

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section II - Academic/Student

SUBJECT: COMMUNITY STANDARDS

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

RELATED POLICIES TO CONSULT:

[Alcohol/Drug/Tobacco Use and Psychological Stability \(Sec. I\)](#)
[Convictions \(Sec. I\)](#)
[Discrimination, Harassment, Retaliation and Accommodation \(Board Policy\)](#)
[HIPAA Privacy Student Sanctions - Corrective Actions \(Sec. II\)](#)
[Honor Code \(Sec. II\)](#)
[Student Complaint/Grievance/Appeal Process \(Sec. II\)](#)
[Student Disciplinary Hearings \(Sec. II\)](#)

I. POLICY

Carolinas College 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.

II. PROCEDURE

A. Code of Student Conduct

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 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 government association, open forum with the president, individually with college administrators, and in writing through the complaint/grievance/appeal 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 finally to the college president, to seek resolution.
5. Review their official school record and to 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 deans/directors, advisors, and student services personnel will counsel students, but the final responsibility for knowing and meeting program completion requirements is the student's.
4. 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 causes another person to believe his or her personal safety or personal property may be at risk or harm. 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.
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, any charges, convictions, 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.
7. 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 facility will result in immediate dismissal. Use of all tobacco products is also prohibited on campus.
8. Respecting and guarding the confidentiality of all client/patient information in compliance with the Health Insurance Portability and Accountability Act (HIPAA) privacy regulations.
9. Maintaining communication with the college and keeping on file with the registrar's office a current address and phone number. Similarly, the graduated student should notify the college of completion of additional degrees, advanced training or certification, and changes in contact information.

B. Allegations and Sanctions

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 who is responsible for investigating the allegations and determining a course of action. 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 student will be informed of the charges and will have the opportunity to respond or explain. The investigation and course of action may lead to the following:

- The allegation has no merit and is subsequently dropped.
- The allegation has merit and is administratively handled by the dean of student affairs.
- The allegation has merit and is referred to the 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. Sanctions up to and including development of an action plan may be imposed by the dean of student affairs. Sanctions of restricted access or dismissal will be made only by 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 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. This sanction may include an alcohol or drug assessment based on the alcohol/drug policy.

- Action plan: This sanction defines corrective measures and a timeframe for meeting the measures.
- Restricted access: This sanction prohibits a student from accessing certain areas (i.e., clinical) for a specific period of time
- Dismissal: This sanction separates the student from the college permanently or for a specified time frame. Students may reapply for admission, as eligible, at the conclusion of this time period.

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

III. APPROVAL

Name: _____ Title: President _____ Date: _____