

LSU Health New Orleans School of Nursing Code of Student Conduct

Code of Student Conduct

1.0 INTRODUCTION AND PURPOSE

LSUHNO-SON is committed to developing and maintaining an environment of honest intellectual inquiry, characterized by the highest standards of ethical and professional conduct. LSUHNO-SON has identified nine core values, which should permeate and support all activities of the school and its members. These core values include STEWARDSHIP, ORGANIZATIONAL CITIZENSHIP, NURSING INNOVATION, CARING, PROFESSIONALISM, RESPECT, INTEGRITY, DIVERSITY, and EXCELLENCE. It is the intent of the LSUHNO-SON to embody these core values in school activities, as they “are the beliefs describing, defining and directing our work through the University and its operations and...provide direction and purpose.” (Statement of Core Values).

Standards of high academic and professional conduct are expected from LSUHNO-SON students who shall conduct themselves in accordance with this Code of Conduct, both on and off the campus. Breaches of this high expectation of ethical and professional conduct will not be tolerated and may lead to separation from the University or other disciplinary sanctions.

In order to introduce and affirm the values of the School of Nursing, a Student Honor Statement has been developed. Every student must sign the statement, thereby agreeing to incorporate the core values in all conduct. In this way, the school’s core values will be integrated into each course, into all activities involving the school, and into the personal lives of the student members. A thorough understanding of and adherence to the Code of Student Conduct (the Code) is an essential part of each and every student’s matriculation.

This type of honor system demands a commitment from everyone. Students who violate the spirit of trust weaken the academic community. Therefore, it is the responsibility of all to identify and address misconduct. It is the intent of the faculty/student community to require high ethical and professional values and conduct of all its members. The Code protects the rights of students and the SON.

The Code applies to the conduct of all students and registered student organizations. Registered student organizations are responsible for the conduct of their members. The Code also applies to the off-campus conduct of students and registered student organizations in connection with the following: (1) a professional practice assignment; (2) academic course requirements, such as preceptorships, internships, field trips, clinical experiences, or student teaching; (3) any activity sponsored, conducted, or authorized by the SON or by a registered student organization; and (4) with any other activity that, in the SON’s judgment, seriously and adversely affects the SON and/or other members of the SON community.

Students continue to be subject to city, state, and federal laws and appropriate regulatory board rules while a student at the University and violations of those laws/regulations may also constitute violations of the Code. In such instances, the School may proceed with disciplinary

LSU Health New Orleans School of Nursing Code of Student Conduct

action under this Code independently of any criminal, administrative, or other proceeding involving the same conduct and may impose sanctions for violation of the Code even if such other proceedings are not yet resolved or are resolved in the student's favor. All persons should report all potential Code violations to an official of the School as soon as possible.

2.0 STATEMENT OF POLICY

The University and School have a responsibility to protect its educational mission. Proper use of the SON's disciplinary power is to protect the academic environment and the health and safety of all members of its community, and to educate students relative to proper professional conduct. To accomplish these objectives, the SON must establish and enforce standards of conduct for its students. The SON has the legal right to establish standards for academic and personal conduct, for continued membership in the SON community, to deny membership to those who do not meet these standards, and to impose disciplinary sanctions, including suspension and expulsion, on students, who are found to have violated these standards.

It is the prerogative of the SON, through the faculty, administrators, and other employees to make decisions on the correct application of general policy statements and procedures to specific students under specific sets of circumstances. In making these decisions, both the rights of the students, employees, and the needs of the SON are accomplished, considering the educational goals and mission.

3.0 DEFINITIONS

3.1 Academic Misconduct/Dishonesty

Academic misconduct or dishonesty, commonly known as cheating, includes:

- the unauthorized use of materials or information (papers, examinations, etc.) in order to obtain credit or partial credit for any course or other academic requirement.
- Any acts or omissions, which result in an unfair advantage over other students.
- Unacceptable use of Social Media (SS-10 Social Media Acceptable Use Policy)

3.2 Assistant Dean for Student Services

The term refers to the person holding the position in the SON. The Assistant Dean may delegate the authority to exercise any discretion and/or perform any of the duties assigned pursuant to the Code.

3.3 Chairperson of a Hearing Panel

The chairperson of a hearing panel is that person designated to act as chairperson of a hearing panel.

