

**PROFESSIONAL AND ETHICAL CONDUCT POLICY**  
**Professional Education Unit Licensure Programs**  
**and College of Education Degree and Licensure Programs**  
**UNIVERSITY OF CENTRAL ARKANSAS**  
**August 2010**

The purpose of this policy is to address professional and ethical behavior not addressed by other university or college policies. This policy does not address academic performance or misconduct issues.

**Standards of Professional and Ethical Conduct:**

To ensure that the highest standards of professional and ethical conduct are promoted and supported in the College of Education and UCA's Professional Education Unit, students must adhere to the prescribed professional and ethical standards of the profession and/or discipline for which the student is preparing, as adopted or recognized as authoritative by the relevant academic program [e.g. Arkansas Professional Licensure Standards Board Code of Ethics for Arkansas Educators, American Educational Research Association, American College Personnel Association, National Education Association, American Federation of Teachers, American Psychological Association, or other standards relevant to the profession].

**Professional and Ethical Misconduct Definition:**

Professional Misconduct is defined as behavior that violates professional or ethical standards for the profession or discipline for which a student is preparing as adopted or recognized as authoritative by the relevant academic program. The term includes, but is not limited to, misconduct that demonstrates the student's unfitness for such profession or discipline.

**Professional and Ethical Misconduct:**

A student who engages in professional or ethical misconduct (see above) may be subject to academic sanctions including but not limited to grade reduction, failing grade, probation, repeating internship, suspension or dismissal from the program or the University, or other sanctions as appropriate. Sanctions may also include a written reprimand, and/or written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

1. Any person who observes or discovers that a student has engaged in professional or ethical misconduct should file a written complaint with the appropriate department chair and program coordinator within ten (10) business days of the date of discovery of the alleged violation.
2. Upon receipt of the complaint, the department chair and program coordinator will, within ten (10) business days, discuss the alleged misconduct with the accused student and give the student an opportunity to respond. The chair and program coordinator may interview the complaining party and any other persons believed to have pertinent factual knowledge of the allegations. The chair and program coordinator may also review any other relevant evidence, including documentary evidence.
3. Within thirty (30) business days of the receipt of the complaint (from initial reporting in Step 1), the chair and program coordinator shall determine whether there is a reasonable basis to believe that the student engaged in professional or ethical misconduct. If the chair and program coordinator determine that there is no reasonable basis to believe that the student engaged in professional or ethical misconduct, they will notify the student and the matter will be dismissed. If the department chair and

program coordinator determine that there is a reasonable basis for believing that the student engaged in professional or ethical misconduct, they shall determine the appropriate sanction(s) and shall take whatever steps are useful to that end. If the student complies with the terms and conditions of the sanction(s), no further action against the student will be taken and the matter will be closed.

4. If the student feels the decision of the chair/coordinator was arbitrary and capricious, s/he may submit a formal appeal. A formal appeal must be submitted in writing to the College of Education (COE) Dean's Office within five (5) business days of being notified of the sanction(s). The COE Dean's Office will transmit the appeal to the Standard 1 Standing Committee (i.e. undergraduate or graduate program coordinator body, as appropriate). After the decision of the Standard 1 Standing Committee, the student may appeal in writing to the COE Dean **and** the Dean of the college from the department where the complaint originated within five (5) business days of the committee's decision.

5. If the student feels the decision of the Deans was arbitrary and capricious, s/he may submit a formal appeal, in writing, to the Provost (or his/her designee) within five (5) business days of the Deans' decision. The decision of the Provost (or his/her designee) is final.

Approved: April 2010