

**TARLETON STATE UNIVERSITY  
DEPARTMENT OF NURSING  
DISCIPLINARY GUIDELINES**

Any or all of the following disciplinary actions may be utilized with students in an effort to correct academic deficiencies and/or unprofessional conduct as described in the Program Standards: honesty and ethical behavior; accountability; confidentiality; professional conduct and courtesy; safety; responsibility within the academic institution and clinical agency; and competency and growth. The disciplinary actions which are invoked will depend on the severity of the infraction (an act of omission or commission) and potential result of the student's action(s). The disciplinary action taken will also depend on whether there is a pattern of behavior demonstrated.

**Written Warning**

A faculty member meets with a student to discuss an area of concern. The concern and corrective action, if needed, are documented on a Faculty/Student Interaction form. The faculty member and the student sign the form.

Dispersal of the written warning: original to the student's file with a copy to the student and faculty member. The faculty member will inform the course leader and faculty advisor about the written warning.

**Contract**

A faculty member meets with a student to discuss an area of concern and the corrective action needed to resolve the problem. A written contract is formulated either before, during, or after the meeting using the Faculty/Student Interaction form. The contract will include a description of the concern and a plan of action to correct the problem(s) and/or requirements to be met. If appropriate, a specified time period when requirements should be met is also included. The contract is levied for a specified period, the duration of which will be determined by the seriousness of the circumstances. The contract will also stipulate consequences for failure to meet the stipulations and/or further violation of professional standards, which may include course failure and inability to progress in the program. The contract will have places for signatures of the student and faculty member as well as a place for the student to write comments.

Dispersal of the contract: original to the student's file with a copy to the student and each of the involved faculty members involved. The faculty member will inform the course leader and faculty advisor about the disciplinary action.

Follow-up: at the end of the period specified on the contract and/or the end of the semester, the faculty member and student will meet to evaluate the disciplinary action. The results or outcome of the disciplinary action will be stated in writing and the written statement will be placed in the student's file. The faculty member will inform the course leader and faculty advisor of the results or outcome of the disciplinary action.

### **Immediate Interim Disciplinary Action**

A faculty member may take immediate interim disciplinary action when he or she believes that the presence of a student in a classroom, lab, or clinical setting could injure patients/clients or the public. Potential injury may occur when the student fails to care adequately for patients/clients, conform to minimum standards of acceptable professional nursing practice, engages in unprofessional or dishonorable conduct, or is impaired mentally or physically. The faculty member may remove the student from the setting for a day or for longer periods. If the faculty member removes the student for more than one day, a formal meeting will be scheduled as soon as possible to determine if and when the student may return to the classroom, lab, or clinical setting. The procedure for the formal meeting will include the following processes.

- Notify the student verbally or in writing of the program standard violated or the area of concern and the date and time the student should meet with the faculty member(s) and Department Head.
- Schedule a meeting between the student, faculty member and the Department Head of Nursing. The student may have a support person with them for this meeting. The support person may be a family member, friend or representative from TSU student services. The support person may not be a member of the Tarleton nursing student body or nursing faculty.
- Order of the meeting. The faculty member will describe the incident and the rule(s) violated. The student will be given the opportunity to respond to the alleged incident including his/her perspective of the events as well as a presentation of any extenuating circumstances. Within 72 hours of the meeting, the faculty member, in consultation with the department head and course leader, will render a decision to the student verbally and in writing. The decision may be: (1) the student cannot return to the class, lab, or clinical area during the semester and thus failure for the course; (2) the student may resume class, lab, or the clinical rotation with certain stipulations. The stipulations will be presented in writing with the same dispersal and follow-up processes specified for the written contract.

### **Grievance / Appeal**

A grievance/appeal procedure is available for students. The formal grievance/appeal procedure consists of a chain of authority that is expected to be followed in sequence. The procedure is outlined in this handbook: faculty member; Academic Review Board, if applicable; Department Head of Nursing; Dean of the College of Science and Technology; and the Provost and Vice-President of Academic Affairs. The burden of proof will be with the student.

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