

4 **POLICY AND PROCEDURES RELATED TO STUDENT CONDUCT**

5  
6 **Introduction**  
7

8 Universities have a responsibility to protect: their educational purposes, the academic  
9 environment of the campus, and all members of the University community. To meet  
10 these responsibilities, a University must establish and enforce standards of conduct for  
11 its students. A University is obliged to establish reasonable standards for student  
12 conduct, for membership and continued membership in the University community, to  
13 deny membership to those applicants who do not meet these standards, and to impose  
14 reasonable disciplinary sanctions on students who are found guilty of violating these  
15 standards.

16 **Policy**  
17

18 It is the prerogative of the School of Allied Health Professions, through the faculty,  
19 administrators, and other employees, to make decisions on the correct application of  
20 general policy statements and procedures to specific students under specific sets of  
21 circumstances. In making these decisions, both the rights of the student and the needs  
22 of the School in accomplishing its mission and educational goals must be considered.  
23 To this end, acts of academic or other misconduct, e.g., cheating, plagiarism, code of  
24 professional conduct violations, commission of a crime, etc., may subject the offending  
25 student to disciplinary action. To insure the consistent observance of due process, the  
26 following policy and procedures apply.  
27

28 Definitions  
29

- 30 1. "University" refers to the Louisiana State University (LSU) system.  
31 2. "Health Sciences Center" refers to the Louisiana State University Health  
32 Sciences Center-New Orleans.  
33 3. "School" refers to the School of Allied Health Professions, New Orleans.  
34 4. "Department" refers to the specific department within the School of Allied Health  
35 Professions in which a given student is enrolled.  
36 5. "Days" refers to official LSU Health Sciences Center working days.  
37 6. Any reference herein to the singular shall also include the plural.  
38

39 General Provisions  
40

- 41 1. Equal treatment guaranteed to students by the 14th Amendment to the  
42 Constitution of the United States of America requires that the same policies,  
43 procedures, and practices be used to consider all allegations of misconduct and  
44 also requires the imposing of "like sanctions for like violations" on all students  
45 found guilty of misconduct. This obligation of the School can be fulfilled only if  
46 each instructor reports suspected misconduct to the designated office in

1 accordance with the provisions of this document. Consistent with this obligation,  
 2 no disciplinary sanction shall be imposed upon a student except in accordance  
 3 with the provisions of this document. Thus, it is contrary to School policy for an  
 4 instructor to assign a disciplinary grade, such as an "F" or zero on an  
 5 assignment, test, examination, or course as a sanction for admitted or suspected  
 6 academic dishonesty, in lieu of formally charging the student with academic  
 7 misconduct under the provisions described herein.

- 8 2. Any time limit set forth in this procedure may be extended by mutual written  
 9 agreement of the Dean and the student.
- 10 3. Infractions shall be reported to the Associate Dean for Academic Affairs.
- 11 4. The Dean may appoint someone other than either the Associate Dean for  
 12 Academic Affairs to serve in his/her place.

### 13 14 Academic and Professional Conduct

15  
16 Students are expected to:

- 17 • Exhibit the highest standard of personal, academic, professional and ethical  
 18 behavior.
- 19 • Treat faculty, staff, peers, clients, patients, and others with dignity and respect.
- 20 • Abide by the Code of Conduct that applies to their specific Allied Health  
 21 discipline.
- 22 • Comply with rules, codes, policies, technical standards set by the Department,  
 23 School, campus and University.

24  
25 Students who violate any of the above when involved in any School or School related  
 26 activity/function whether on or off campus will be subject to disciplinary action as  
 27 prescribed in this document.

### 28 29 Academic Misconduct

30  
31 Academic misconduct, includes, but is not limited to, the following:

- 32 1. Copying from another student's test paper
- 33 2. Using the course textbook or other materials such as a notebook normally  
 34 brought to a class meeting but not authorized for use during a test by the person  
 35 giving the test. Having such forbidden material open and in sight of the student  
 36 will be considered prima facie evidence of use
- 37 3. Attempting to commit, or to be an accessory to the commission of, an offense  
 38 listed above
- 39 4. Collaborating during a test with any other person by giving or receiving  
 40 information without authority
- 41 5. Using specially prepared materials, e.g., notes, formula lists, notes written on the  
 42 student's clothing or body, during a test. Bringing such forbidden material to a  
 43 test will be considered prima facie evidence of use or attempted use
- 44 6. Stealing, buying or otherwise obtaining, all or part of an unadministered test,  
 45 including answers to an unadministered test
- 46 7. Possession/distribution of all or part of an unadministered test

