

Policy Number: 200a
Policy Name: Student Social Media Policy Suspected Violation Procedure
Reviewed by: CNPD Faculty
Last Review Date: 03/26/2018

Procedure:

In situations where a faculty member, field/clinical agency staff, preceptor or another student witness and/or are advised of a suspected violation of the Student Social Media Policy(SSMP), action will be taken promptly to address the issue with the student.

Reporting and Documentation Process for a Suspected Violation of the Student Social Media Policy

1. Reports of suspected and/or witnessed misconduct should be made to the appropriate Department Chair within 5 business days of the suspected occurrence. Failure to report will result in disciplinary action.
2. Within 5 business day of report of the suspected violation the SSMP form (200b) is completed by the Department Chair and the Associate Dean or Dean is notified
3. Department Chair will set up meetings with students involved in suspected and/or witnessed occurrence.
4. Documentation of the meeting details will be recorded on the SSMP form (200b) and a copy will be placed in the student file. All documentation related to a suspected or witnessed violation will be removed from the student file upon graduation from the college.
5. Depending on the seriousness of the violation, field/clinical experiences may be suspended during the process of investigation.

Disciplinary Sanctions for a Suspected Violation of the Code of Conduct

Upon completion of investigation,

1. Department Chair will determine if sanctions will occur within the program of study or will be referred to the Associate Dean or Dean.
2. Sanctions may include but are not limited to, grade reduction, failure of the assignment, failure of the course.
3. Sanctions will be communicated in writing to the student/students by the Department Chair.
4. Incidents of misconduct that are deemed to have broader impact as determined by Department Chair will be referred to the Associate Dean or Dean for disciplinary sanction.
5. Sanctions by the Associate Dean or Dean will be communicated in writing to the student/students involved in the occurrence.

Student Appeals Process

Students have right to appeal sanctions as outlined in appropriate department and university policies.

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