3.4 Complaint

The Complaint is the signed written statement on the appropriate form (Appendix 5) alleging a potential violation of the Code or other published rule applicable to students at the University. The person completing the form need not be the victim or a witness and no affiliation with the University is required. At the

LSU Health New Orleans School of Nursing Code of Student Conduct

discretion of the Assistant Dean for Student Services, complaints may be received in other ways. The Assistant Dean for Student Services may also submit a Complaint based on information received from others.

3.5 Grievance

A grievance is a formal written allegation (complaint) regarding a violation of a policy, individual's rights, or standards that cannot be resolved in an administrative manner. A grievance requires extensive investigation to resolve, and may require substantial corrective actions and may result in a hearing process

3.6 Dean

The term refers to the person holding the position in SON. The Dean may delegate any discretion, duties, or authority assigned pursuant to the Code.

3.7 Person Bringing the Charge

This term refers to the person who makes a Complaint of misconduct against a student under the provision of the Code. The person bringing the Complaint does not have to be a witness or victim to the alleged misconduct, but must have reason to believe a violation has occurred.

3.8 Person Charged

The term refers to a student, identified in a Complaint, who may have violated the Code of Student Conduct.

3.9 Student

The term refers to an individual who is registered in the LSUHNO and is enrolled in one or more courses or following a School of Nursing curriculum. The term student also includes participants in registered student organizations. The term may also refer to persons who are no longer registered, who may be charged with misconduct that occurred while a registered student. In such case, the person so charged will be blocked from registering in school and from receiving official transcripts or copies of other educational records until the charges are resolved. Persons charged with a violation of the Code may be given probationary admission with or without conditions to the LSUHNO- SON at the discretion of the Dean.

4.0 PROFESSIONAL CONDUCT

Students, faculty, and administration have the expectation that professional behaviors will be the standard for all conduct while on campus and/or representing the SON. In addition to the Code, students are required to adhere to the National Student Nurses Association Student Code of Ethics and American Nurses Association Code of Ethics and violations of either constitute grounds for charges and sanctions imposed pursuant to the Code.

5.0 PROHIBITED CONDUCT

The following behaviors or conduct has been identified as prohibited. Any student found to have engaged, participated in, or concealed any act, omission, or conduct described below will be subject to disciplinary sanctions.

LSU Health New Orleans School of Nursing Code of Student Conduct

5.1 Academic Misconduct

The term “academic misconduct” refers to what is broadly known as cheating. This includes, but is not limited to, the following:

- 5.1.1** Providing or receiving information during any examination or assignment such as course exams and candidacy exams or the possession and/or use of unauthorized materials or information during any exam or assignment.
- 5.1.2** Stealing, buying or obtaining by any means, all, or part of any exam, project, or assignment, administered or not administered, including answers.
- 5.1.3** Violation of course policies and procedures as contained in the course syllabus; and/or violation of program regulations as established by School Administration.
- 5.1.4** Providing or receiving unauthorized assistance in the laboratory, on fieldwork, or on a course assignment.
- 5.1.5** Submitting plagiarized work. Plagiarism is the representation of another’s work, words or ideas as one’s own; it includes the unacknowledged word for word use and/or paraphrasing of another person’s work, and/or the inappropriate, unacknowledged use of another person’s ideas.
- 5.1.6** Submitting as one’s own, in fulfillment of academic requirements, or for academic credit or professional advancement, any work (such as, but not limited to, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work) prepared totally or in part by another.
- 5.1.7** Submitting substantially the same work to satisfy requirements for one course that had been submitted to satisfy requirements for another course, without permission of the instructor of the course for which the work is being submitted.
- 5.1.8** Falsification, fabrication, misrepresentation, or dishonesty in reporting laboratory and/or research results.
- 5.1.9** Falsification, fabrication, misrepresentation, or dishonesty in reporting clinical and/or academic materials/facts.
- 5.1.10** Alteration of grades or marks by the student in an effort to change the earned grade or credit.
- 5.1.11** Alteration of academically related University or School forms or records or unauthorized use of any such forms or records.
- 5.1.12** Engaging in acts, omissions, misrepresentations, or activities that unfairly place other students at a disadvantage, altering or damaging resource material, and/or manipulating a grading system.
- 5.1.13** Intentional or substantially certain disruption, obstruction, or interference of teaching, research, or other University or SON activities.
- 5.1.14** Unacceptable use of Social Media.

