

College of Nursing and Health Sciences Disposition Policy

I. Student Academic Integrity Violations

II. Student Conduct Incidences

I. Student Academic Integrity Violations

Cheating and plagiarism are examples of academic integrity violations. See the Academic Honesty Policies and Procedures - Office of the Provost and Vice President for Academic Affairs – for specific information, guidance, and protocol for a faculty member who has a reasonable suspicion that an academic integrity violation has taken place in their course. This College of Nursing and Health Sciences Academic Integrity Violation policy is within the Provost's Policy and Procedures regarding violations, protocol and sanctions.

Process and Procedures for Student Academic Integrity Violations – Academic Integrity Report

1. As per VSU policy – any academic integrity violation (Appendix X – in the Academic Student Code of Conduct) should be handled by the professor, the student, and possibly the Department Head or academic Dean. The most severe action that may be administered by any faculty member is a grade of “F” in the course. This is an academic response and not a disciplinary recommendation. A student may appeal the academic response.
2. The student and the faculty member will meet formally (face to face if face to face class) to discuss the reasonable suspicion of the possible academic integrity violation.
3. If it is determined that that an academic integrity violation has occurred, then the penalty should be discussed at that time. The faculty member then needs to submit an academic integrity report, found on the Academic Affairs website.
4. The academic integrity report needs to be submitted to the Student Conduct Office in the Dean of Students Office. The report shall be made part of the student's disciplinary record and shall remain on file with the Student Conduct Office in the Dean of Students Office. The Dean of Students will determine if multiple cases of academic dishonesty have occurred. After a second or subsequent academic integrity report is submitted, official charges will be drawn up and the disciplinary matter referred to the VSU Judicial Committee. The most severe sanctions such as expulsion or suspension should only result from a VSU judicial committee hearing.
6. Faculty members may request that a particularly serious violation of the Academic Integrity Policy (e.g., stealing an exam) be referred directly to the VSU Judicial Committee. Details are available on the Academic Affairs website.
7. The student may appeal the decision of the faculty and/or the Judicial Committee. An appeal will follow the process found in the Student Code of Conduct Handbook.

II. Student Conduct Incidences

The purpose of the Student Conduct Incident Report is to identify students who may need intervention to successfully complete both the pre-professional and professional requirements for their Program of Study. Dispositions are the values, qualities, and professional ethics that influence one's behaviors toward students, families, colleagues and communities. Dispositions can affect student learning, motivation and development of personal and professional growth. Please note that levels of infraction are not necessarily sequential. Serious infractions may be noted as a level II or III immediately.

Examples of Dispositional Expectations

1. Demonstrates professional ethical behavior as defined by each Program in the College of Nursing and Health Sciences, their profession, or their professional organization.
2. Adheres to university, class, clinical and internship policies.
3. Exhibits appropriate and professional interactions with faculty, staff, preceptors, and peers.
4. Maintains professional appearance, communication and mannerisms.
5. Exhibits appropriate level of preparedness in classroom and clinical/internship settings.
6. Demonstrates a collaborative approach with peers, students, faculty, parents, clinical preceptors and administration when seeking solutions to problems.
7. Displays qualities of lifelong learning through engagement in completion of course requirements, continuous professional development, and academic preparedness.

Examples of Actions Necessitating Completion of Disposition Forms, (including, but not limited to)

1. Excessive absences or tardiness for class or clinical assignments (see University policy and course syllabi).
2. Lack of professional or required dress, grooming, or demeanor when interacting with other students, clients/patient, preceptors or faculty as defined by student's major, department, syllabi, clinical/internship site.
3. Disruptive behavior toward faculty, staff, preceptors, peer student, guest speakers, campus visitors. This includes classroom disruptive behavior. This extends to clients/patients and preceptors when students are in a clinical area/internship affiliated with their Program of Study.
4. Inability to contribute effectively in a group setting.
5. Lack of proficiency and/or professionalism in written and/or oral language skills.
6. Lack of professionalism, responsibility, respect for others, confidentiality and accountability on social media.
7. Lack of content/ clinical knowledge, including appropriate knowledge/skill progression, in any content area at the student's current level.
8. Removal from a clinical/internship experience.
9. Plagiarism or cheating on any graded activity (see University Academic Integrity policy).
10. Dishonesty.
11. Breach of confidentiality (in accordance with the Health Insurance Portability and Accountability Act).
12. Compromising the well-being of a client, patient, or colleague.
13. Harassment of clients, preceptors, peer students, faculty, or staff (see University Title IX: Sex-Based Discrimination and Sexual Misconduct)
14. Any other disposition issues outlined by the student's major/field of study, clinical or internship site.

Process and Procedures for Assessing Dispositions – Student Conduct Incident Report

A faculty member, staff, or preceptor who identifies a deficiency or behavior inconsistent with established dispositions will follow these procedures:

Level I

1. Upon a student's action which necessitates the completion of a disposition report, the faculty member (and preceptor – if a clinical site) will schedule a meeting. The meeting's purpose is to discuss the concern area and offer possible solutions and remedies. This meeting should occur within 5 working days of the noted infraction. The student may request an additional faculty member to attend this meeting.
2. Upon completion of the meeting the faculty member should send an email to the student to include the date, time and place of the meeting, those present, the concern (who, what, when, where), student comments and response, and a solution moving forward. The Department Head and Program Director should be cc'd on such email.
3. The student has a right to appeal against the infraction and decision within five university business days of the student being notified of the decision. The student must submit the appeal in writing to the Program Director. If not resolved, then the Department Head. If still not resolved, the Dean. The student's appeal request and all related documents in the student's file will be reviewed, and meetings held with relevant parties as needed. A decision will be communicated in writing. The Dean's decision is final. There are no further appeals after the decision of the Dean.

