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|  | 01/16/2019 |
| **Policy Identification Number** | Student Standards |
| **Policy Title** | Policy on Professionalism and Standards of Conduct for Students |
| **Classification** | * University - Student |
| **Approval Authority** | Executive Vice President for Academic Affairs and Provost |
| **Responsible Entity** | Associate Provost for Educational Affairs and Student Life |
| **Policy Owner** | Darlene Shaw, PhD |
| **New/Revision/Retired** | New |
| **Original Effective Date** | N/A |

# Policy Statement

All MUSC students are expected to demonstrate professional behaviors and adhere to the ethical standards of their professions. This policy identifies standards of behaviors that demonstrate professionalism, but it is not intended to be all-inclusive. The colleges and programs may have additional policies and requirements related to professionalism, and students are responsible for being knowledgeable about and complying with the professionalism standards set forth by their colleges and programs. This policy also sets forth the requirement that each college will establish a policy, which includes the elements described below, for addressing allegations of student unprofessional behavior. The processes across colleges may vary.

# Scope

This policy applies to all individuals registered for one or more MUSC courses. It is applicable to distance-based students, students who are also employees, and returning former students.

# **Approval Authority**

The Executive Vice President for Academic Affairs and Provost is the approval authority for this policy.

# Purpose of This Policy

# Ethical, professional behavior promotes trust in the health care and research professions, respect of others, and high standards of service. The Policy on Professionalism and Standards of Conduct for Students identifies the expectations for student behavior and serves as the framework for the professional growth of our future biomedical scientists and healthcare providers. Students are expected to demonstrate the values of compassion, collaboration, respect, integrity, and innovation set forth by the MUSC enterprise. This policy aligns with the Policy on Professionalism and Standards of Conduct for Student Organizations and is intended to be consistent with enterprise-wide policies related to student, faculty, and staff conduct.

# Who Should Be Knowledgeable about This Policy

All students, the Title IX Coordinator, the Department of Public Safety, and faculty and staff engaged in educational services, programs, and activities should be knowledgeable about this policy.

# The Policy

1. Students are expected to demonstrate the values of compassion, collaboration, respect, integrity, and innovation set forth by the MUSC enterprise. Degree and non-degree seeking students who violate this policy are to be reported to the office of the dean in the college in which they are registered. Non-degree seeking students registered only for Interprofessional (IP) courses are to be reported to the Executive Director of the Office of Student Programs and Student Diversity. Students who are also employees at one or more of MUSC’s entities are held to this policy as well as all other applicable MUSC employee policies.
2. Behaviors that demonstrate professionalism include, but are not limited to, the following actions as related to the five enterprise-wide values:

Compassion

* Advocate for the well-being and concerns of those MUSC serves
* Demonstrate an attitude of service
* Be attentive, respectful, empathetic, and responsive in caring for the needs of those MUSC serves

Collaboration

* Promote inter-professional and interdisciplinary collaboration and understanding
* Communicate in a direct and respectful manner
* Hold each other accountable for appropriate behavior

Respect

* Respect the individuality, privacy, and dignity of each other and those MUSC serves
* Demonstrate regard for persons in authority
* Demonstrate regard for differing values and abilities among peers, other healthcare professionals, and those MUSC serves
* Demonstrate respect by responding to requests (written, verbal, e-mail, telephone) in a timely fashion and complying with established verbal and written deadlines
* Provide a welcoming environment for all
* Show respect for all colleagues
* Support equality and inclusion

Integrity

* Maintain an ongoing dedication to honesty and responsibility
* Be trustworthy by acting in a reliable and dependable manner
* Recognize the limitations of their expertise
* Demonstrate stewardship by exercising custodial responsibility for MUSC resources
* Demonstrate accountability for decisions and actions

Innovation

* Support and create a culture of discovery and innovation by asking and accepting questions
* Encourage ideas from others
* Contribute new ideas and encourage discovery for the purpose of continuous improvement, problem solving, and learning

1. The Office of Student Programs and Student Diversity and each college will have in place a written and published process that will be applied when a student allegedly violates this policy. The college dean may elect to delegate the process to others at the division or program level. The student will be presumed to be non-culpable until a determination to the contrary is made.
2. The process to address reported violations of this policy will include the following elements:
   1. A procedure for anonymous and non-anonymous reporting of unprofessional conduct including, but not limited to, conduct that may place an individual, the college, a program, the University, or the enterprise in jeopardy
   2. Identification of participants who will adjudicate reported violations of this policy
   3. A mechanism for documenting, tracking, and addressing reports
   4. A process to conduct an investigation and establish findings, if an investigation is deemed necessary
   5. Establishment of a procedure whereby prior to adjudication the student is provided with written notice of the adjudication; the content of what will be adjudicated; an opportunity to meet and clarify any questions regarding what will be considered at the adjudication; the opportunity to be notified of potential witnesses that may be called to testify, if any; access to review any documentation that will be considered by the adjudicators before the adjudication; the opportunity to address the adjudicators; and timely notification of the outcome.
   6. A statement notifying students that the adjudicators can consider professionalism issues concurrently with performance issues
   7. A statement notifying students that adjudicators may consider the student's entire performance and professionalism history when adjudicating current alleged violations/concerns
   8. A statement that the standard of proof utilized by the adjudicators will be a preponderance of the evidence
   9. A statement as to whether the student may have an advisor present at any meetings, to include whether the student’s advisor is permitted to speak on behalf of the student or whether they are limited to an advisory capacity. The statement will specify whether an attorney is permitted to serve as an advisor.
   10. Determinations may result in but are not limited to no action, non-punitive feedback to foster students’ professional growth, supportive intervention, monitoring, mandatory leave of absence, or dismissal.
   11. A mechanism for the student to appeal the findings and planned course of action determined through the process described above. The dean must receive a written statement of appeal from the student within seven calendar days after the student has received the notice of action from the committee. The decision of the dean is final.

