

CSU Chico School of Nursing
Disciplinary process

I. Incident Occurrence Process

A student who is alleged to have engaged in unacceptable behavior/action must meet with their faculty or designated administrator to complete an Incident Occurrence Report form regarding such behavior/action. The goal in completing this form is to have a resolution of the behavior/action. All Incident Occurrence Reports or Student Tracking forms may be taken into consideration when addressing any additional program violations.

The faculty member or administrator initiating the Incident Occurrence Report will contact the student involved as soon as reasonably practical so the student can provide input in the completion of the report. The student must cooperate in the completion of the report and may provide any additional information for consideration. Failure of the student to provide input to the Incident Occurrence Report will not prevent its completion. Failure of the student to participate may also result in further disciplinary action, up to and including dismissal from the nursing program. The faculty member will determine whether to refer the Incident Occurrence Report to the Student Affairs Committee (SAC).

II. Disciplinary Process

When a referral is submitted to the Student Affairs Committee (SAC) the goal is to review the issue and associated documentation in order to determine the appropriate action as quickly as possible. The referral is made by completing the incident occurrence form, which can be submitted to the Chair of the SAC by a faculty member, an appropriate administrator, or the student involved."

A. The SAC shall convene within **5 instructional days** that falls on Monday through Friday when the classes are in session, following receipt of the Incident Occurrence Report form. The student will be invited to attend the SAC meeting to present their case and answer questions posed by the committee.

B. The Student Affairs Committee (SAC) shall consist of:

1. The Assistant Director (Chair) or Designee
2. The Semester Co-Ordinator for the semester in which the student involved is enrolled
3. Faculty Instructor
4. One other nursing faculty not related to the course (if the Semester faculty instructor is the same)
5. Two student peers

C. Procedures for Immediate Clinical Suspension:

1. The SAC shall review the issue documented on the Incident Occurrence Report form to determine whether the student should be immediately removed from clinical experience pending the outcome of the disciplinary process.

- a. A student who is removed from a clinical class may not be allowed to attend other clinical courses. Students are not allowed to attend concurrent theory classes when removed from a clinical course.
- b. If a student is removed from a clinical course and later returned to the program, all missed clinical hours due to such removal must be completed by the end of the semester in order to progress in the program.
- c. The student will not return to clinical unless it is determined that the student's participation in clinical experience will not place the program, patients, patients' family, students, or facility relationship at risk.
- d. If students are removed from clinical, upon return the student must fulfil the clinical hours required. There is no full guarantee that a student can make up clinical hours and students can only re-enter the nursing program on a space available basis.

2. The Chair of the SAC or designee shall notify the student of the clinical suspension via official university email or telephone.

3. A decision for immediate clinical removal is within the sole discretion of the Student Affairs Committee.

D. Disciplinary Actions:

1. Actions that may be taken by the SAC include but are not limited to:

- a. Drop the issue without further action
- b. Prescribe specific interventions to assist the student in achieving and sustaining expectations
- c. Mandate a Learning or Educational Agreement
- d. Program dismissal

2. The Chair of the Student Affairs Committee shall notify the student of the Committee's action(s) within **5 instructional days** that fall on a Monday through Friday via official university email or telephone.

3. Should the SAC mandate a Student Learning or Educational Agreement, this must be written by the student in consultation with the instructor, with specific timelines and follow-up, using the Academic Improvement form, the student will be required to sign the document. All elements of such agreements must be successfully completed and/or complied with by the student within the timeframe designated by the Committee. Failure to successfully complete and/or comply with the requirements may result in immediate dismissal from the Program without the possibility of return.

4. There are egregious behaviors to result in dismissal from the Nursing Program as referenced in the Professional Behavior outlined in the Student Handbook.

III. Student's Right to Appeal

The only disciplinary action taken by the Student Affairs Committee that can be appealed by a student is the decision to dismiss the student from the Nursing Program.

A. The student who wishes to appeal the dismissal must submit a Nursing Disciplinary Appeal form to the Director of the Nursing program within **5 instructional days** that falls on Monday through Friday following receipt of the disciplinary action notice.

B. Once an appeal form is submitted, the Student Affairs Committee and the Dean of Natural Science will be notified of the impending appeal.

C. Nursing Disciplinary Appeal forms can be found in the Student Handbook.

D. Failure to submit an appeal form within the designated timeframe and in the manner specified will be presumed to be the students' acceptance of the Student Affairs Nursing Committee's decision to dismiss the student from the program and will waive the right of the appeal.

IV Disciplinary Appeal Process

The purpose of the Disciplinary Appeals Committee (DAC) is to review and act on a nursing student's appeal of a decision made to dismiss them from the nursing program.

- A. The Disciplinary Appeals Committee shall consist of three (3) voting members
1. Nursing Department Chair or Designee
 2. One 5th semester nursing student. If the student seeking the appeal is a 5th semester student, the student on the committee will be a 4th semester student.
 3. Nursing faculty member (not on SAC).
 4. Staff member

B. The Chair of the Committee shall be the Director of the nursing program or designee.

C. The hearing will take place within **5 instructional days** that falls on Monday through Friday following receipt of the students' filing of the Disciplinary Appeal form.

D. The hearing shall be limited to one meeting.

E. The Chair of the DAC will notify the student of the date, time, and location of the hearing via official university email or telephone. The student might be invited to attend the hearing to present their case and answer questions posed by the committee.

F. Unduly repetitious evidence may be excluded.

G. The Chair of the Student Affairs Committee or designee shall present the findings to the DAC and be available to answer questions.

H. The expectation is that students are truthful and honest during the hearing.

- I. Students have the right to have an advisor and or support person present during the hearing. Attorneys are not allowed as the university does not recognize them as support persons. Students have to inform the Chair of the DAC Committee at least **three days** before the meeting that a support person and or advisor will attend and provide the name. Student can

also contact Students Rights & Responsibility (SRR) office to obtain a process advisor if needed.

J. The final deliberations will be conducted with only the committee members present. The decision shall be made by majority vote done through anonymous voting. The student will be notified of the decision (written) via the university's official email within the next **2 instructional days** following the hearing.

K. The student cannot attend clinical classes while an appeal is being conducted. There is also no guarantee that a student can make up clinical hours. Students can only re-enter the nursing program on a space available basis.

L. The decision of the DAC is sent to the Dean (or Designee) of the College. The Dean of the College makes a final decision within **5 instructional days** following the receipt of the SDAC's decision.

M. The student cannot return to clinical unless it is determined that the student's participation in clinical experience will not put the program, patients, patients' family, students, or facility relationship at risk. If a student is found not responsible, the nursing program will make reasonable accommodation for the student to continue in the program.

Process for choosing a students for the Nursing Discipline Committee

A "student representative on a discipline committee for peers" refers to a student nominated to sit on a committee that investigates and adjudicates disciplinary cases involving other students in the nursing program, essentially providing a student perspective during the process, while upholding strict confidentiality regarding the details of each case.

1. Students are randomly chosen every semester.
2. Students must hold uphold confidentiality and only discuss the matter with committee members only.
3. Students who violate confidentiality will be referred to SRR office.
4. Background checks for good standing will be initiated through SRR.