LSU Health New Orleans School of Nursing Code of Student Conduct

5.2 Endangering Health or Safety

- 5.2.1 Committing or threatening acts, omissions or conduct which threaten or endanger the safety, physical or mental health, or life of any person, whether intended or not.
- 5.2.2 Violation of [LSUHSC Chancellor's Memorandum #44](#) – Campus Security Policy and attachment: Campus Violence Risk Reduction Plan. (<http://www.lsuohsc.edu/administration/cm/>).
- 5.2.3 Misappropriation, concealment, destruction, alteration, or falsification of any medical or health records of any person.
- 5.2.4 Unauthorized use or access of any medical or health records of any person (Violation of HIPPA).

5.3 Sexual Misconduct

- 5.3.1 Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing, and voluntary consents. For the purpose of this rule, consent shall be defined as the act of knowingly and voluntarily agreeing verbally or nonverbally to engage in sexual activity or discussions. An individual cannot consent who is obviously incapacitated by any drug or intoxicant; or who has been purposely compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent or resist is obviously impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary action or authority.
- 5.3.2 Sexual harassment which may include verbal or physical conduct of a sexual nature, unwelcome sexual advances, or requests for sexual favors when these are made, either explicitly or implicitly, a term or condition of an individual's academic status. Sexual harassment may also include unwelcome verbal or physical conduct of a sexual nature when this conduct interferes with an individual's ability to function effectively in an academic setting by creating an intimidating, hostile, or offensive environment. (Louisiana State University Health Sciences Center Catalog/Bulletin 2018-2019).
- 5.3.3 All students shall comply with [LSUHSC Chancellor's Memorandum #49](#) – Sexual Harassment / Gender Discrimination. (<http://www.lsuohsc.edu/administration/cm/>).

5.4 Hazing

- 5.4.1 Any intentional, knowing, or reckless act or omission, occurring on or off campus, by one person alone or acting with others, that subjects a student to an unreasonable risk of physical, mental, emotional or academic harm or embarrassment for reasons related to the student's status at the University or SON for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any

LSU Health New Orleans School of Nursing Code of Student Conduct

organization whose members are or include students at the University or SON. Hazing includes, but is not limited to, any type of physical assault or restraint; placement of an undesirable substance on or in the body; any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity subjecting the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; any activity or expectation which is so time consuming as to significantly interfere with class work or study time; any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance subjecting the student to an unreasonable risk of harm or which unpleasant; any activity subjecting a reasonable person to intimidation, shame, belittlement, humiliation, embarrassment or undue mental stress, including, but not limited to personal servitude, pranks, assigning or endorsing the wearing of apparel that is conspicuous and not normally in good taste, line-ups and verbal abuse; or any activity that induces, encourages, causes, or requires the student to engage in an activity that involves a violation of law or University policy.

5.4.2 Failure to Report Hazing. Failing to report or making a false or misleading statement to a University official concerning hazing as defined in section 5.4.1 above.

5.5 Destruction of Property

Actual or threatened damage to or destruction of SON/University property or property of others, whether done intentionally or with reckless disregard.

5.6 Dangerous Weapons, Devices, or Substances

Use, storage, or possession of dangerous weapons, substances or devices including, but not limited to, firearms, weapons, fireworks, controlled substances, and hazardous or toxic substances unless authorized by an appropriate University official or permitted by SON policy.

5.7 Theft/Unauthorized Use of Property

5.7.1 Theft or attempted theft, or the unauthorized use or possession of SON/University property or services, or the property of others.

5.7.2 Violation of [LSUHSC Chancellor's Memorandum #42](#) – Information Technology (IT) Infrastructure.
(<http://www.lsuhsoc.edu/administration/cm/>; Appendix 3).

5.8 Failure to Comply with School/University Authority

Failure to comply with lawful directives of authorized SON/University officials, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or, violation of the terms of a disciplinary sanction.

**LSU Health New Orleans School of Nursing
Code of Student Conduct**

LSU Health New Orleans School of Nursing

Code of Student Conduct

5.9 Drugs and Alcohol

5.9.1 Improper or illegal use, manufacture, distribution, storage, or possession of drugs, alcohol, controlled substances, or controlled substance analogs.

