

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 14	Student Policies and Procedures	Effective:	December 2001
Section 14.1	Student Conduct and Discipline	Revised:	December 2008
Policy 14.1.1	Procedures and Regulations governing Student Conduct and Discipline	Responsibility:	Vice President for Academic Administration

PROCEDURES AND REGULATIONS GOVERNING STUDENT CONDUCT AND DISCIPLINE

Student Conduct and Discipline

Each student is responsible for notice of and compliance with the provisions of the Regents' *Rules and Regulations*, [Rule 50101](#) and the rules of the Health Science Center.

Definitions

STUDENT: The following persons shall be considered students for purposes of these policies and regulations:

1. A Person currently enrolled at The University of Texas Health Science Center at San Antonio (Health Science Center).
2. A person accepted for admission or readmission at Health Science Center.
3. A person who has been enrolled at Health Science Center in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows.
4. A person who engaged in prohibited conduct at a time when he or she met the criteria of the above.

CAMPUS: The campus consists of all real property, buildings, or facilities owned or controlled by Health Science Center.

CHIEF STUDENT AFFAIRS OFFICER: The administrative officer primarily responsible for the development and administration of policies relating to students, for the development and implementation of services to students, and for the initial preparation of institutional regulations that will implement the policies and regulations set forth in this rule.

DEAN OR DEAN OF STUDENTS: Refers to the administrative officer or officers responsible for the administration of the disciplinary process at each institution.

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HEARING OFFICER: An individual selected in accordance with procedures adopted by the institution pursuant to the recommendation of the Chief Student Affairs Officer to hear disciplinary charges, make findings of fact, and, upon a finding of guilt, impose an appropriate sanction(s).

WEEKDAY: Monday through Friday, excluding any day that is an official holiday of the institution, or when regularly scheduled classes are suspended due to emergent situations.

DAY: A calendar day, except for days on which the University is officially closed or when regularly scheduled classes are suspended due to emergent situations.

Guidance

A copy of document, “A Student Discipline for Scholastic Dishonesty: A Guide for Administration, Faculty, and Hearing Officers”, is available for review in the Office of the Associate Dean for Student Affairs of each School, the Office of the Assistant Vice President of Student Services, and the Library. This document describes specific procedures used in cases of alleged scholastic dishonestly.

Responsibility

The procedures and regulations provide that the person acting as Associate Dean of Student Affairs of each School shall have direct responsibility for the administration of the disciplinary process in cases concerning scholastic dishonesty and professional misconduct.

The Assistant Vice President of Student Services has direct responsibility for the administration of the disciplinary process in areas not directly related to the academic or professional training of the student.

Investigation and Penalties

If after investigation of an alleged violation of the “Procedures and Regulations Governing Student Conduct and Discipline”, the Associate Dean of Student Affairs or the Assistant Vice President of Student Services determines the allegations are not unfounded, he/she will prepare a written statement of charges and a summary statement of the evidence and present the statements to the accused student.

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If the accused does not dispute the facts and waives a hearing, the Assistant Vice President of Student Services or the person acting as Associate Dean of Student Affairs assesses a penalty consistent with those outlined in the regulations. If the student disputes the facts, a hearing officer will be selected to hear evidence, to adjudicate guilt or innocence, to render a written decision, and to impose a penalty if one is due. The decision may be appealed to the Health Science Center President.

Penalties which may be imposed include a warning, probation, a financial penalty when property damage is involved, suspension of rights and privileges deriving in whole or part from the University, suspension of eligibility for office or honor, loss of credit for scholastic work, reduction of the grade in an assigned course, a failing examination grade, a failing grade in the course, suspension from the University, expulsion, withholding or grades, official transcripts or degrees, or other penalty imposed by the hearing officer/committee, the Assistant Vice President of Student Services, or the Associate Dean of Student Affairs.

Due Process

Students accused of violations of the “Procedures and Regulations Concerning Student Conduct and Discipline” shall have the rights of due process:

- The right to know the charges and the evidence;
 - The right to confront and examine witnesses;
 - The right to be represented by a person or her/his choice;
 - The right to be heard by an impartial body or officer; and
 - The right to an appeal process.
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Guidelines for Professional Conduct

Health Science Center students are expected to conduct themselves in a professional manner, not only in interaction with patients, but also with peers, faculty, and staff of the Health Science Center and the community in general. In addition to conventional academic test and measurement criteria for assessment, students will be evaluated on issues relating to their professional conduct/judgment according to the previously defined standards of the School, program, and profession for which they are in training.

The specific professional discipline/School in which the student is enrolled may have additional and more specific codes of conduct. See individual School sections in the Student Guide for details at <http://studentservices.uthscsa.edu/pdf/Catalog2007-09.pdf>.
