

**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: New

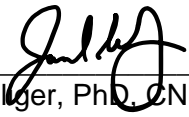
No: 2-C-800-07

Last Reviewed Date: January 2023

Required Review Date: April 2024

Administrative Unit: Dean, Enrollment  
Management

Approved By:

  
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Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Student Code of Conduct

**PURPOSE:** Allen College seeks to provide an environment in which learning, teaching and related activities are undertaken freely, safely, responsibly and without distraction. The policies and procedures of the College establish standards of professional conduct where each member of the college community has the freedom to pursue academic and curricular activities in an educational context of healthy, responsible and respectful behavior.

**EFFECTIVE FOR:** All Allen College Students

**POLICY:** Allen College students are expected to abide by College policies and state and local laws. When behavior violates one of these tenets, students can expect the College to respond deliberately and appropriately. The Code of Conduct policy serves as the basis for student behavior and places responsibility for abiding by this code on the student. Consistent with the mission of the College, the disciplinary process seeks to educate students about responsible and appropriate behavior.

**PROCEDURE:** Students have the right to:

- Be evaluated on established grading criteria identified in each syllabus, not on opinions or conduct in matters unrelated to academic standards unless that conduct is in opposition to standards of professional conduct or violates college or clinical/fieldwork facility policy.
- Freedom of expression, inquiry and assembly subject to reasonable and nondiscriminatory College rules and regulations.
- Inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through communication with college administrators or in writing through the “Suggestions and Concerns” portal.
- Privately confer with College personnel concerning a personal grievance. The student may implement the Fair Treatment Policy for Students Policy (SOP 2-F-100-02).

- Review their official school record and to request nondisclosure of certain information per the College's Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, Policy Statement (SOP 2-R-800-02).

Students accept the responsibility for:

- Knowing, understanding, and acting in accordance with college policies, program student handbooks, and all applicable regulations and laws.
- Promoting the highest standards of ethical conduct. Students are expected to demonstrate honesty and integrity in academic, clinical/fieldwork and administrative matters.
- Completing their academic curriculum properly. Program chairs, advisors and enrollment management personnel will counsel students, but the students bear final responsibility for knowing and meeting program completion requirements.
- Respecting the rights of others and treating them with respect and dignity. Disruptive behavior, intimidation or harassment will not be tolerated. Disruptive behavior includes but is not limited to inappropriate behavior, sleeping in class or clinical/fieldwork, failure to turn off cell phones or other electronic devices or violating computer restrictions. Intimidation includes, but is not limited to, action or speech that poses a significant danger or threat of harm to person(s) or to property. Harassment relating to race, sex, religion, ancestry, ethnicity, age, sexual orientation, veteran status or disabling condition is inconsistent with the College's commitment to create and maintain a safe educational environment.
- Maintaining healthy and professional physical and emotional behaviors that do not compromise the learning and/or clinical/fieldwork environment, including compliance with appropriate treatment or counseling within a reasonable period of time.
- Possession of firearms or weapons is prohibited on campus including campus owned parking lots. The use or possession of firearms while on campus or in a clinical/fieldwork facility will result in immediate disciplinary action.
- Maintaining the ability to perform the essential functions of the program or to participate in class, lab or clinical/fieldwork with or without reasonable accommodations.
- Reporting, in writing to the Dean of Enrollment Management, any charges, convictions, allegations of unsafe clinical/fieldwork practice as a care giver in a clinical/fieldwork setting, pleas of no contest for judgment of a criminal offense. Charges of a criminal offense must be reported, in writing, by the next internship, field or clinical study day after the charges are filed. Convictions or pleas of no contest must be reported, in writing, within five days of the occurrence.
- Refraining from the use of alcohol, illegal drugs and other substances which may adversely affect performance while on campus. The use or possession of alcohol or illegal drugs while on campus or in a clinical/fieldwork facility will result in immediate disciplinary action. Students are subject to the detail of the Drug and Alcohol Abuse Prevention Policy (2-D-800-01).
- Refraining from the use of all tobacco products while on campus.

- Respecting and guarding the confidentiality of all client/patient information in compliance with the Health Insurance Portability and Accountability Act (HIPAA) privacy regulations.
- Complying with all standards and guidelines outlined in Allen College's Student E-mail and Computer Lab Access Policy (2-E-500-01).
- Complying with all standards and guidelines outlined in Allen College's Social Networking Services Policy (2-S-500-01).
- Maintaining communication with the College and keeping on file with the registrar's office a current address and phone number.

#### Allegations and Sanctions

- Violations of the Code of Conduct policy can be reported by any member of the College community. All violations should be reported to the Dean of Enrollment Management who is responsible for investigating the allegations and determining a course of action.
- The investigation and course of action when students report a potential violation of their rights by a College employee (faculty or staff) follow the steps outlined in the Fair Treatment Policy for Students (2-F-100-02).
- The investigation and course of action of potential student violations adhere to the following process:
  - The investigation may include interviewing witnesses and other involved parties and reviewing other evidence submitted in support of the allegation.
  - In all cases, the accused students will be informed of the allegation(s) and will have the opportunity to respond or explain.
  - As a result of the investigation, the following determinations may be made:
    - The allegation has no merit and is subsequently dropped.
    - The allegation has merit and is administratively handled by the Dean of Enrollment Management and/or College Leadership Team.
    - The allegation has merit and is referred to the appropriate Admission, Progression, and Graduation (APG) committee for a formal hearing.
- Sanctions may be imposed individually or in combination with other sanctions and may begin at any stage of the continuum depending on the offense.
- All sanctions will be applied in accordance with the Student Disciplinary Action SOP (2-D-100-01).