

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

Supersedes: 6/96, 2/05, 11/10, 2/14, 10/18

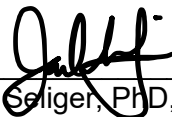
No: 2-D-100-01

Last Reviewed Date: April 2022

Required Review Date: February 2026

Administrative Unit: APG Committee

Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Student Disciplinary Action

PURPOSE: To establish guidelines for disciplinary action regarding personal and professional conduct of students.

EFFECTIVE FOR: Administration, faculty, staff, and students

POLICY: The faculty/administration shall institute disciplinary action for unacceptable personal/professional conduct incompatible with the practice of a health care professional.

PROCEDURE:

1. Conduct that may result in disciplinary action shall include but is not limited to the following:
 - Unauthorized use of college/clinical affiliate equipment for personal benefit
 - Misappropriation of property not belonging to the student in the college/clinical affiliate setting
 - Damage to property of college/clinical affiliate as a result of negligence or carelessness
 - Use, possession, or distribution of alcohol, illicit drugs on institutional property or during any school related activities
 - Attending class or clinical experiences under the influence of alcohol or illicit drugs
 - Fighting on college/clinical affiliate premises or use of abusive or threatening language, either verbally or in written form including electronic communication, toward students, faculty, staff, and associates
 - Conduct which threatens the safety of students, faculty, staff, associates, patients or clients
 - Theft of students, faculty, staff, associates, patient's or client's property
 - Possession or use of dangerous weapons on college or clinical affiliate property
 - Conviction of any crime involving illegal drugs, child abuse, or dependent adult abuse or other criminal activity
 - Inappropriate use of social media (refer to Social Networking Services Policy 2-S-500-01)
 - Conduct which falls under the Sexual Misconduct Policy and Complaint Resolution Procedures Policy (2-S-800-06)
2. Disciplinary investigation shall be conducted by Allen College administration prior to the imposition of any level of disciplinary action. Each case shall be considered on its individual merits and penalties may vary accordingly.

3. Implementation of Disciplinary Action shall be conducted in the following manner:
 - Disciplinary action, in the form of a written warning, probation, suspension, or dismissal, shall be imposed by the Allen College administration and is subject to any rights of appeal. Suspension or dismissal shall require review and approval of the Allen College President.
 - A copy of the disciplinary action at the written, probationary, and suspension levels shall be placed in the student's file. A statement by the Allen College administration regarding the grounds for dismissal shall be placed in the student's file as a permanent record.

4. Additional sanctions at the discretion of Allen College administration may include the following (these are examples, not a complete listing of sanctions):
 - Written corrective plan of action
 - Implementation of the Academic Integrity (2-P-900-01) policy
 - Assessment of a fine
 - Restitution for damages
 - Referral for prosecution for violation of the law