

R: Provost  
A: Deans of the Colleges  
C: Legal; College Committees As Appropriate  
I: All Campus



# 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.

Allegations of unlawful harassment, discrimination, or retaliation shall be processed under separate CHSU policies and procedures but may still violate the University's and component colleges' expectations for professionalism, conduct and ethics.

### 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 or hearings 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.

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.



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### 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 college deans, associate/assistant deans, and designated staff in each College's Office of Student Affairs, may address a student's minor violations of this or other College or University policies with coaching, education or a written or verbal warning. A written notice of such minor violations may be, but is not required to be, given to the student. Examples of minor violations include, but are not necessarily limited to, being late to class, use of foul language, or disregard of a request made of the student.
3. All reports of concerns regarding unprofessionalism, misconduct, unethical or other disruptive behavior which is either severe, pervasive, or otherwise significantly disrupts the educational environment ("Complaints") shall be sent to the College's Office of Student Affairs. The determination regarding whether a student's conduct rises to this level shall be made by the reporting party in consultation with the College's Office of Student Affairs. The Provost shall develop a form to be used for reporting Complaints.
4. Upon receipt of a Complaint, the College's Office of Student Affairs will review the initial report of alleged misconduct and determine if the allegation of misconduct is of the nature to merit an investigation.
5. 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 or external investigator to do so. The student shall have the opportunity to be interviewed to provide their response to the Complaint 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's Office of Student Affairs will notify the student. The applicable standard of evidence shall be preponderance of the evidence (e.g., more likely than not).

After the investigation is complete, the investigator responsible for conducting the investigation summarize the information gathered for the adjudicator. The College Student Affairs Dean will decide how the Complaint should be adjudicated depending on how severe or pervasive or disruptive the misconduct is. The multidimensional nature of CHSU's disciplinary system allows for cases to be heard either by the appropriate college-level committee, an administrator(s) designated by the College Student Affairs Dean (other than the investigator), or an external adjudicator (other than the investigator). 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 outcome of the investigation and how the matter will be adjudicated.



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The student is not entitled to the investigation file, notes of the investigator, or transcripts or recordings of interviews.

6. Each college-specific level committee responsible for adjudication of Complaints under this policy shall develop procedures which shall govern such adjudication, providing the appropriate level of 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.

### IV. TRANSCRIPT NOTATIONS

Disciplinary matters are not recorded on a student's academic transcript except in cases of suspension or dismissal. In cases of suspension, a temporary notation is placed on the student's academic transcript for the duration of the suspension period.

In the event a student is found in violation of disciplinary misconduct leading to dismissal or suspension, the Registrar will develop and implement a transcript notation system appropriately designating the final outcome of the matter.

### V. RECORD KEEPING REQUIREMENTS

With exception of disciplinary suspensions and dismissals, a student's disciplinary record is separate from the student's academic record. A student is considered to have a disciplinary record when the Student Progress Committee (SPC) for CHSU COM or the Student Professional Conduct Review Committee (SPCRC) for CHSU COP finds the student in violation of one or more University or college policies.

Students' disciplinary records are kept in the College Student Affairs Dean Office for seven (7) years after the date of the last violation. Suspensions and dismissals are posted on the student's transcript. Suspensions are posted for the duration of the suspension period and then removed upon re-enrollment.

In accordance with the Family Educational Rights and Privacy Act of 1974, disciplinary student records may be released to another institution at which the student seeks or intends to enroll without the consent of the student. At which time, CHSU will make a reasonable attempt to notify the student about the disclosure.

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- o Policy Owner: Provost
  - o Effective Date: July 1, 2022
  - o Approval by COP Dean: 7/1/2022
  - o Approval by COM Dean: 7/1/2022
  - o Approval by Provost Date: 07/14/2022
  - o Approval by President Date: 07/14/2022