



SCHOOL OF NURSING

CODE OF STUDENT CONDUCT

1.0 INTRODUCTION AND PURPOSE

The LSUHSC School of Nursing (LSUHSC SON) is committed to developing and maintaining an environment of honest intellectual inquiry, characterized by the highest standards of ethical and professional conduct. To this end, the School has identified six core values which should permeate and support all activities of the school and its members. These core values include respect, integrity, diversity, excellence, professionalism and caring. It is the intent of the LSUHSC SON to embody these core values in school activities, as they “are the beliefs that describe, define and direct 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 LSUHSC SON students who shall conduct themselves in accordance with the letter and spirit of 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, the nursing students have developed a Student Honor Statement. Every student must sign this statement, thereby agreeing to incorporate the core values in their 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 this Code of Student Conduct is an essential part of each and every student’s matriculation.

This type of honor system demands a commitment from everyone. Students who violate this 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. This Code protects the rights of students and the LSUHSC 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 School or by a registered student organization; and (4) with any other activity that, in the school’s judgment, seriously and adversely affects the school and/or other members of the school 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 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 School'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 School must establish and enforce standards of conduct for its students. The School has the legal right to establish standards for academic and personal conduct, and continued membership in the School 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 School, 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 and employees and the needs of the School in accomplishing its educational goals and mission may be considered.

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. Academic misconduct or dishonesty also includes any acts or omissions which result in an unfair advantage over other students.

3.2 Assistant Dean for Student Services

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

3.3 Chairman of a Hearing Panel

The chairman of a hearing panel is that person designated to act as chairman 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 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 Dean

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

3.6 Person Bringing the Charge

This term refers to the person who makes a Complaint of misconduct against a student under the provision of this 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.

3.7 Person Charged

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

3.8 Student

The term refers to an individual who is registered in the Louisiana State University Health Sciences Center and is enrolled in one or more courses or following a School of Nursing curriculum. The term student also includes 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 this Code may be given probationary admission with or without conditions to the LSUHSC 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 LSUHSC SON. In addition to this Code, students are required to adhere to the National Student Nurses Association Student Code of Ethics (see Appendix 1) and American Nurses Association Code of Ethics (see Appendix 2) and violations of either constitute grounds for charges and sanctions imposed pursuant to this Code.

5.0 PROHIBITED CONDUCT

The following behaviors or conduct have been identified that do not adhere to acceptable standards of professionalism and integrity. Any student found to have engaged, participated in, or concealed any act, omission or conduct described below will be subject to disciplinary sanctions.

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 unadministered, 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 Department Heads.
- 5.1.4** Providing or receiving unauthorized assistance in the laboratory, on field work, 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 activities

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](#) – Violence in the Workplace Policy, and Workplace Violence Prevention Plan. (Appendix 3).
- 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.

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 consent. 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 2000-2002).

- 5.3.3** All students shall comply with [LSUHSC Chancellor's Memorandum #49](#) – Sexual Harassment / Gender Discrimination. (Appendix 3)

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 that student's status at the University or for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the University. 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 that subjects 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 that subjects the student to an unreasonable risk of harm or that is unpleasant; any activity that would subject 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 School/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 School policy.

5.7 Theft/Unauthorized Use of Property

- 5.7.1** Theft or attempted theft, or the unauthorized use or possession of School/University property or services, or the property of others.
- 5.7.2** Violation of [LSUHSC Chancellor's Memorandum #42](#) – Information Technology (IT) Infrastructure. (Appendix 3).

5.8 Failure to Comply with School/University Authority

Failure to comply with lawful directives of authorized School/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.

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 #23](#), [LSUHSC Chancellor's Memoranda #36](#), [LSUHSC Chancellor's Memoranda #37](#), or [LSUHSC Chancellor's Memoranda #38](#).
- 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 this Code.

5.10 Unprofessional Behaviors

Acting, or failing to act when the student knows or should know such would harm, endanger or embarrass another.

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 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 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 same to the Assistant Dean of 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 of 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 this 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 Deal of 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) 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 Louisiana State University Health Sciences Center Registrar. All students are required to maintain an accurate and current local and permanent address with the Louisiana State University Health Sciences Center Registrar. 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 violations and generally describe the misconduct. Failure to provide the student with adequate notice shall not preclude the School from subsequently providing adequate notice prior to a hearing. Any accused student should expect that he or she may be suspended or expelled from school if found to have violated this 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 School 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 violations of the Code 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 Assistant Dean, or 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.