5.9.2 Failure to adhere to [LSUHSC Chancellor's Memoranda #36](#) – Guidelines for the Responsible use of Alcohol at the LSU Health Sciences Center, [LSUHSC Chancellor's Memoranda #37](#) – LSU Health Sciences Center New Orleans Campus Fitness for Duty, or [LSUHSC Chancellor's Memoranda #38](#) – Substance Abuse Policy and Procedures LSU Health Sciences Center New Orleans.

5.9.3 Violation of any local, state or federal laws concerning drugs or alcohol occurring on property owned, used or controlled by the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, any health care facility, or any other location which impacts the interests of the University is subject to disciplinary sanctions pursuant to the Code.

5.10 Unprofessional Behaviors

The Student Code of Conduct (Policy SS-8) provides examples of unacceptable/uncivil behaviors include but are not limited to:

- i. Yelling or screaming at peers, faculty, or staff
- ii. Demeaning, belittling, or harassing others
- iii. Habitually interrupting as others speak
- iv. Speaking in a condescending tone
- v. Not responding to official correspondence including letter, emails or voice mail messages
- vi. Not paying attention or listening to others who address you
- vii. Not sharing credit for collaborative work or not completing ones fair share of group projects/assignments
- viii. Damaging/breaking equipment, including simulation mannequins, misuse of supplies in teaching labs and clinical settings
- ix. Rudeness, displays of temper, tantrums, yelling or screaming at peers, faculty, support staff, rumors, gossiping or damaging peers, or faculty reputation
- x. Disrupting classroom by habitually coming late, leaving early, holding side bar conversations while faculty or others are speaking/lecturing, or other disruptive behavior as defined by course faculty
- xi. Asking for assistance from faculty regarding classroom and/or clinical performance or professional conduct and willfully ignoring that advise
- xii. Threatening others, verbally, in writing, physical, and implied threats

5.11 Providing False Information

Knowingly or recklessly making a false statement with the intent to deceive or mislead or knowingly creating, publishing and or distributing a false written or printed document, which serves to deceive and/or mislead. Knowingly

LSU Health New Orleans School of Nursing

Code of Student Conduct

furnishing false information to a hearing panel, University police officer, or other official.

5.12 Unauthorized or Improper Use of University Computers

Unauthorized or improper use of any University computers, or computer equipment including access, distribution, or viewing pornographic, vulgar, or obscene materials.

6.0 PROCEDURES AND PROCESS

6.1 Initiation of Code Violations

Persons witnessing, experiencing, or made aware of what they believe to be a possible Code violation should report to the Assistant Dean for Student Services. The Assistant Dean will review all information and/or complaints received and may conduct a preliminary investigation. In cases where the alleged activity may involve a violation of criminal law in addition to a violation of the Code, information, and/or complaints may also be provided to the LSU Police or other appropriate law enforcement agency.

6.2 Investigation of Code Violations

The Assistant Dean for Student Services is authorized to investigate allegations or suspicions involving academic or other Code violations. During the investigation, any student allegedly involved in misconduct may be sent a letter describing the alleged violation, requesting the student to make an appointment to discuss the matter, and specifying a date by which the appointment must be made. Any person believed to have information relevant to an investigation may also be contacted and requested to make an appointment to discuss the matter. Failure to comply with such a request may result in a disciplinary action being taken pursuant to the Code. The Assistant Dean for Student Services will decide upon an appropriate course of action, which may include, but is not limited to, taking no further action, deferring further action with or without conditions, or proceeding with formal charges. The Assistant Dean for Student Services may also conduct an investigation without notifying the student(s) involved.

6.3 Notice of Charges

6.3.1 A student shall be notified of formal charges at least ten (10) business days prior to any hearing. Charges may be presented in person or by registered mail to the accused student's local or permanent address on file in the Office of the LSUHSC Registrar. All students are required to maintain an accurate and current local and permanent address with the LSUHSC Registrar (Academic self-service in PeopleSoft). Students who have been in communication with the Dean or the Assistant Dean via e-mail may be notified of formal charges and any hearing via e-mail.

6.3.2 The notice of charges should list the charges or alleged Code violation(s) and generally describe the misconduct. Failure to provide the student

LSU Health New Orleans School of Nursing Code of Student Conduct

with adequate notice shall not preclude the SON from subsequently providing adequate notice prior to a hearing. Any accused student should expect that he/she may be suspended or expelled from school if found to have violated the Code of Conduct.