# Special situations

The University-wide Honor Code Committee is responsible for adjudicating all allegations of academic dishonesty.

Students who violate this policy in the context of a recognized university-wide or college-specific organization may also be subject to individual sanctions in accordance with this policy.

The Title IX Officer is responsible for adjudicating all matters related, but not limited to, Title IX, sexual harassment, and gender discrimination.

# Sanctions for Non-compliance

Each college will determine appropriate sanctions for policy violations committed by students. In the event of a conflict of interest, the college will designate this responsibility.

Sanctions can include, but are not limited to, no action, supportive intervention, mandatory leave of absence, monitoring, or dismissal.

# Related Information

## References, citations

## The Standards of Professional Behavior Policy for the MUSC Workforce

(in progress)

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| College-Specific Professionalism and Standards of Conduct | |
| College of Dental Medicine | [MUSC Standards of Professional Behavior Policy](https://musc.box.com/s/i9f86lx2j8yqtfecnnz1lx6urpe9av3e)  [James B. Edward’s College of Dental Medicine Guidelines for Student Progress](https://education.musc.edu/students/enrollment/bulletin/colleges-and-degrees/dental/academic-policies) |
|  |  |
| College of Graduate Studies |  |
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| College of Health Professions | <http://academicdepartments.musc.edu/chp/current_students/CHP-Student-Policies-Handbook.pdf> (pages 9-10) |
|  |  |
| College of Medicine | <http://academicdepartments.musc.edu/esl/bulletin/medicine/acadpolicies/professionalism.html> |
|  |  |
| College of Nursing | <http://academicdepartments.musc.edu/esl/bulletin/nursing/> |
|  |  |
| College of Pharmacy | <http://academicdepartments.musc.edu/cop/pdfs/MUSC%20COP%20Student%20Handbook%202017-18_revised%202-28-18%20ADD.pdf>  (note: this site will need to be updated annually if link directs viewer to handbook) |

Handbook for Student Organizations

(in progress)

Student Organizations: Recognized Student Organizations Policy

(in progress)

Student Organizations: Policy on Professionalism and Standards of Conduct for Recognized Student Organizations

(in progress)

Student Organizations: Policy for Alcohol Service at Student Events

(in progress)

MUSC Social Networking Guidelines

<https://horseshoe.musc.edu/~/media/files/services-all-files/comms-files/ccmo-files/pr-files/musc-social-media-guidelines-final-05-2018.pdf?la=en>

Student Complaint Policy

<http://academicdepartments.musc.edu/esl/bulletin/bulletin_policies/scc/>

South Carolina Code of Laws Section 59-101-200 <http://www.scstatehouse.gov/code/t59c101.php>

South Carolina Code of Laws Section 59-101-210: Tucker Hipps Transparency Act (violations of the institution’s Conduct of Student Organizations by …organizations formally affiliated with the institution)

<https://www.scstatehouse.gov/sess121_2015-2016/bills/4521.htm>

# Communication Plan

The policy will be published in *The Bulletin* and distributed to the Deans’ offices.

# Definitions

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| MUSC Students | MUSC degree or non-degree seeking individuals registered for 1 or more MUSC courses; includes individuals on an approved Leave of Absence upon his/her return; includes accepted students who violate this policy during that time period between payment of matriculation fees and the first day of class. |
| Professionalism | Behaving in an ethical manner while assuming and fulfilling one’s responsibilities in every situation every time |
| Professionalism Committee/Professional Standards Committee | A committee established individually by the Office of Student Programs and Student Diversity and each of the colleges (or division or program within a college) to adjudicate alleged violations of this policy. Colleges may appoint multiple committees to adjudicate cases at the program and department levels. |

**XII. Review Cycle**

This policy will be reviewed every 3 years.

**XIII. Approval History**

Original approval date and subsequent review dates:

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| --- | --- |
| *Approval Authority* | *Date Approved* |
| Education Advisory Committee | December 17, 2018 (polled) |
| Provost Council | February 8, 2019 (polled) |
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**XIV. Approval Signature**

Lisa K. Saladin, PT, PhD, FAPTA Date

Executive Vice President for Academic Affairs and Provost