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) calendar 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 chairman 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) calendar days before the scheduled hearing.

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 usually apply:

- 6.6.1** The Assistant Dean for Student Services or his or her 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 chairman of the hearing panel may take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt the

proceedings. The chairman 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 (the student should contact his own witness), 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, for good reason, a witness cannot attend the hearing.
- 6.6.5** In cases requiring special expertise, the chairman 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. Procedural issues shall be decided by the Chairman.

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 a decision will be made. 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, provided it is signed, dated and witnessed by another.

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 School but will be made available to the person charged for review during the appeal period. No record or recording of deliberations shall be made or kept.

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 he or she should not serve, he/she 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 for consideration.

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

6.10.5 The chairperson will be designated by the Dean from the group selected for participation on the hearing panel.

6.10.6 A staff secretary 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 member misses any part of the hearing, he or she may no longer vote.

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.

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 in 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 this 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 vote will be transmitted 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 school'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 that constituted 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.
- 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. This 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 and may be shown on the student's official transcript.

7.1.4 Disciplinary Probation. This 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 this 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. Suspensions or dismissals shall be noted on the official transcript.

7.1.5 Suspension. Suspension is a sanction that terminates the student's enrollment in the school of nursing 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 School without opportunity to re-enroll in the future. Dismissal or expulsion shall 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 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 his or her 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 his or her 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 this 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) calendar 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 that resulted 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.

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, or impose a lesser sanction. The Dean or designated appeals officer may also remand the case to a hearing panel to be reheard. 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. The referral may be with or without interim suspension from School 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 this Code.

8.7 Administrative Withdrawal

- 8.7.1** A student may be dismissed or withdrawn from the registered courses in the School and/or prohibited from all or any portion of University and School premises, School-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 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, provide 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, School-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 School 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 school premises, classes, or other school-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) calendar 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 school, the student, or others involved.

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 this Code.

11. INQUIRIES

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

APPENDICES

APPENDIX 1

National Student Nurses' Association, Inc. Code of Academic and Clinical Conduct

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and the proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001

APPENDIX 1

Code of Ethics for Nurses – Provisions Approved as of June 30, 2001

NOTE: Draft #10A of the *Code of Ethics for Nurses* is currently under further review and unavailable at this time. The ANA House of Delegates approved these nine provisions of the new *Code of Ethics for Nurses* at its June 30, 2001 Meeting in Washington, DC. A full approved document is expected in late July/August, 2001. For further information, contact Gladys White at the Center of Ethics and Human Rights.

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1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
 2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
 3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
 4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
 5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
 6. The nurse participates in establishing, maintaining, and improving healthcare
 7. environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective actions.
 8. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
 9. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
 10. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

APPENDIX 2

American Nurses Association Code of Ethics

1. The nurses provide services with respect for human dignity and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical or illegal practice of any person.
4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.
5. The nurse maintains competence in nurse.
6. The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
7. The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
8. The nurse participates in the profession's efforts to implement and improve standards of nursing.
9. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
10. The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

APPENDIX 3

CHANCELLOR'S MEMORANDUMS

23, 36, 37, 38,

42, 44, 49

CAN BE VIEWED FROM THE LSUHSC WEBSITE.

www.lsuhs.edu

APPENDIX 4

Student Honor Statement

As a student of the LSUHSC SON, I am committed to developing and maintaining an environment of high integrity and professional conduct. In order to achieve this, I agree and support the core values of the LSUHSC School of Nursing, which include professionalism, integrity, respect, excellence, diversity, caring and the National Student Nurses' Association Code of Professional Conduct (see Appendix 1).

I will maintain the highest standard of personal and professional conduct in order to actively promote and encourage the highest level of ethics within nursing education and the profession of nursing.

I have the expectation that the faculty and the student body of the LSUHSC SON will uphold these standards in all activities, both on the campus and in the community.

Student Signature _____
Date _____

APPENDIX 5

I, _____
wish to file a complaint against _____
for the following violation(s) of the Code of Student Conduct. (Refer to Section 4 of the Code of Student Conduct).

- _____ Academic
- _____ Endangering Health or Safety
- _____ Sexual Misconduct
- _____ Destruction of Property
- _____ Dangerous Weapons or Devices
- _____ Theft/Unauthorized Use of Property
- _____ Failure to Comply with School/University Authority
- _____ Drugs and Alcohol
- _____ Unprofessional Behaviors
- _____ Providing False Information

Please provide a brief statement of the actual violation:

Signature of Complainant _____

(Date)