- 6.3.3** Following notification of charges, the student shall be afforded the opportunity to meet with the Assistant Dean for Student Services or designated authority, for the purpose of discussion of the charges. Anything the student says, does, or presents at any such meeting may be used against the person charged at any hearing. Failure of the person charged to respond to the notice of charges or schedule a preliminary meeting shall in no way prevent the SON from scheduling and conducting a hearing in the absence of the person charged once the student has been notified of the hearing time and place. Notification may be made in any manner reasonably calculated to be received by the person charged, including but not limited to, United States mail or electronic mail to the student's last known address (es).

6.4 Administrative Decision

In all cases, a person charged with one or more Code violations has the right to a hearing. However, in a case where a charged student admits such violations in writing, the student may request in writing to have a decision as to appropriate action or disciplinary sanction made administratively by the Dean, rather than have the charges referred to a hearing panel. In such situations, the student waives the right to a hearing and appeal and the related procedural guarantees and rights. The Dean's decision is final and no further appeal is allowed/processed.

6.5 Notice of Hearing

If a hearing is to be held, written notification shall be provided. The notice may be hand delivered, sent by electronic mail, or mailed to the last known address of the student, by registered mail, no fewer than ten (10) business days prior to the hearing unless exigent circumstances exist. Unless already provided to the student, the notification will include a listing of the charge(s), the date, time, and location of the hearing, the designated chairperson of the hearing panel. The accused student may request a postponement for reasonable cause. A request for a postponement for reasonable cause must be made in writing to the chairperson, must include supporting rationale, and be received by the person sending the hearing notification at least four (4) business days before the scheduled hearing.

LSU Health New Orleans School of Nursing Code of Student Conduct

6.6 Hearing Procedures

Although the procedural requirements are not as formal as those existing in criminal or civil courts of law, to promote fairness the following procedures will apply:

- 6.6.1** The Assistant Dean for Student Services or the designee shall present the charges and evidence against the student, including but not limited to any relevant documents, things, and witnesses. At the hearing, the accused student shall be provided a copy of any documents presented to the panel. The panel may allow or deny evidence in its discretion by majority vote. Formal rules of evidence shall not apply.
- 6.6.2** Attendance at the hearing is limited to those directly involved. The student may present witnesses. The person presenting the charges may call witnesses. The hearing panel may call witnesses. The chairperson of the hearing panel may take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt the proceedings. The chairperson may sequester witnesses. The hearing may be suspended, recessed, continued, or delayed by the panel.
- 6.6.3** The accused may submit a written and/or verbal statement, may invite relevant witnesses to testify (student witnesses are contacted by the student), and may ask questions of witnesses called by others. The panel and presenter may call witnesses as well as question those called by anyone else.
- 6.6.4** Written statements by witnesses may be used, if a witness cannot attend the hearing.
- 6.6.5** In cases requiring special expertise, the chairperson of the hearing panel may appoint individuals with appropriate expertise to serve as consultants to the panel. The consultants may be present during any or all testimony and provide information as called upon during the hearing and during deliberations, but shall not vote.
- 6.6.6** Students are entitled to a presumption of innocence. Therefore, a student will not be found in violation unless substantial evidence supports the charge(s).
- 6.6.7** Formal rules of procedure shall not apply to the hearing. The chairperson shall decide on any procedural issues.

6.7 Attendance

The accused is expected to attend the hearing. If a student does not choose to attend a hearing, the charges will be reviewed as scheduled on the basis of the information available, and render a decision. An adverse inference may be drawn against a student for failing to attend a hearing or remaining silent; however, all findings must be based on the substantial evidence. No decision shall be based solely on the failure of the accused student to attend the hearing or answer the charges. A student may submit a written response to the charges. The response must be signed, dated, and witnessed by another person.

LSU Health New Orleans School of Nursing Code of Student Conduct

6.8 Record of the Hearing

A single record, consisting of written notes, tape recordings, or other method selected by the hearing panel shall be made of all hearings. Such record will remain the property of the SON but will be made available to the person charged for review during the appeal period. No other record or recording of deliberations shall be made or kept. All panel members, the student(s), and any witnesses must surrender all electronic devices. Panel members using laptop/tablets to access electronic files have already signed a confidentiality statement and are not allowed to take notes/record any part of the hearing.

