

CAROLINAS COLLEGE OF HEALTH SCIENCES

POLICY AND PROCEDURE

STUDENT AFFAIRS

SUBJECT: COMMUNITY STANDARDS

REVIEWER(S): Dean of Student Affairs and Enrollment Management*
Provost
Chair, APG Committee

POLICY

Carolinas College of Health Sciences seeks to provide an environment in which learning, teaching and related activities are undertaken freely, safely, responsibly and without distraction. Given that we exist in a diverse campus community, we recognize that our actions must be motivated not only by personal concerns but also by the concerns of the healthcare system, the community, and the welfare of the college. 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.

PROCEDURE

A. Code of Student Conduct

Students are expected to abide by college policies and state and local laws. When a student's behavior violates one of these tenets, students can expect the college to respond deliberately and appropriately. The Community Standards 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.

Students have the right to:

1. 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 facility policy.
2. Freedom of expression, inquiry, and assembly, subject to reasonable and nondiscriminatory college rules and regulations.
3. Inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through the student leadership council, individually with college administrators and in writing, through the Complaints and Academic Appeals Policy.
4. Privately confer with college personnel concerning a personal grievance. If the outcome is not satisfactory, the student may proceed to the next person in the organizational chain, to the Dean of Student Affairs and Enrollment Management and finally, to the college President, to seek resolution.
5. Review their official school record and request nondisclosure of certain information per college policy.

Students accept the responsibility for:

1. Reading the college catalog and student handbook and knowing, understanding, and acting in accordance with college policies and all applicable regulations and laws.
2. Promoting the highest standards of ethical conduct. Students are expected to demonstrate honesty and integrity in academic, clinical, and administrative matters.
3. Completing their academic curriculum properly. Program chairs, advisors, and student affairs personnel will counsel students, but the final responsibility for knowing and meeting program completion requirements is the students'.
4. Adhering to Atrium Health's Workplace Violence Prevention policy (HR 5.18). As such, students are responsible for:
 - a. 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, 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.

- b. Maintaining healthy and professional physical and emotional behaviors that do not compromise the learning and/or clinical environment, including compliance with appropriate treatment or counseling within a reasonable timeframe.
 - c. Refraining from the possession of firearms or weapons. Possession of firearms or weapons is prohibited on campus. The use or possession of firearms while on campus or in a clinical facility will result in immediate dismissal.
5. Maintaining the ability to perform the essential functions of the program or to participate in class, lab, or clinical.
 6. Reporting, in writing to the dean of student affairs and enrollment management, any charges, convictions, allegations of unsafe clinical practice as a care giver in a clinical setting, pleas of no contest or prayer 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, pleas of no contest or prayer for judgment must be reported, in writing, within five days of the occurrence. Students are subject to the details of the Atrium Health policy Charges, Convictions, or Sanctions as an agreement of the corporate services contract.
 7. Refraining from the use of alcohol, illegal drugs, and other substances which may adversely affect performance while on campus or participating in class, lab, clinical or other college related event. The use or possession of alcohol or illegal drugs while on campus or in a clinical facility will result in immediate dismissal. Students are subject to the details of the Atrium Health's Drug and Alcohol Use Policy (HR 4.08) as an agreement of the corporate services contract.
 8. Refraining from the use of all tobacco products while on campus. Students are subject to the details of the Atrium Health's Tobacco-Free Workplace policy (HR 5.12) as an agreement of the corporate services contract.
 9. Respecting and guarding the confidentiality of all client/patient information in compliance with the Health Insurance Portability and Accountability Act (HIPAA) privacy regulations.
 10. Complying with all standards and guidelines outlined in the Carolinas College and Atrium Health Acceptable Use of Technology policies.
 11. Maintaining communication with the College and keeping on file with the Registrar's Office a current address and phone number.

B. Allegations and Sanctions

1. Violations of the Community Standards policy can be reported by any member of the college community. All violations should be reported to the dean of student affairs and enrollment management, who is responsible for investigating the allegations and determining a course of action.
2. The investigation and course of action when students report a potential violation of their rights by a college teammate follow the steps outlined in the Complaints and Academic Appeals policy.
3. The investigation and course of action of potential student violations adhere to the following process:
 - a. The investigation may include interviewing witnesses and other involved parties and reviewing other evidence submitted in support of the allegation(s).
 - b. In all cases, the accused students will be informed of the charges and will have the opportunity to respond or explain.
 - c. 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 student affairs and enrollment management.
 - The allegation has merit and is referred to the Academic, Progression, and Graduation (APG) committee for a formal hearing.

- d. Sanctions may be imposed individually or in combination with other sanctions and may begin at any stage of the continuum depending on the offense. Sanctions up to and including suspension may be imposed by the Dean of Student Affairs and Enrollment Management or Provost in consultation with the program chair. Dismissal will be made only by Academic, Progression and Graduation Committee (APG) action or when policy mandates (i.e., drug and alcohol violation, firearms violation). The following sanctions are listed in order of severity and represent a standard, but not all-inclusive, response to allegations of merit:
- Temporary dismissal from class: This sanction can be imposed by course faculty on any student who exhibits disruptive behavior. The faculty member may report this behavior to the Dean of Student Affairs and Enrollment Management for further action.
 - Letter of warning: This sanction provides official notification of a violation and informs students that continued violations may result in further sanctions.
 - Disciplinary counseling: This sanction assures the opportunity for constructive counseling with qualified professionals suggested by the dean of student affairs and enrollment management. This sanction may include an alcohol or drug assessment based on the Drug and Alcohol Use policy.
 - Action plan: This sanction defines corrective measures and a timeframe for meeting the measures.
 - Suspension: This sanction temporarily removes the student's access to the campus and/or clinical areas pending the outcome of an APG hearing. APG can maintain suspension for a specified period of time as a sanction.
 - Dismissal: This sanction separates the student from the college permanently or for a specified time frame. The student's eligibility and conditions to apply for readmission will be determined at the time of dismissal. The student must surrender their student ID badge within five (5) business days, and the director of teaching, learning and technology will be notified to submit an OSR to Atrium Health's Access Control to deactivate access.

C. The Community Standards policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

Carolinas College:

ACADEMIC – Academic Freedom; Academic Integrity

ADMINISTRATION – Acceptable Use of Technology; Freedom of Expression and Assembly

STUDENT AFFAIRS - Complaints and Academic Appeals; Discrimination, Harassment, Retaliation and Sexual Misconduct; Psychological Wellness and Stability

Atrium Health

HR 4.08 - Drug and Alcohol Use

HR 5.12 - Tobacco-Free Workplace

HR 5.18 - Workplace Violence Prevention

HR Charlotte - Charges, Convictions or Sanctions

Related 2018 SACSCOC Standard(s)

6.4 Academic freedom

12.3 Student rights