- 1 8. Bribing any other person to obtain an unadministered test or information about a  
2 test
- 3 9. Substituting for another student, or permitting any other person to substitute for  
4 oneself, to take a test
- 5 10. Submitting as one's own, in fulfillment of academic requirements, any theme,  
6 report, term paper, essay, other written work, drawing, or other scholastic work  
7 prepared totally or in part by another
- 8 11. Selling, giving or otherwise supplying to another student for use in fulfilling  
9 academic requirements any theme, report, term paper, or other work
- 10 12. Changing, altering or being an accessory to the changing and/or altering a grade  
11 in a grade book, on a test paper, on other work for which a grade is given, on a  
12 "drop slip" or other official academic records
- 13 13. Proposing and/or entering into an arrangement with an instructor to receive a  
14 grade of "F" or any other reduced grade in a course, on a test or any other  
15 assigned work in lieu of being charged with academic misconduct under the  
16 provisions of this policy
- 17 14. Plagiarizing is the unacknowledged inclusion, in work submitted for credit, of  
18 someone else's words, ideas or data. When a student submits work for credit  
19 that includes the words, ideas or data of others, the source of this information  
20 must be acknowledged through complete, accurate and specific references, and,  
21 if verbatim statements are included, through quotation marks. Failure to identify  
22 any source, published or unpublished, copyrighted or uncopyrighted, from which  
23 information, terms, phrases or concepts have been taken, constitutes plagiarism.  
24 By placing his or her name on work submitted for credit, the student certifies the  
25 originality of all work not otherwise identified by appropriate acknowledgments  
26 through appropriate referencing.
- 27 15. Falsification, fabrication or dishonesty in reporting clinical, laboratory and  
28 research reports
- 29 16. Submitting substantially the same work for credit in more than one course
- 30 17. Violation of course rules as established by the School, Department or course  
31 instructor
- 32 18. Attempting to commit, or to be an accessory to, the commission of an offense  
33 listed above
- 34 19. Violation of any other LSU Health Sciences Center academic rules or regulations  
35  
36  
37

38 Students who violate any of the above when involved in any School or School related  
39 activity/function whether on or off campus will be subject to disciplinary action as  
40 prescribed in this document.

#### 41 42 Professional Misconduct

43  
44 To protect the University's educational purposes and the University community, a  
45 student may be formally charged with a violation of this policy and be subject to the  
46 sanctions herein when:

1. Strong and convincing evidence that the student's continued presence at the University is potentially dangerous to the health and safety of the University community.
2. The student is convicted of a felony.
3. The student is formally charged by civil authorities with the commission of a felony of such nature that the student's continued presence at the University is potentially dangerous to the health and safety of the University community.
4. The student is in possession of dangerous weapons/devices including but not limited to firearms, explosives, toxic substances, etc. on school property or other property e.g. clinical site where a school activity/function is conducted.
5. The student engages in acts of sexual misconduct including but not limited to sexual harassment, lewd, indecent, and/or obscene behavior.
6. The student engages in behavior that disrupts the learning environment including but not limited to refusing to comply with instructions, course requirements, behaving in a physically threatening manner, making oral/written threats, etc.
7. The student violates any other LSU Health Sciences Center rules or regulations pertaining to Professional Conduct.

## Procedure

### Reporting Student Misconduct

1. Anyone with knowledge/evidence sufficient to justify a charge of misconduct, shall report the alleged misconduct to the Office of the Associate Dean for Academic Affairs within 5 days of the alleged misconduct.
2. An allegation of misconduct must be in writing and signed by the individual making the allegation in order to proceed to the next step.
3. The Associate Dean/the Dean or his/her designee will discuss the circumstances and evidence surrounding the alleged violation with the person reporting the misconduct.

### Charging a Student with Misconduct

1. After reviewing the evidence pertaining to the alleged misconduct, the Associate Dean for Academic Affairs will then discuss the allegation with the accused student. If the evidence is sufficient to justify such action, the student will be informed that the School of Allied Health Professions will bring formal charges against him or her.

- 1 2. The student will be provided with a written statement of the formal charge against  
2 him/her.

3  
4 Referral to a Hearing Panel

5  
6 After being informed of the formal charge, if the student does not request that the  
7 charge be resolved administratively, or the Dean does not accept jurisdiction, the  
8 Associate Dean for Academic Affairs will refer the charge to a hearing panel of the  
9 Committee on Student Conduct within 5 days.

10  
11  
12 Interim Grade

13  
14 A grade of "I" (incomplete) will be assigned, if necessary, until the Dean has rendered  
15 his/her final decision.