6.9 Deliberations

The accused student, the student's advisor, the Assistant Dean of Student Services, victim(s) and witness(es) shall not be present or participate during panel deliberations. A written notice of the decision shall be provided to the person charged. The panel may suspend deliberations to request or review additional evidence or information.

6.10 Composition of Hearing Panel Shall Be Approved by the Dean

6.10.1 Five (5) faculty members will be selected.

6.10.2 Four (4) students will be selected.

6.10.3 If any selected panel member has direct knowledge/involvement in the issue to be discussed, or knows of any reason why the panel member should not serve, the panel member should ask to be excused. If student believes a faculty member or student should be excused the student must present good reason in writing to the Assistant Dean for Student Services or the Chairperson before the hearing starts, for consideration.

6.10.4 If for any reason the hearing panel is insufficient then it may be filled by the Dean of the SON.

6.10.5 The Chairperson of the Honor Code hearing (Chairperson) will be designated by the Dean from the group selected for participation on the hearing panel.

6.10.6 An administrative assistant will be assigned to handle correspondence related to the hearing and to record the proceedings of the hearing.

6.10.7 A quorum for the hearing will be the chairperson, three (3) other faculty members, and two (2) students.

6.10.8 A majority vote of the panel is required to find that a violation has occurred.

6.10.9 Once a panel has been seated and the hearing begins, panel members may be excused as long as a quorum remains. If a panel member misses any part of the hearing, the panel member may no longer vote.

LSU Health New Orleans School of Nursing Code of Student Conduct

6.11 Student's Advisor

6.11.1 The person charged with misconduct may bring one person to the hearing as an advisor, who is not a witness, to advise the student during the hearing. The advisor may be an attorney. The advisor may not question witnesses, make statements, objections, arguments, or otherwise address the panel; if so, the advisor will be excused from the hearing.

6.12. Voting

6.12.1. Each member of the panel shall have one vote, including the Chairperson. All votes shall be kept confidential and at the discretion of the panel may be conducted by secret ballot.

6.12.2. All voting shall take place during confidential deliberations.

6.12.3. A simple majority of votes is required to find that a violation of the Code has occurred and to impose a sanction.

6.12.4. When a simple majority is achieved, the chairperson will announce the outcome of the vote to the committee.

6.12.5. A verbal report of the Honor Code panel decision will be reported to the Assistant Dean for Student Services by the Chairperson

6.12.6. Written notice of the decision shall be provided to the accused student.

6.12.7 All votes and findings shall be based on substantial evidence.

7.0 SCHOOL OF NURSING SANCTIONS

7.1 General Guidelines

Support of the SON's core values should be the underlying framework for panel decisions regarding sanctions to be imposed. Sanctions should be commensurate with the violation(s) found to have occurred. In determining the sanction or sanctions to be imposed, the panel should take into account any mitigating circumstances and any aggravating factors including, but not limited to, any provocation by the subject of the conduct constituting the violation, any past misconduct by the student or student organization, any failure of the student or the student organization to comply fully with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the student or student organization in committing the violation, and the severity and pervasiveness of the conduct that constituted the violation. Impairment resulting from voluntary use of alcohol or drugs (i.e., other than medically necessary) will be considered an aggravating, and not a mitigating, factor. One or more of the following courses of action may be taken when a student has been found to have violated the Code.

7.1.1 Informal Reprimand or Warning. A written letter of reprimand or warning resulting from a student's misconduct which may be removed from the student's permanent education records upon graduation.

