

**School of Health Professions
The University of Alabama at Birmingham
Grievance Procedures for Violations of Academic Standards**

1. PHILOSOPHY

The School of Health Professions (SHP) is committed to the practice of ethical standards of conduct. School policies, procedures, and regulations reflect this commitment and are in compliance with those of The University of Alabama at Birmingham. SHP expects students to maintain an acceptable quality of academic performance and to exhibit appropriate conduct. Students are expected to conduct themselves in a manner similar to accepted standards for practicing health care professionals. The policies put forth in this statement apply to both undergraduate and graduate students, but appeals processes vary. Specific information is included in this text.

2. GRADES

The assignment of grades is the responsibility of the individual faculty member. General guidelines are available for each academic experience that outline criteria for awarding grades. If a student believes that a grade was awarded inappropriately, the student may first request that the course instructor reconsider and, if necessary, request a review of the grade by the Program Director. The Program Director's decision will be final. If the Program Director is the course instructor, the Department Chair will review the decision and his/her decision will be final. The Program Director/Chair will respond **within five (5) workdays** after notification.

If a student receives a final grade of F due to academic misconduct (see definition in #4), the student may appeal the grade to the Program Director and then to the Chair. If the student believes that the decision of the Chair is unfair then he/she may appeal to the Assistant Dean for Academic Affairs and then to the SHP Dean. The SHP Dean's decision will be final. The responses of the Program Director, Chair, Assistant Dean and Dean will occur **within five (5) workdays** from receipt of the student's request. The student must initiate the appeal process within 30 days of the date in which the grade was posted.

3. GUIDELINES

Guidelines for appropriate student conduct, academic standards and performance requirements, and procedures for resolving student problems are determined by each SHP academic program and are approved by the Dean. These are provided to the student upon enrollment in SHP. Requirements for individual courses are provided at the beginning of each course. (Refer to "Student Rights and Responsibilities" found in the UAB student handbook, *DIRECTION*, for a complete description of standards.)

4. DESCRIPTIONS OF ACADEMIC AND NON-ACADEMIC MISCONDUCT

Academic Conduct: Academic conduct generally concerns the conduct of students in the teaching/learning environment. Academic misconduct may include, but is not necessarily limited to, acts such as plagiarism, cheating, misrepresentation, fabrication and abetting as defined below:

- A. **Plagiarism**: claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, and copying others' ideas.
- B. **Cheating**: use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer-related information.
- C. **Misrepresentation**: falsification, alteration or misstatement of the contents of documents, academic work or other materials related to academic matters, including representing work substantially done for one class as work done for another without receiving prior approval from the instructor. Misrepresentation also includes misrepresenting schedules, prerequisites, transcripts, or other academic records.
- D. **Fabrication**: presenting as genuine falsified data, citations, or quotations.
- E. **Abetting**: helping another student commit an act of academic dishonesty. Allowing others to copy your quiz answers or use your work as their own are examples of abetting.
- F. **Tardiness** or unexcused absences as defined by the Program or course in which the student is enrolled.
- G. **Dishonesty** in performing assignments or during examinations, the falsification or alteration of official documents.
- H. **Exhibiting unprofessional behavior** by (1) falsification of patient records, (2) improper practice of the profession, (3) willful neglect of a patient, (4) improper use of equipment or participation in activities which may damage equipment, supplies, and/or private and public property, (5) misrepresentation of professional status, (6) falsification of student records, (7) failure to respect confidentiality of patient information.

Nonacademic Conduct: Nonacademic conduct generally concerns the conduct of students outside the teaching/learning environment but within the university community. Cases of non-academic misconduct will be referred to the Judicial Officer for the University.

(Misconduct is not necessarily limited to these examples.)

- A. **Obstruction or disruption** of the teaching, research, public service, administrative, or other authorized activity or function of the university.
- B. **Falsification, alteration, fabrication, or misuse** of written or electronic university forms, documents, records, or identification.
- C. **Possession** of, or being under the influence of, alcoholic beverages or illegal drugs on campus and/or at required school activities.
- D. **Participation** in activities threatening the safety of others on campus or at required or school-sponsored activities (includes verbal, written, or physical threats).

- E. **Illegal possession of dangerous weapons** on campus, at required off-campus activities, or at school-sponsored activities.
- F. **Stealing while on campus**, at required off-campus activities, or at school-sponsored activities.
- G. **Fraudulent use of a UAB identification card** at UAB or elsewhere.
(See *Direction* handbook, pages 42 and 43 and The Graduate School online catalogue UAB Policies <http://main.uab.edu/show.asp?durki=28537> for a complete description of policies regarding the above violations of Nonacademic conduct. Also see The Graduate School online catalogue UAB Policies section concerning Student Participation in Proprietary Research at the web address given above.)

