

Student Conduct Policy and Procedures for Due Process

Graduate programs on the Emory campus follow the student conduct policy as outlined in the undergraduate catalog and student handbook. The following conduct policies are applicable to the graduate healthcare programs of study.

Conduct Expectations

General Guidelines

Emory & Henry believes that both freedom to pursue one's goals and responsibility for one's actions are necessary to professional students. Specific rules exist for the purpose of developing professional behaviors necessary for healthcare professionals, protecting the academic and personal well-being of Emory & Henry students, as well as protecting the rights and property of members of the College community and society at large. Students who violate standards of professional conduct are subject to disciplinary action, including suspension or dismissal. Appropriate procedures are provided for hearings and review, and every student has the right to due process. During the investigative stage and sanctioning, the Program Chair, or her/his designee, may restrict a student's access to facilities, services, or individuals.

The College recognizes the right of students to dissent and disagree with the faculty, the administration, and the trustees. The free exchange of ideas is encouraged and channels of communication are provided. Dissent and disagreement should be exercised in an orderly, professional, and respectful fashion, which does not infringe on the rights of others, jeopardize public order or safety, or disrupt the normal order of the College.

Jurisdiction of the College-sanctioned events will include 1) all areas on campus, 2) clinical experiences, 3) off-campus learning and volunteer activities, and 4) off campus when a police or campus security report or complaint or information concerning the incident is obtained by or furnished to the College. Photos indicating or displaying illegal or unethical activity (as defined by local, state, and federal law and/or College policy) can result in program disciplinary action, when appropriate.

The College rejects as acceptable conduct the interference with the legitimate rights of others, the use of threat or violence, the destruction of property, and/or the disruption of the normal order of the College. Lying, stealing, cheating, and plagiarism violate the general principles of the College.

Application of Conduct Expectations

Citizenship

College students are citizens of the local, state, and national governments, and are, therefore, expected to conduct themselves as law-abiding members of the community at all times. If a student's violation of local, state, or federal laws or ordinances also adversely affects the College's pursuit of its educational objectives, the College may enforce its own regulations, regardless of any proceedings instituted by other authorities.

Social Networking Websites

Social networking websites or apps are easily accessible to all students. When choosing to post information on these sites, students should be aware of three major concerns: 1) the threat of criminal activity; 2) how potential employers may view material posted; and 3) the possible violation of professional behavior policy. Employers are aware of social networking sites and can use them to research candidates prior to hiring. Students should consider the messages they are sending when posting information to these sites. As a policy, the College does not monitor social networking websites. However, the College does investigate incidents that are reported and investigations can include reviewing social networking activity. As a reminder, this information can be used to substantiate the violation of the conduct policy. Any unsanctioned use of the Emory & Henry logo is prohibited.

Referral

Any student, faculty member, administrative officer, or employee of the College may charge a student with a conduct violation. In the School of Health Sciences, the violations are typically termed academic or Professional Behavior (PB) infractions and the processes for reporting and adjudicating academic and/or professional behavior concerns (conduct violations) are noted herein. Information on the offense and subsequent administrative action will be recorded and maintained as an official record for the College and the student.

Level 1 - Faculty/Course Director. Students may report academic/Professional Behavior(PB) concerns to a course faculty member (course instructor and/or course director) or a mentor/advisor (who then reports to the course instructor and/or course director). Additionally, a faculty member who becomes aware of unprofessional behavior must report the incident to the course director. At this level of referral, faculty can address the issue if outlined in their course syllabus and must document the alleged misconduct and any corrective action moving forward or refer the incident to Level 2. Student or faculty concerns are addressed by the course director. Students may appeal the faculty/Course Director Decision to Level 2- Program-Specific Committee. Appeals must be submitted in writing to the chair of the Program-specific Committee within 5 business days of the original decision.

Level 2 - Program-Specific Protocol. A faculty member and/or course director may report an academic or PB concern to a program-specific committee, if applicable. This group, in turn, investigates the charge and determines corrective action based on program-specific guidelines, if needed, moving forward. Students can request a faculty advocate for the committee meeting and individually have the option to appeal the committee's decision at Level 3. A faculty member who is involved with the report is recused from the decision-making process of the program-specific committee. Appeals must be submitted in writing within 5 business days of the original decision.

Level 3 - Department Chair. Program-specific actions are forwarded to the Department Chair/Program Director for informational purposes OR decision, depending on program specific protocol. A student appeal of the program-specific action is made to the department chair. The chair investigates the proceedings following program-specific protocol and can continue with the following options: 1) affirm corrective action as directed by the program-specific committee, or 2) accept the student's appeal and overturn the program-specific action. Students do not have the option to appeal the chair's corrective action but may appeal the process of academic/behavior adjudication at Level 4. Appeals of the process must be submitted in writing to the Graduate Healthcare Academic Standards Committee within 5 business days of the original decision.

Level 4 - Graduate Healthcare Academic Standards Committee (GHASC). If a student appeals the conduct process, the GHASC investigates the steps in charging the student and the due process afforded to the student. The GHASC may 1) confirm the correct adjudication of the case and uphold the corrective action, or 2) refer the case back to the program-level evaluation for further deliberation. The GHASC does not reinvestigate the conduct charge(s) but rather ensures the unit followed proper procedure as outlined in the School and program-specific policies. Students may bring an academic advocate to the GHASC meeting (not legal counsel). Neither the accused student nor the department chair can appeal the GHASC decision.