LSU Health New Orleans School of Nursing

Code of Student Conduct

- 7.1.2 Formal Reprimand.** A written letter of reprimand resulting from a student's misconduct which shall become a part of the student's permanent education records.
- 7.1.3 Conduct Probation.** The probationary condition is for a specified period of time but without loss of privileges. Further violation of University/School policies or a condition of probation during the probationary period will be viewed not only as the act itself, but also as a violation of the probation, which could result in further disciplinary sanctions including suspension or dismissal. Whether or not missed work can be made up with or without penalty or credit is at the discretion of the panel. The panel may impose reasonable conditions as part of the probation and may include a formal reprimand. Disciplinary probation, in the discretion of the panel may be made part of the student's permanent education records. If student is ineligible to re-enroll, INELIGIBLE TO RE-ENROLL will be noted on the official transcript.
- 7.1.4 Disciplinary Probation.** The probationary condition is in effect for a specified period of time and may involve the loss of specified privileges or imposition of conditions. Further violations of the Code or of conditions imposed during the probationary period will be viewed not only as a violation based upon the act itself but also as a violation of the probation, which shall result in further action up to and including suspension or dismissal. Satisfactory completion of specified stipulations as outlined by the committee may be required by the end of the probation period or prior to graduation. Specified stipulations will relate to the nature of the offense or violation. Whether or not missed work can be made up with or without penalty or credit is at the discretion of the committee. If student is ineligible to re-enroll, INELIGIBLE TO RE-ENROLL will be noted on the official transcript.
- 7.1.5 Suspension.** Suspension is a sanction terminating the student's enrollment in the SON for a specified period of time. Satisfactory completion of specified stipulations or conditions as outlined by the panel may be required for readmission at the end of the suspension period. Specified stipulations will relate to the nature of the offense or violation.
- 7.1.6 Dismissal or Expulsion.** Dismissal or expulsion is a sanction which permanently separates a student from the SON without opportunity to re-enroll in the future. If student is ineligible to re-enroll, INELIGIBLE TO RE-ENROLL will be noted on the official transcript.

7.2 Conditions of Suspension and Dismissal

A student who has been suspended or dismissed shall be denied all privileges afforded a student and shall be required to vacate campus at a time determined by the hearing panel. In addition, after vacating campus property, a suspended or dismissed student may not enter upon campus and/or other university property at any time, for any purpose, in the absence of express written permission from the

LSU Health New Orleans School of Nursing Code of Student Conduct

Assistant Dean for Student Services. To seek such permission, a suspended or dismissed student must file a written petition to the Assistant Dean for Student Services for entrance to the campus for a limited period of time for a specified purpose only or to have the terms of this condition modified or reduced at least five (5) days in advance of any intended visit.

7.3 Failing or Lowered Grades

In cases of academic misconduct, the Dean or the Dean's designee may authorize imposition of an appropriate academic sanction or grade and, impose any of the above listed sanctions including suspension or dismissal.

7.4 Other Sanctions

Other appropriate sanctions or conditions may be imposed by the Dean or the Dean's designee singularly or in combination with any of the above listed sanctions. Examples include, but are not limited to, making restitution for property damage or misappropriation of school property or services, or the property of any person, residence hall contract termination or reassignment to another room, restricted of access to specified campus facilities and/or property, research assignments, community service projects, special workshop participation, having no contact with specified person(s) and/or referral to the Campus Assistance Program.

8.0 APPEAL PROCESS

8.1 Right to Appeal

A student found to have violated the Code has the right to appeal the panel's decision. An appeal of a decision must be submitted in writing and postmarked or hand delivered to the Dean or designated appeals officer, as provided below, within ten (10) business days after the date on which written notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the Dean or designated appeals officer is final.

8.2 Grounds for Appeal

An appeal may be based only upon one or more of the following grounds:

- 8.2.1** Procedural error resulting in prejudice to the student.
- 8.2.2** Misapplication or misinterpretation of the rule or Code provision alleged to have been violated.
- 8.2.3** Finding of violation not supported by substantial evidence.
- 8.2.4** Discovery of substantial new fact(s) unavailable at the time of the hearing.
- 8.2.5** The disciplinary sanction imposed was grossly disproportionate to the violation committed.

LSU Health New Orleans School of Nursing Code of Student Conduct

8.3 Appropriate Appeal Officers

8.3.1 Appeals from decisions will be submitted for decision to the Dean or the Dean's designated appeals officer.

8.4 Appeal Proceedings

8.4.1 The Dean or designated appeals officer may dismiss the appeal if the appeal is not based upon one or more of the grounds set forth above.

8.4.2 The Dean or designated appeals officer may decide the appeal based solely upon a review of the record.

8.4.3 The Dean or designated appeals officer may request additional written information or an oral presentation from any relevant person(s) and then decide the appeal based upon the enhanced record.

8.4.4 The Dean may refer the matter back to the hearing panel or to a new hearing panel for reconsideration.

8.5 Possible Dispositions by the Dean or Designated Appeals Officer

The Dean or designated appeals officer may, after a review of the record, uphold the original sanction, dismiss the original sanction, impose a lesser sanction, or impose a greater sanction. If a case is reheard by a panel, any sanction imposed after re-hearing may be greater than the sanction imposed after the original hearing.