5. DISCIPLINARY ACTIONS

Failure of a student to follow the prescribed guidelines for conduct or academic standards and performance requirements will subject him or her to one or more of the following disciplinary actions:

Warning: oral or written warning to the student that he or she is violating university regulations.

Reprimand: official warning in writing that continuation or repetition of wrongful conduct may cause more severe action.

Probation: written notice explaining the serious nature of the case and outlining the terms of the probationary status.

Suspension: exclusion from classes and other privileges in the School of Health Professions.

Expulsion: permanent termination of student status in the School of Health Professions.

Notes: In cases in which personal or public property has been stolen, defaced, disfigured, damaged, or destroyed, the disciplinary action also may require appropriate restitution.

The UAB Vice President for Student Affairs and the Office of Registration and Academic Records will be notified of a suspension or expulsion. The length of time for probation and suspension will be recommended by each Program and is subject to approval by the Department Chair and the Assistant/Associate Dean. Expulsion from SHP is permanent.

6. PROCEDURE FOR MANAGING ACADEMIC MISCONDUCT

- A. Student misconduct may be reported to the SHP instructor, advisor, authorized committee, Director of the student's program, or legal authority. Any person may report student misconduct.
- B. The student will have an opportunity to respond to an allegation of misconduct within the policies and procedures set by the student's program.
- C. If disciplinary action is recommended, the Program Director will give written notification of the circumstances to the student, either in person or by certified letter. The student will sign the letter acknowledging receipt, or the refusal to accept such written notice will be documented.

- D. Notification of disciplinary action will be sent by the Program Director to the Division Director, the Department Chair, the Assistant/Associate Dean and the Dean of the School of Health Professions.
- E. A challenge that a disciplinary action by a program is not warranted should be raised with the Department Chair, then, when appropriate, by using the Procedures outlined in Section 7. The Chair will respond to the student **within five (5) workdays**. This grievance procedure will be followed only when a student contends that a misconduct charge or discipline for misconduct has not been managed according to established procedures or if the student feels final recommendations are inappropriate.

7. GRIEVANCE PROCEDURE

When a student contends that a misconduct charge or the discipline for misconduct has not been managed properly within a Department, the specific contention may be forwarded to the Assistant Dean for Academic and Student Services of SHP. This must be done **within five (5) workdays** from the receipt of the Departmental recommendation. At the Assistant/Associate Dean's discretion, an advisory group may be appointed to study the matter and make a recommendation. The Assistant/Associate Dean shall notify the student of his/her decision in writing **within five (5) workdays** of receiving the request. Except in the case of expulsion, the Assistant/Associate Dean's decision shall be final.

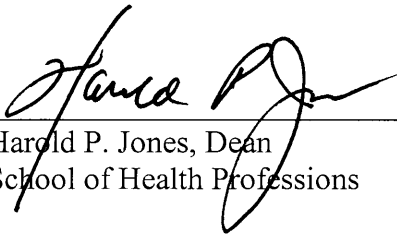
Should a student continue to challenge a disciplinary action involving expulsion after action by the Assistant/Associate Dean, he or she must make a written request for review of the facts by the Dean of SHP and must simultaneously send a copy of this letter to the Assistant/Associate Dean, Department Chair, and Program Director **within five (5) workdays** of having received written notice from the Assistant/Associate Dean of the disciplinary action to be taken. If a student does not make a written request within the time specified, the disciplinary action will be implemented.

The Dean may support the Assistant/Associate Dean's decision or an Advisory Committee may be formed and a date set for a hearing on the expulsion. The student will be notified of the proposed hearing date at least **five (5) workdays** before the hearing. The student will be informed of the Dean's decision **within five (5) workdays**. If the Dean's decision includes an Advisory Committee, then the student will be notified of the proposed hearing date at least **five (5) workdays** before the hearing. The Advisory Committee shall consist of one (1) person selected by the student, one (1) person selected by the Program Director or other person recommending the disciplinary action, and three (3) persons selected by the Dean, one of whom the Dean will designate to serve as Chair. Each Committee member must be currently either a SHP student or individual holding a SHP faculty appointment. The hearing will be tape recorded, and a copy will be maintained in the Office of the Assistant/Associate Dean for Academic and Student Affairs.


The Advisory Committee will conduct a hearing at which the student may be present and the examination of witnesses and the review of documentary submissions, if any, may take place. The student and the program recommending the discipline are responsible for presenting their own case at the hearing. Both parties may present witnesses. The parties may present evidence, including records, written statements, and exhibits. **Within two (2) days after the hearing**, the Committee will send an advisory recommendation to the Dean.

The Dean will notify the student, the Department Chair, and the Program Director of his decision **within five (5) workdays** from the receipt of the Advisory Committee's recommendation. The Dean's decision is final at the School level, but if graduate students wish to appeal this decision, they may appeal to the Dean of the Graduate School.

Approved by Harold P. Jones, 2005, to be effective immediately.



Harold P. Jones, Dean
School of Health Professions



Date

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