Dissatisfaction with a decision is not grounds by itself for an appeal. Grounds for appealing the findings of a violation or the consequences must be based on at least one of the following four grounds:

- a. The faculty did not demonstrate that there is "more likely than not" that a violation occurred.
- b. The consequences imposed are unreasonably harsh.
- c. The student was denied a right in the process, and this affected the decision.
- d. New evidence has been found since the decision.

Level II

1. With a second infraction – same as infraction one or a different concern – then a formal meeting with the student, the faculty member (and clinical site supervisor if appropriate), and the Program Director will take place. If the Program Director is the faculty member bringing forward the suspicion, then they may appoint another faculty colleague or the Department Head from the same school. The student may request an additional faculty member to attend this meeting.

This meeting should occur within five university business days of the noted infraction. At this meeting, the student will have the opportunity to explain their position and provide additional relevant

information. The Department Head or Program Director will determine whether additional faculty, staff, clinical, or school personnel are required to support or refute the observed behavior and will meet with those persons to gather the information.

The CONHS Disposition form should be completed, signed by all parties, and then sent to the student and cc'd to the Program Director and Department Head.

2. The student has a right to appeal against the infraction and decision within five university business days of the student being notified of the decision. The student must submit the appeal in writing to the Department Head. If still not resolved, the Dean. The student's appeal request and all related documents in the student's file will be reviewed, and meetings held with relevant parties as needed. A decision will be communicated in writing. The Dean's decision is final. There are no further appeals after the decision of the Dean.

Dissatisfaction with a decision is not grounds by itself for an appeal. Grounds for appealing the findings of a violation or the consequences must be based on at least one of the following four grounds:

- a. The faculty did not demonstrate that there is "more likely than not" that a violation occurred.
- b. The consequences imposed are unreasonably harsh.
- c. The student was denied a right in the process, and this affected the decision.
- d. New evidence has been found since the decision.

Level III

1. With a third infraction – like previous infractions or a different infraction – the following steps should be taken.
2. A formal meeting should take place with the student, the faculty member (and clinical site supervisor if appropriate), the Program Director, Department Head, and possibly the Dean. If the Program Director or Department Head is the faculty member bringing forward the suspicion, then they may appoint another faculty colleague from the same school. The student may request an additional faculty member. This meeting should occur within five university business days of the noted infraction.
3. At this meeting, the Program Director and the faculty member will review the prior behavioral concerns recorded in the student's file, as well as the continued or additional concerns that initiated the third report. The student will have the opportunity to explain their position and provide additional relevant information. The Department Head or Program Director will determine whether additional faculty, staff, clinic or school personnel are required to support or refute the observed behavior and will meet with those persons to gather the information.
4. The result of this meeting may be a recommendation that the student be allowed to continue their Program, development of a remediation plan, or a determination to remove the student from the Program. The Department Head or Program Director will make the final recommendation with input from the committee and ensure the decision is delivered to the student within five university business

days of the meeting occurring. Documentation of the meeting's content, including any written agreements or action plans, will be placed in the student's file. Each attendee will receive a copy.

5. The student has a right to appeal the committee's decision within five university business days of the student being notified of the decision. The student must submit the appeal in writing to the Dean of the College of Nursing and Health Sciences. The Dean will review the request and all related documents in the student's file, will meet with the student, faculty member, Department Head and Program Director as needed to review the appeal, and will render a decision in writing.
6. If a satisfactory resolution is not reached, undergraduates may appeal to the Vice President of Academic Affairs. Graduate students may appeal to the Dean of the Graduate School.
7. Upon receiving three disposition forms, or any single incident considered a significant violation of ethical or professional behavior, the student may be removed from their Program of Study.

Dissatisfaction with a decision is not grounds by itself for an appeal. Grounds for appealing the findings of a violation or the consequences must be based on at least one of the following four grounds:

- a. The faculty did not demonstrate that there is "more likely than not" that a violation occurred.
- b. The consequences imposed are unreasonably harsh.
- c. The student was denied a right in the process, and this affected the decision.
- d. New evidence has been found since the decision.

College of Nursing and Health Sciences Disposition Report

1. Date, time, place, those involved
2. Describe/detail the area(s) of concern
3. Meeting details – what was discussed
4. Student response and comments
5. Decision/Outcome
6. Action Plan (if applicable)

The Department Head, faculty member, and student must sign the appropriate statement below.

Department Head Statement: I have met with the student and faculty member to discuss this concern and an action plan has been outlined and discussed with the faculty member and the student.

Department Head Signature

Date Met

Faculty Statement: I have met with the student and discussed the concern(s).

VSU Faculty Signature

Date Met

Student Statement: I understand that failure to comply with the outlined action plan may result in my not completing my Program of Study.

Student Signature

Date

Distribute copies of this form to the Student Advising Folder, Department Head, and Faculty Member.