16 Committee on Student Conduct

- 17  
18 1. An Ad Hoc Committee, which shall be advisory to the Dean and consist of the  
19 Associate Dean for Academic Affairs who shall serve as Chairperson, three  
20 faculty members, and two students shall meet to consider the case within 10  
21 days of referral to the hearing panel of the Committee on Student Conduct.  
22 2. Faculty members of the Committee on Student Conduct shall be selected by the  
23 Chairperson, from the pool of full time faculty members within the School of Allied  
24 Health Professions. No more than one faculty member of the Committee may be  
25 a member of the accused student's department.  
26 3. Student members shall be appointed by an officer of the Student Government  
27 Association of the School of Allied Health Professions. Students serving on the  
28 hearing panel may not be from the accused student's Department. Graduate  
29 students will review allegations of misconduct against graduate students and  
30 undergraduate students will review allegations of misconduct against  
31 undergraduates.  
32 4. The Chairperson of the Committee will be responsible for setting up the hearing,  
33 informing concerned parties and the Committee member of the time and place of  
34 the hearing.  
35 5. The accused student may be accompanied by an advisor at the hearing. The  
36 advisor may speak to his/her advisee during the hearing but may not speak for  
37 the accused student or question committee members or those offering evidence.  
38 6. At the hearing, evidence of alleged misconduct will be presented. The accused  
39 student may present evidence in his/her defense; question those who present  
40 evidence against him/her and; refute evidence against himself/herself. The  
41 Committee may question all those who offer evidence. The Chairperson will  
42 insure that the scope of the hearing and evidence presented relate to the charge  
43 of misconduct.  
44 7. After all evidence has been presented the Committee will meet in executive  
45 session to deliberate and formulate its recommendation to the Dean. The  
46 Committee may choose one or more sanctions listed in this document as its

1 recommendation.

- 2 8. The Committee Chairperson shall submit a written report to the Dean including:  
3 the Committee's finding; recommendation; summary of the evidence presented;  
4 and dissenting opinions within five days of the hearing.

5  
6 The Administrative Hearing  
7

- 8 1. As noted earlier under the section titled "Charging a Student with Misconduct",  
9 after the student is formally charged with academic misconduct, a request for an  
10 administrative hearing before the Dean can be made. This request must be  
11 made within two days of receipt of the formal charge.  
12 2. The following specific conditions must be met before the Dean can accept  
13 jurisdiction.  
14 3. The student must:  
15 a) Request in writing that the Dean take jurisdiction; and the Dean must be  
16 willing to accept the case as being appropriate for administrative  
17 resolution  
18 b) Officially plead guilty in writing to the specific charge as prepared by the  
19 Associate Dean for Academic Affairs  
20 c) Waive his or her right in writing to have the charge considered by a  
21 hearing panel of the Committee on Student Conduct  
22

23 Action by the Dean  
24

- 25 1. Independent of the method used, i.e., hearing panel or administrative hearing,  
26 the Dean will render a final decision consistent with the following schedule: 1)  
27 within five days of receipt of the hearing panel's report, or 2) within 10 days of  
28 accepting administrative jurisdiction.  
29  
30 2. The Dean has the authority to impose sanctions other than those recommended  
31 by the Committee on Student Conduct, and determine when sanctions will be  
32 imposed, e.g., immediately, at the end of the semester, etc.  
33  
34  
35 3. The Dean's final decision, including, if applicable a copy of the Committee's  
36 report, shall be distributed to the student involved, the Associate Dean for  
37 Academic Affairs, and other appropriate administrators.  
38

39 Appeal  
40

41 As a matter of right a student may appeal the decision of the Dean. An appeal must be  
42 made to the Vice-Chancellor for Academic Affairs of the LSU Health Sciences Center-  
43 New Orleans within 15 days of the decision of the Dean.

44 The written appeal must include:

- 45 1) A justification for the appeal, e.g. evidence of abuse of process, evidence of  
46 procedural error, etc.



- 1 4. Restitution: requirement that the student compensate the School or other  
2 persons for damages, injuries, or losses. Failure to comply results in canceled  
3 registration and a hold on future registration
- 4 5. Disciplinary Probation: an action that places conditions on the student's  
5 continued enrollment in the School, including the statement that further violation  
6 of School policies will likely result in dismissal. The Committee fixes the term  
7 and conditions of academic probation. First offenses often result in probation
- 8 6. Suspension from the School of Allied Health Professions. Period of time to be  
9 determined by the Dean
- 10 7. Dismissal from the School of Allied Health Professions

11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22

Louisiana State University Health Sciences Center  
*School of Allied Health Professions*

**POLICY AND PROCEDURES RELATED TO STUDENT CONDUCT**

I have received a copy of the document entitled LSUHSC School of Allied Health Professions Policy and Procedures Relating to Student Conduct.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

revised August, 2004