



# California Health Sciences University

## CHSU STUDENT CONDUCT AND PROFESSIONALISM POLICY

### **I. PURPOSE & SCOPE**

The University requires all students to be responsible individuals who possess the highest standards of integrity, honesty and personal conduct. These traits are prerequisites to independent learning, professional development, the successful performance of academic and clinical assignments, and one's professional conduct. Accordingly, all CHSU students are expected to adhere to a standard of behavior consistent with the University's high standards at all times off and on campus. Compliance with institutional rules and policies and procedures, in addition to city, state and federal laws, is required of all students. The purpose of this policy is to provide guidance on CHSU's expectations for the conduct and professionalism of CHSU students. This policy covers both current and former CHSU students, including CHSU alumni. Students may be disciplined under this policy for conduct that occurs off-campus as well at the University's sole discretion.

This policy does not apply to allegations of unlawful harassment, discrimination or retaliation. While such behavior is also unprofessional and falls short of CHSU's standards for student behavior, such conduct is subject to separate CHSU policies and procedures.

### **II. CODE OF PROFESSIONAL CONDUCT**

It is not possible to enumerate all forms of inappropriate or unprofessional behavior. The following, however, are examples of behavior that constitute a violation of University policy. Accordingly, CHSU has established the following Code of Professional Conduct. The University reserves the right to address inappropriate behavior that does not clearly fall within the identified Code of Professional Conduct.

Behavior that is subject to disciplinary action includes, but is not necessarily limited to, the following:

1. Harm, abuse, bullying, hazing, damage, or theft to or of any individual or property;
2. Physical or verbal bullying or the threat of such abuse to any individual;
3. All forms of dishonesty: cheating, omissions, fraud, plagiarism (including self-plagiarism), unauthorized use or distribution of exams or exam content, knowingly furnishing false information to the University, forgery, alteration or unapproved use of records, or violation of CHSU Academic Freedom, Intellectual Honesty and Academic Integrity Policy, or aiding another in such dishonesty;



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4. Entering or using CHSU-operated or affiliate-operated hospital/clinic/research facilities without authorization;
5. Disrupting teaching, research, administrative or student functions of the University;
6. Convictions for violation of federal, state or local laws, felonies or misdemeanors, excluding minor traffic violations;
7. Failure to report to CHSU administration within 48 hours personal violations of this policy, or personal actions which violate, result in a charge of or arrest for a violation of federal, state or local laws;
8. Violations of CHSU's Alcohol, Drug and Tobacco Use Policy;\*
9. Placing a patient's health and/or safety in jeopardy;
10. Unethical disclosure of private or other confidential information. This includes but is not necessarily limited to, disclosure in violation of the law (e.g. HIPAA), CHSU policy or the policies and procedures of any CHSU affiliate;
11. Behavior that demonstrates abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients or community members of the University;
12. Violation of any established rules, policies or procedures of CHSU, CHSU-endorsed organizations, CHSU departments or affiliated institutions;
13. Failure to report an observed violation of this policy;
14. Failure to participate in a University-conducted investigation as well as mandated reporting requirements imposed by law or policy of CHSU or any of its affiliates;
15. Conspiring, planning or attempting to achieve any of the above acts;
16. Any other conduct which calls into question the student's fitness to practice in the student's area of study.

\*For any offenses involving marijuana, CHSU applies federal law when determining illegal conduct not California state law.



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During scheduled classes, the following behaviors are also violations of this policy:

17. Any disruptive behaviors that detract from learning by other students (e.g., talking, making excessive noise, playing games at inappropriate times);
18. Any disrespectful behaviors toward a faculty member or other campus community member including students (e.g., back-talking, inappropriate or excessively distracting questions, inattentive behaviors);
19. Poor attendance, poor punctuality or consistent failure to meet required deadlines.

### **III. UNIVERSITY-WIDE STUDENT DISCIPLINE PROCEDURES**

CHSU has established a multi-dimensional approach to adjudicating student misconduct and/or disciplinary issues. Complaints by students, CHSU employees or members of the public involving alleged misconduct by students in violation of this policy will be handled as follows:

1. All communication concerning notice of a student's alleged unprofessionalism will take place via the student's CHSU email. Students are responsible for regularly checking their CHSU email account and responding to timely emails from the University.
2. All reports of conduct violations ("Complaints") shall be reported to the Assistant/Associate Dean for Student Affairs and Enrollment within the student's college ("College Student Affairs Dean"). The Provost shall develop a form to be used for reporting Complaints.
3. Upon receipt of a Complaint, the College Student Affairs Dean will review the initial report of alleged misconduct and determine if the charge is of the nature to merit an investigation of the allegation(s).
4. If the Complaint is of a nature to merit an investigation, the College Student Affairs Dean shall investigate the Complaint, or the College Student Affairs Dean may designate another qualified administrator to do so. The student shall have the opportunity to be interviewed and present relevant information (i.e., documents, names of witnesses, etc.) as part of the investigation. In most cases, the investigation shall not exceed 30 business days. If more time is needed, the College Student Affairs Dean will notify the student.
5. After the investigation is complete, the administrator responsible for conducting the investigation will apply a preponderance-of-the-evidence standard (i.e., more likely than not) in making a written finding about the validity of the Complaint. If the Complaint is true, the College Student Affairs Dean will decide how the Complaint should be adjudicated depending on how severe or pervasive the misconduct is. The multidimensional nature of CHSU's disciplinary system allows for cases to be heard either by the appropriate college-level committee (e.g., Student Progress Committee ("SPC") for CHSU-COM or Academic



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Progression and Standards Committee (“APSC”) for CHSU COP), or an administrator(s) designated by the College Student Affairs Dean (other than the administrator responsible for conducting the investigation). However, all cases involving potential suspension or dismissal shall be referred to the appropriate college-level committee. In all cases, the College Student Affairs Dean shall notify the student in writing regarding the findings of the investigation and information regarding how the matter will be adjudicated.

6. Each college-specific level committee responsible for adjudication of Complaints under this policy shall develop policies which shall govern such adjudication, providing required due process to students appearing before the committee. Such policies shall be included in the CHSU Student Catalog and Handbook under the appropriate college section.

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- o Policy Owner: Provost
  - o Effective Date: 7/23/2019
  - o Approval by President Date: 7/23/2019
  - o Approval by Provost Date: 7/23/2019