner conduct. The Conduct Committee will review any evidence brought by either the complainants or the respondents.

Note on Professional Conduct and Academic Integrity: Repeated violations in either professional conduct, or academic integrity, or egregious academic violations will be escalated and supported through both corrective action and developmental support.

Level 3

An egregious act, a series of repeated violations that show an ongoing pattern of behavior involving other learners or graduates, or violations that may cause reputational or operational harm to the College or its partners, are Level 3 violations. If the respondent is alleged to have committed one of the more egregious violations, involved other learners or graduates, or engaged in unlawful activity, the assigned manager or designee will form a Conduct Committee to examine available information and evidence from involved parties, determine responsibility for the alleged violation, and assign corrective action(s) as appropriate. Unlawful activity will be reported to the proper authorities, and any legal consequences resulting from the incident will be considered in the corrective action determination.

Note on Professional Conduct: Egregious conduct violations endanger the learner, others, or relationships with College partners and will be escalated to a Level 3 incident. Examples of egregious violations of Professional Conduct include, but are not limited to:

- *Misrepresentation or falsification of information.*

- Physical or verbal abuse of patients or other persons.
- Criminal misconduct.
- Violations of patient confidentiality and/or HIPAA.
- Abuse or misuse of personal property of others.
- Patient neglect or abandonment.
- Weapons.
- Drug and alcohol use contrary to policy.
- Harassment or discrimination in violation of Title IX.
- Threats or abuse.
- Indecent action.

Note on Academic Integrity: A Level 3 Academic Integrity violation is an egregious act, or series of actions, that shows an ongoing pattern of conduct violations involving other learners or graduates, ranging from consistent, willful, and repeated plagiarism and misrepresentation, to incidents that threaten assessment integrity.

Dispositional Communications Process Timeline

The College will respond to incidents within ten (10) business days from submission to determine the appropriate corrective action(s).

If a Conduct Committee is involved, the respondent will receive written communication summoning the respondent to appear before the Committee on a specified date and time, which may be negotiated based on availability. The meeting will provide the opportunity to respond to the complaint of the alleged violation and to present information supporting the respondent's perspective.

The Committee will give the respondent at least ten (10) business days after receipt of written notice of the alleged violation to prepare for the meeting. Receipt of written notice is considered the date the electronic communication is sent. The meeting may include individuals identified by either party as having information related to the alleged misconduct. Character witnesses are not considered individuals who have information related to the allegation and will not be interviewed. The Committee will make a decision and notify the respondent within five (5) business days of the meeting regarding responsibility for the alleged violation and will disclose the determination of any consequent corrective action(s) in a Finding Letter.

Should a learner consider an appeal to a determination of corrective action to be warranted, the learner must follow the guidelines listed in the section for [Filing an Appeal](#) and file the appeal within five (5) business days of receipt of the Finding Letter. In cases where the AVP of Learner Experience makes the decision to escalate and is recused, an appointed designee will consider appeals and convene the Appeal Committee.

Corrective Actions

Corrective actions may include but are not limited to one or more of the following, and corrective actions at the various levels may utilize options from lower levels, but not higher levels:

Levels 0-1

- Dispositional Waiver: No corrective action is taken against the learner.
- Warning: A detailed written statement of violation is issued to the learner specifying further action should the violation recur.
- Learner Success Plan: Successful completion of a training course addressing ethics and appropriate learner conduct. (Failure to successfully complete this training will result in the assignment of another action.)
- Redo Assignment: The learner may receive the opportunity to reperform the required task with a potential point reduction attached.

Level 2

- Academic Failure: The learner may receive a failing grade for an assignment or course.
- Restitution: Reimbursement for damage to or misappropriation of property. This restitution may take the form of appropriate service or other compensation.

Level 3

- Withdrawal: Withdrawal from a course.
- Suspension: The learner is withdrawn from all courses, but the learner may return the following academic semester. The learner will receive "WF" grades in all courses for that academic semester.
- Expulsion: The learner is withdrawn from all courses and is permanently suspended from the College. The learner will receive "WF" grades in all courses for that academic semester.

Filing an Appeal

Appeals to the Conduct Committee determinations must be made in writing within five (5) business days of notification of the outcome of the investigation. Appeals are considered by an Appeals Committee comprised of qualified individuals who were not members of the preceding Conduct Committee.

All appeals must include at least one of following to be considered:

- New evidence not previously considered.
- Newly discovered investigational errors.
- Identification of substantial procedural errors.
- Evidence of improper bias that influenced the investigation outcomes or Committee determinations.
- Consequence is excessive or unduly assigned given the severity of the incident.

A request for an appeal must be submitted via a form that is emailed to the learner in the [Code of Conduct](#) determination letter. The appeal must be submitted within five (5) business days from receipt of the determination. An appeals committee made up of three (3) directors will conduct a thorough review and render a written final determination within three to five (3-5) business days. The determination will be emailed to the learner. The final decision may no longer be appealed within the College.