8.6 Administrative Referral for Evaluation

8.6.1 Any situation involving a student(s) with a reported violation involving issues of personal safety or potential danger to others should be reported immediately following the occurrence to the Assistant Dean for Student Services and the Dean. Student(s) will be subject to administrative referral to the Campus Assistance Program for evaluation to determine "fitness for duty" and level of safety to self or others (Administrative Referral Policy SS-1). The referral may be with or without interim suspension from SON activities until completion of the evaluation process. Failure by a student to participate in or fully cooperate with such a referral or evaluation is grounds for administrative withdrawal and/or imposition of disciplinary sanctions pursuant to the Code.

8.7 Administrative Withdrawal

8.7.1 A student may be dismissed or withdrawn from the registered courses in the SON and/or prohibited from all or any portion of University and SON premises, SON-related activities when in the discretion of the Dean, the student's continued presence poses a significant risk of harm to the health or safety of themselves, others or to property or when the

LSU Health New Orleans School of Nursing Code of Student Conduct

student refuses or is unable to participate or cooperate in the Campus Assistance Program.

Before making such a determination, the Dean or designee shall notify the student of the reasons that disenrollment or other action is being considered, providing the student with an opportunity to respond. The Dean or designee may also consult with any other persons whom the Dean or designee deems appropriate under the circumstances.

8.7.2 A student who has been dismissed or withdrawn; prohibited from University premises, SON-related activities or registered student organization activities; or permitted to remain only under specified conditions may petition the Dean for revision of that status. The petition should include supporting documentation or evidence that (1) the conditions found to have existed under the decision for the student to have been suspended from the University campus or University activities never existed, no longer exist and/or will not recur, and (2) the student meets all normal and appropriate standards for admission and enrollment in any academic unit in which the student seeks to re-enroll. Upon receipt of such a petition, the Dean or designee shall evaluate the evidence and may consult with the student, any appropriate SON personnel, and any other persons whom the Dean or designee deems appropriate. The Dean or designee may deny the petition, grant the petition in whole or in part under specified conditions, or grant the petition in whole or part without condition.

9.0 INTERIM SUSPENSION

When the Dean has reasonable cause to believe that a student's presence on University premises or at a school-related or registered student organization activity poses a significant risk of substantial harm to the health or safety of others or to property, the student may be immediately banned or suspended from all or any portion of University and SON premises, classes, or other SON-related activities or registered organization activities pending formal charges and/or hearing. This temporary suspension shall remain in effect until the conclusion of a full hearing or administrative decision, without undue delay, in accordance with the grievance procedure in the student handbook. The student may, within five (5) business days of the imposition of the suspension, petition the Dean for reinstatement. The petition must be in writing and must include supporting documentation, notarized statements, or other evidence that the student does not pose, or no longer poses, a significant risk of substantial harm to the health or safety of others or to property. A hearing on such petition will be conducted without undue delay by the Dean or designee and a decision will be rendered to student. The Dean may also impose conditions on the student in addition to or in lieu of an interim suspension, which the Dean deems in the best interest of the SON, the student, or others involved.

LSU Health New Orleans School of Nursing Code of Student Conduct

10. CONFIDENTIALITY

All faculty, staff, panel members, and students involved in disciplinary investigations or hearing as panel members, victims, witnesses, or consultants shall keep the identity of the person(s) charged, witnesses and/or other persons involved, and the content of any hearing strictly confidential except as may be required by law or as is necessary to protect the health and safety of themselves or others. Failure to respect the confidentiality of persons or the proceedings shall be grounds for disciplinary sanctions pursuant to the Code.

11. INQUIRIES

Any questions or concerns related to interpretation or application of the Code should be submitted in writing to the Assistant Dean for Student Services.

References:

CHANCELLOR'S MEMORANDUMS: 36, 37, 38, 42, 44, and 49 guide the SON Student Code of Conduct and are located on the LSUHSC website: <http://www.lsuhs.edu/administration/cm/>

[School of Nursing Policies:](#)

[SS-1 Administrative Referral](#)

[SS-8 Student Conduct](#)

[SS-10 Social Media Acceptable Use Policy](#)